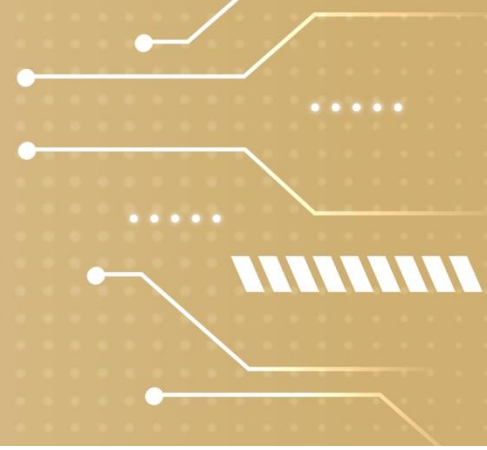
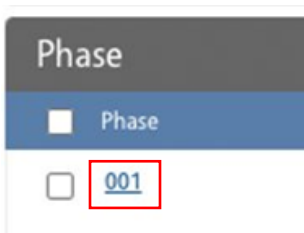


# INTRODUCING AN ENHANCED *MYFSU* *SERVICE CENTER* EXPERIENCE

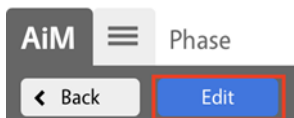


## Assigning Shop Person to a Work Order

From a Work Order, click on the desired Phase



Click **Edit** from the top menu

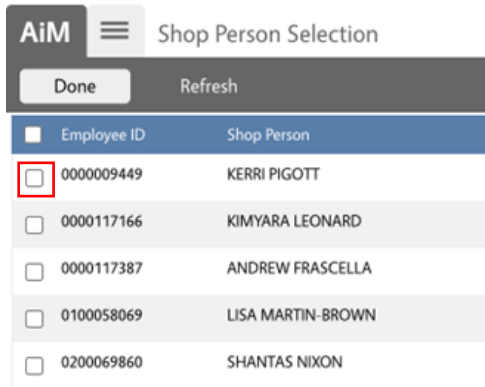


Then click **Load** in the Shop Person section at the bottom of the page



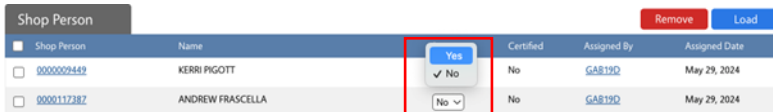
# INTRODUCING AN ENHANCED *MYFSU* SERVICE CENTER EXPERIENCE

Check the box next to the employees you want to add.



Employee ID	Shop Person
<input checked="" type="checkbox"/>	000009449 KERRI PIGOTT
<input type="checkbox"/>	0000117166 KIMYARA LEONARD
<input type="checkbox"/>	0000117387 ANDREW FRASCELLA
<input type="checkbox"/>	0100058069 LISA MARTIN-BROWN
<input type="checkbox"/>	0200069860 SHANTAS NIXON

If more than one Technician is assigned to a Phase, you can assign someone as **Primary**.



Shop Person	Name	Certified	Assigned By	Assigned Date
<input type="checkbox"/>	000009449 KERRI PIGOTT	No	<a href="#">GAB:19D</a>	May 29, 2024
<input type="checkbox"/>	0000117387 ANDREW FRASCELLA	No	<a href="#">GAB:19D</a>	May 29, 2024

Click **Done** and **Save** in the top menu



# INTRODUCING AN ENHANCED *MYFSU* *SERVICE CENTER* EXPERIENCE

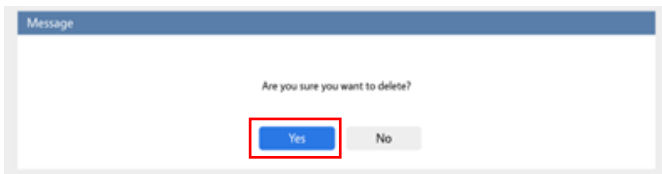
To Remove a Shop Person:

- Check the box next to their name in the Shop Person section
- click **Remove**
- Click **Yes**
- Click **Save**



The screenshot shows a table titled "Shop Person" with columns for Name, Primary, Cert/Fed, Assigned By, and Assigned Date. Two rows are visible: one for KERRI FOGOTT and one for ANDREW FRASCELLA. The "Remove" button in the top right corner is highlighted with a red box.

Shop Person	Name	Primary	Cert/Fed	Assigned By	Assigned Date
<input checked="" type="checkbox"/>	0000079440 KERRI FOGOTT	No	No	GA8192	May 29, 2024
<input type="checkbox"/>	0001117802 ANDREW FRASCELLA	No	No	GA8192	May 29, 2024



The screenshot shows a "Message" dialog box with the text "Are you sure you want to delete?". There are two buttons: "Yes" and "No". The "Yes" button is highlighted with a red box.



The screenshot shows a dialog box titled "AiM Phase" with two buttons: "Save" and "Cancel". The "Save" button is highlighted with a red box.