## Accept Job

💾 Fri, Jan 19, 2024 🛛 🖿 Job Detail Actions

If a job has been assigned to a User, the User may wish to accept the job. This can be done with the "Accept Job" action.

1. On the Job Detail screen, select the "Accept Job" button to display the Accept Job pop up.



2. Enter the date and time of the ETA, either manually or using the calendar. Enter the "Resource Reference" number if applicable in the "Reference" field, in the ETA field and provide any notes regarding the job acceptance if there are any. Click "Save" to accept the job and assign it to your Resource. Alternatively, click "Cancel" if the notes are no longer

Powred by PHPKB (Knowledge Base Software)

needed or if the Accept Job screen was invoked incorrectly.

Accept Job		×
ETA	e.g. 24/11/2023 14:42	
Reference		
Notes		
	Save	Cancel

Note: No fields on this screen are mandatory.

Online URL: https://ostarasystems.knowledgebase.co/article.php?id=599