ON THE SPOT!

Formatting not saving properly. Correct document lives in TEAMS under FILES - SI Training Chat

On The spot

- Vendors need to download On the Spot! onto their smart devices
- CIS needs to provide the vendor with their username and password
- Vendors can:
- View assignments that have been offered to them.
- View the assignments they are assigned to
- Report

- Contingent upon Vendor's right they can either "self-assign" themselves to an offer request or simply select "available" or "not available". If they cannot "self-assign" the scheduler will still need to "assign" the vendor to the actual assignment before it appears on the vendor's calendar.

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