

JET

Opportunities

Accepting and scheduling opportunities

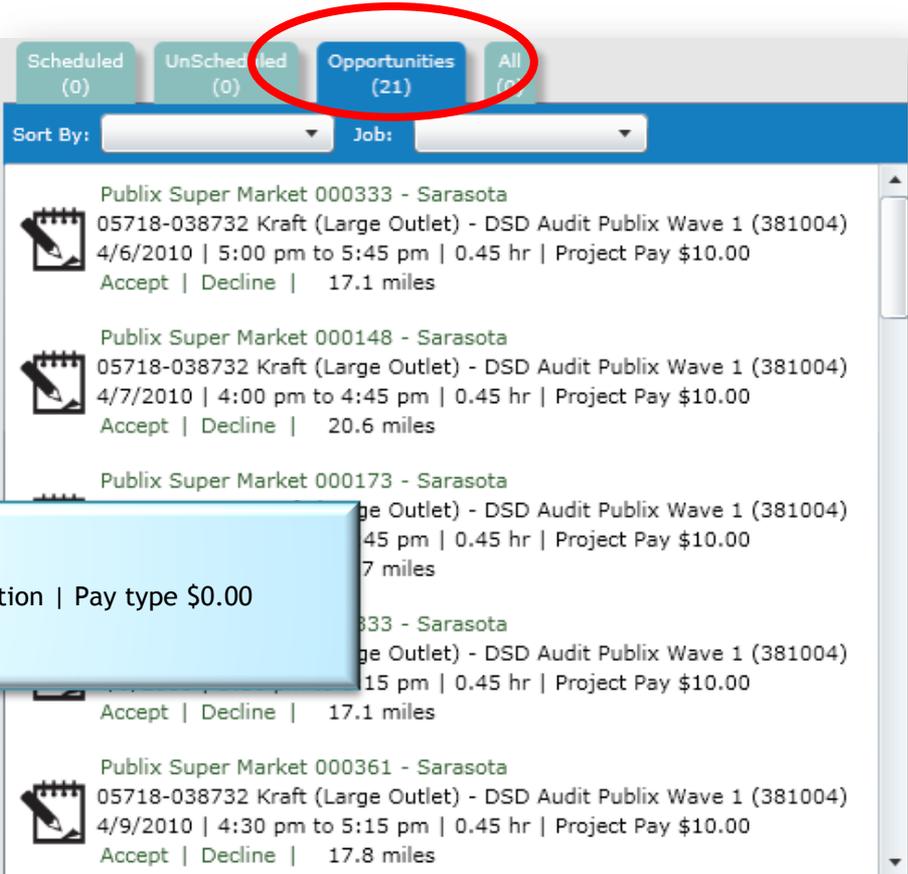
AMS Project Team

Events Execution Team

Select Opportunities

Opportunities are offered on a first come, first serve basis.

- Select the **Opportunities** tab to view the available opportunities.
- The information presented in the Opportunities section is presented in the following format:



Store Name - Store # - Location
Project ID-Job ID-Project Description-Job Description
Begin Date - End Date | Time Start to Time End | Duration | Pay type \$0.00
Call Report | Reschedule | Skip | Documents

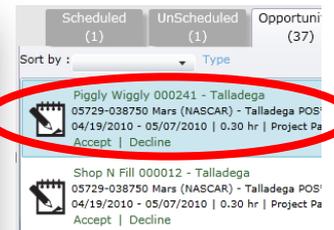
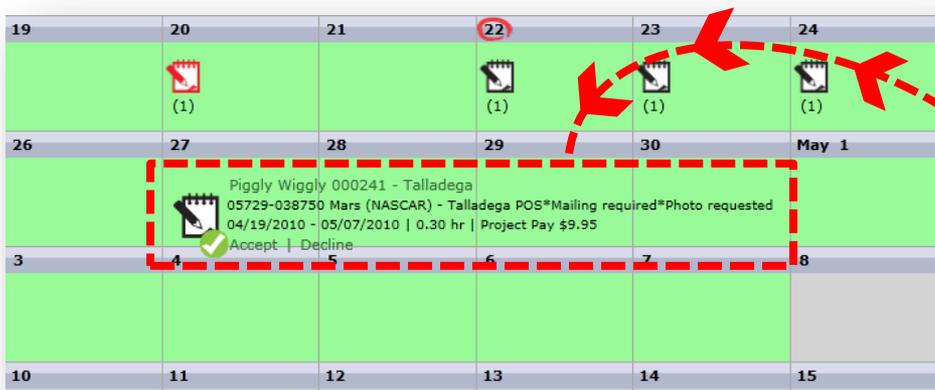
Sort opportunities using the Sort By or Jobs filters

Sort By: Job:

Drag and Drop Features

Move items from the Opportunities tab to your calendar using the Drag and Drop feature

- Left click, hold and drag the desired opportunity to your calendar
 - Green boxes and “✓” indicate valid dates for this opportunity
 - “x” indicate invalid date for this opportunity
- Release to drop the opportunity on the desired date



Example of attempting to drop on an invalid date

Select Opportunities

When you drop the Opportunity on your calendar you will be presented with the Accept or Decline Opportunity screen. (You can also see this screen by clicking the Store Name link in the Opportunities Task Pane.)

The screen has 4 sections:

1. Job Label & Job Action Buttons: Provides store and job information as well as the Accept, Decline and Cancel buttons.
2. Date and Time Picker: Allows you to change the date and time if necessary.
3. Documents: Lists all documents associated with this job. Click the view button to view a document.
4. Job Instructions open in a separate window: Provides detailed job instructions in a PDF viewer. You must review and close the Job Instructions window before you can access the Opportunity screen.

The screenshot illustrates the 'Accept or Decline Opportunity' interface. It features a main window with a job label, action buttons, a date/time picker, a document list, and a job instructions window. A red vertical bar on the left side of the image is numbered 1 through 4, corresponding to the sections described in the text.

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2 Date and Time Picker: Allows you to change the date and time if necessary.

3 Documents: Lists all documents associated with this job. Click the view button to view a document.

4 Job Instructions open in a separate window: Provides detailed job instructions in a PDF viewer. You must review and close the Job Instructions window before you can access the Opportunity screen.

The main window displays the following information:

- Store: Wal Mart Supercenter 005262 - 17.3 miles
- Job: 05755-038868 ShurTech (Bubble Wrap) time test - 200ft Endcap Placem
- Duration: 5/24/2010 - 6/13/2010 | 1.00 hr | Project Pay \$10.75
- Buttons: Accept | Decline
- Work Date: 6/9/2010, BeginTime: 6:00 AM
- Total Duration: 1:00
- Documents: JobInstructions (21.91 KB), Project Instructio

The Job Instructions window displays the following text:

Rept to ensure the Duck brand 200ft Bubble Wrap product is placed on an endcap in the Stationary Dept. If not set upon arrival, work w/ the dept personnel to get the endcap set. Also, check the tape and mail supply modular to ensure all Duck brand products are neatly merchandised and fully stocked. Ensure the 150ft and/or 200ft Bubble Wrap is featured in the modular as well. 60 minute maximum.

Accept

Decline

Cancel

Accept

- Accept will move the opportunity to your schedule on the service date and service time indicated.
- Make adjustments to the service date and service time as needed to fit your schedule.
- The service date must fall into the allowable time period.

Decline

- Decline will remove the opportunity from your list.
- It is helpful when you decline work because the next available person for this work will be offered this opportunity.

Cancel

- Cancel will take no action on the opportunity.
- It will remain on your opportunities tab for you to accept or decline at a later time.
- Please either accept or decline the opportunity ASAP, as you are withholding the opportunity from others.

Technical Support

- If you are experiencing trouble navigating or using JET, review the training materials.
- If you are still having difficulty, contact your supervisor.
- For additional support, create a help desk ticket at <https://helpdesk.asmnet.com> or call 888-900-4ASM (4276)
- ASM IT Support Hours are:
Monday – Friday
5 am – 5 pm Pacific

Field Support AMS

- Please call: 800-786-7769
- Hours:
Monday – Friday
8 am – 5 pm Eastern
- Create a help desk ticket at <https://helpdesk.asmnet.com>
- Select Help Desk Category
JET > AMS Project Support
Team

Campaigners Operational Support

- Please call 888-524-9192
- Hours:
Monday – Saturday
6 am - 6 pm Pacific
- Sunday
7 am – 7 pm Pacific
- Create a help desk ticket at <https://helpdesk.asmnet.com>
- Select Help Desk Category
JET > MWA Field Support