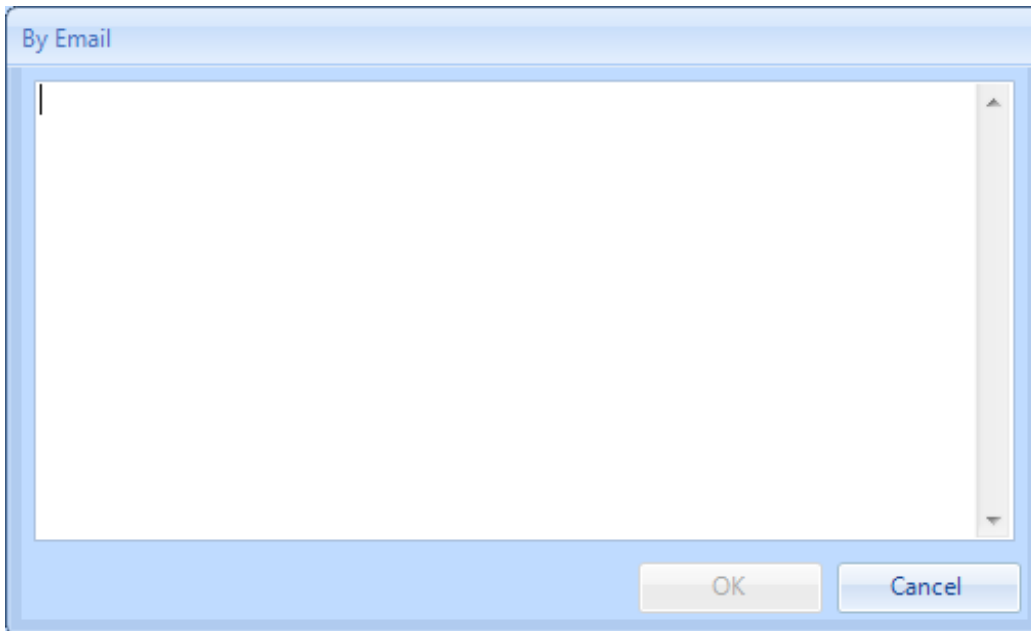


Assign Job > By Email

📅 Wed, Jan 17, 2024 📁 [Assign Job](#)

If the Resource is not set up to have Work Orders assigned automatically but there's at least one Person against the Resource that is able to receive emails, the Assign Job > By Email Agent action becomes available. This action works in a similar manner to the Assign Job action except all that is required is a note. Once the note has been provided, click "OK" to assign the Work Order and the assignment email will be sent out.

A screenshot of a software dialog box titled "By Email". The dialog has a light blue border and a matching title bar. Inside, there is a large, empty white rectangular area for text input, with a vertical scrollbar on its right side. At the bottom of the dialog, there are two buttons: "OK" and "Cancel", both with a light blue gradient and rounded corners.

Note: The event that is displayed for Assigned by Email contains the names and email addresses of the Users who will receive the email. However, an event item of "Email - Pending" will be displayed firstly to signify that the emails have been put into the email queue. Once the emails have been sent, the event will update with the Users the email was sent to.

Online URL: <https://ostarasystems.knowledgebase.co/article.php?id=283>