

- **Admin Processes**

- All orders are sent to HR and Staffing Managers for scheduling and tracking.
 - HR & Staffing responds to Management email with “got it” to let them know they received it.
 - Hr adds all provided order information to the [Master Calendar](#)
 - You can view the calendar [HERE](#).
 - The number of ordered staff is added to the appropriate market on the [Event Activity Tab](#) of the master calendar.
- Move order to “completed orders” folder in your email.