

Understanding Task Group Anchoring and Scheduling

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This guide explains how to configure task group anchoring and scheduling. It is intended for system administrators.

When you [create a task group](https://aace6.knowledgeowl.com/help/creating-task-groups) (<https://aace6.knowledgeowl.com/help/creating-task-groups>), the scheduling for each task can be 'anchored' to the date and time of another job or task. The initial schedule is set when the tasks are generated. aACE also includes robust logic that can update a task group schedule to stay consistent with changes to the planning calendar.

Anchoring Tasks

The Anchor field provides four options for the various tasks involved:

Start

If a task is anchored to the job Start, the task's date and time are always set relative to the start date and time of the job it belongs to. For example, if a certain job is set to start Monday, January 1, 2022 at 9:00 AM:

- Entering '0' for all scheduling data will have the task also start on January 1 at 9:00 AM and end on January 1 at 9:00 AM.
- Entering '1' for all scheduling data will have the task start on January 2 at 10:00 AM and end on January 2 at 10:00 AM (i.e. one day and one hour after the Job Start Date).
- Entering '1' for the Start Day, '2' for the Start Hour, '3' for the End Day, and '4' for the End Hour will have the task start on January 2 at 11:00 AM and end on January 4 at 1:00 PM (i.e. starting one day and two hours after the Job Start Date; ending three days and four hours after the Job Start Date).

End

If a task is anchored to the job End, the task's date and time are always set relative to the end date and time of the job it belongs to.

Previous Task Start (PTStart)

If a task is anchored to the Previous Task Start, the task's date and time are always set relative to the start date and time of the task that comes before.

Previous Task End (PTEnd)

If a task is anchored to the Previous Task End, the task's date and time are always set relative to the end date and time of the task that comes before.

Scheduling Tasks

The scheduling you set up represents the time window in which a task should be completed. While an actual task itself may only require the small amount of time noted in the Qty column, coordinating the necessary equipment and personnel can take longer.

Creating a schedule for a task group consists of setting start and end times for each task.

Task Group: Whiteboard Assembly Process (WBASMB) ACTIVE

Task Group Info
 Type: Item Assembly
 Description: This is our standard process for assembling an electronic whiteboard.

Task Type	Task Title	Dept	To	Anchor	Start On		End On		Code	Labor Budget	
					Day	Hr	Day	Hr		Qty	Budget
1 Fulfillment	Gather Components	AI-FFMT	EP	JS	0	0	0	4	L-PRD	0.25	12.50
2 Fulfillment	Transfer Circuit Boards onto Copper Layer	AI-FFMT	EP	PTE	0	0	0	4	L-PRD	6	300.00
3 Fulfillment	Solder Circuit Boards	AI-FFMT	NW	PTE	0	0	1	0	L-ASMBLY	4	200.00
4 Fulfillment	Test Circuit Boards	AI-QA	AW	PTE	0	0	1	0	L-QA	0.5	32.50
5 Fulfillment	Produce Solder Paste Stencils	AI-FFMT	EP	PTE	0	0	2	0	L-PRD	3	150.00
6 Fulfillment	Mount Components	AI-FFMT	NW	PTE	0	0	1	0	L-ASMBLY	5	250.00
7 Fulfillment	Assemble Whiteboard	AI-FFMT	NW	PTE	0	0	3	0	L-ASMBLY	8	400.00
8 Fulfillment	Inspect Whiteboard	AI-QA	AW	PTE	0	0	1	0	L-QA	1	65.00
9 Fulfillment	Prep for Shipping	AI-Shipping	KH	PTE	0	0	1	0	L-SHIP	2.5	125.00

Fixed: 0.00
 Variable: 1,535.00
 Total Budget: 1,535.00
 Length: 3 Days, 4 Hrs

Start On Day/Hour

This sets the expected time for work on each task to begin.

The most common setting is to have a subsequent task begin when the preceding task ends (i.e. Anchor: PTE, Start On Day/Hour: 0/0). Higher numbers for the Start On settings will add time as a buffer before the subsequent task begins.

End On Day/Hour

This sets the expected window of time your staff have to complete the task.

Changing Task Scheduling

If changes to the schedule for an open order arise, you can [edit the task schedule](#)

(<https://aace6.knowledgeowl.com/help/rescheduling-task-group-tasks>).

Schedule Calculations

Schedules are calculated based on the relevant department's Start Time and End Time.

Navigate from Main Menu > Internal > Offices > office detail view > Departments:

The screenshot displays the 'Offices' management interface. At the top, it shows 'Record: 1 of 6' and navigation options like 'New', 'Edit', 'Delete', 'Print', and 'Actions'. The main header identifies the office as 'Office: aACME Education Solutions, Inc. (AI)' with an 'ACTIVE' status indicator. Below this, there are several data entry sections: 'General Info' (Tax ID: 555555, Entity #: 2), 'Office Info' (Address: 1238 Broadway, New York, NY 11221), 'Payment Address' (Address: 1238 Broadway, New York, NY 11221), and 'Contact Info' (Phone: (555) 418-9777, Email: info@aacme.com). At the bottom, a navigation bar shows 'Departments (8)', 'Team Members (46)', 'Inventory Bins (30)', and 'Reporting'. The 'Departments (8)' tab is circled in red. Below this, a table lists the departments with their abbreviations, types, start/end times, business units, and traffic managers.

Department Name	Abbr	Type	Start Time	End Time	Business Unit #	Traffic Manager	Default Job	Status
aACME, Inc.	AI	OFFICE	9:00 AM	5:00 PM	2			●
Accounts Payable	AI-A/P	A/P	9:00 AM	5:00 PM	1	> Denise James		●
Accounts Receivable	AI-A/R	A/R	9:00 AM	5:00 PM	1	> Alexis Kohn		●
Development	AI-Dev		9:00 AM	5:00 PM	1			●
Fulfillment	AI-FFMT	FFMT	9:00 AM	5:00 PM	1	> Ned Walker		●
Quality Assurance	AI-QA		9:00 AM	5:00 PM	1	> Allen Wright		●

You can customize the default business hours for new departments: Navigate from Main Menu > System Admin > Preferences > My aACE.

Note: Scheduling in aACE defaults to ignore weekends. This means that on a Friday, a task that is set to begin 'the next day' will actually start on Monday.

Testing a Schedule

After you create it, you can easily [test your task group](#) (<https://aace6.knowledgeowl.com/help/testing-task-groups>) to verify it will work as intended.