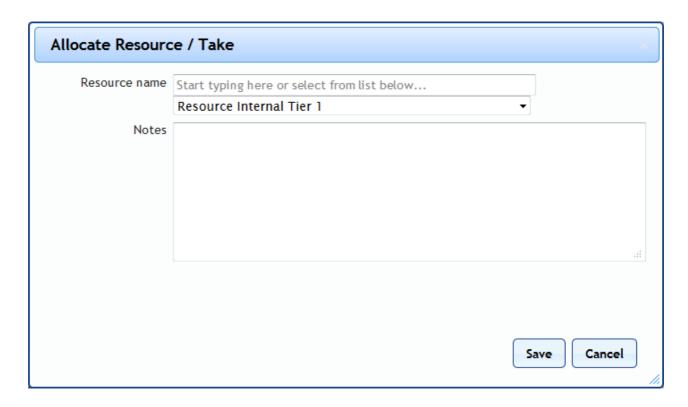# Allocating/Taking a Job

Resources that have the ability to allocate jobs may also wish to take some. Rather than needing two buttons for each action, Users who have the permissions to perform both actions will be presented with the "Allocate Resource/Take" button.

1. On the Job Detail screen, select the "Allocate Resource/Take" button to display the Allocate Resource/Take pop up.

Allocate Resource / Take

2. This action is combination of both the "Allocate Resource" and "Take" actions. A "Take" is performed when the User selects the Resource they are currently logged into the Portal as from the drop down whilst "Allocate Resource" is performed when the User selects one of the Child Resources from the drop down. For either choice, enter any noted into the "Notes" field if applicable and click the "Save" button to perform the chosen action.