

Now Available!

WORK CAPACITY TOOL



Loading Open Capacity – Primary Contacts Only

1. Log in to the AMBA website, to access the **Members Area**.
2. Under **Manage Your Company**, click **View and Update Your Company's Work Capacities**.
3. First-time users will see the statement "You do not have any work capacities listed currently. Please update your capacities now." Click the linked text to access the capacity selection screen.
4. The list of capacities available is based on the capabilities selected for the company. If you don't see the appropriate capabilities listed here, the instructions for updating capabilities is listed in #8.
5. To log open capacity, select the appropriate options by checking the applicable boxes under the date range options (0-30, 30-60 or 60-90 days) for each open capacity.
6. Click **Submit** to review the capacities and date ranges selected.
7. To change capacity selections, click the **Update Your Capacities** linked text.
8. To update capabilities, select the linked text **update your capabilities**, to access these pages. The pages that impact the capacity list are **Additional Services** and **Special Machines**. Any changes made on these lists will be visible on the capacity selection page.
9. Upon completing the capability update process, users will be routed to the capacity selection page and will be able to revise selections.
10. Click **Submit** to review the capacities and date ranges selected.
11. When the expiration date for a capacity arrives, the capacity will automatically be removed from the company profile.
12. User will receive a reminder 30 days after the last capacity update to revisit the capacity selection page to make updates.

Search Open Capacity – all mold building members with website access

1. Member must be logged in to use the tool.
2. Click the blue **Select Work Capacity** button in the top righthand corner of the website.
3. Search filters include **Date**, **State** or capacities from the **Additional Services** or **Special Machines** lists.
4. Search results will return matches for any of the search criteria selected and will include the company name, website, main point of contact and email address (direct link), along with any capabilities selected for the company.
5. To perform a new search, click the linked text **perform a new search**.