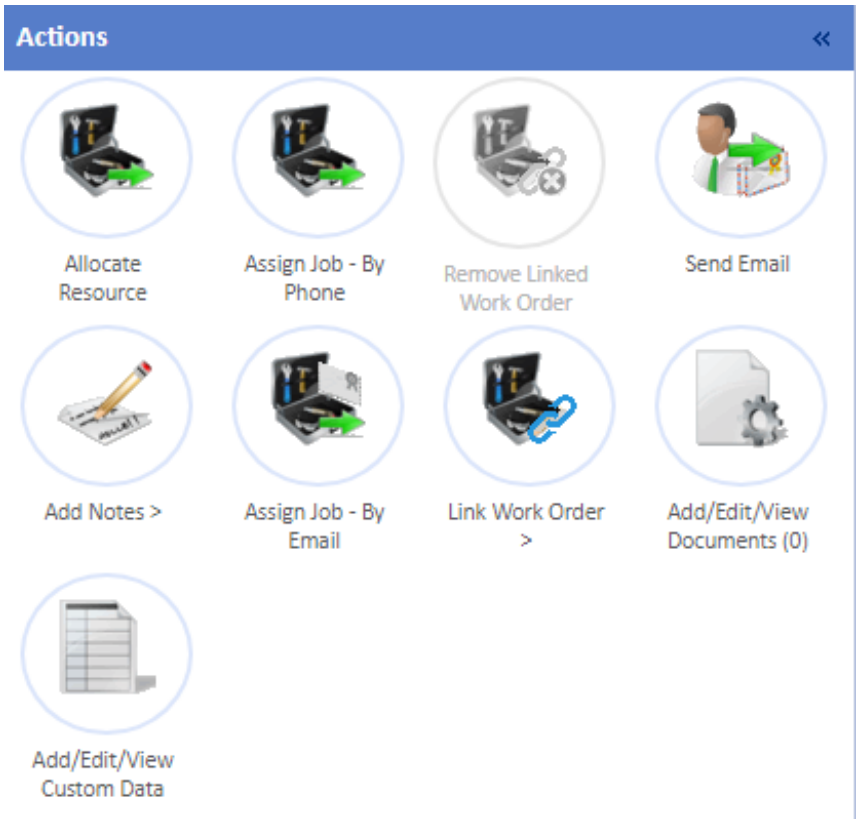
Assign Job - By Phone

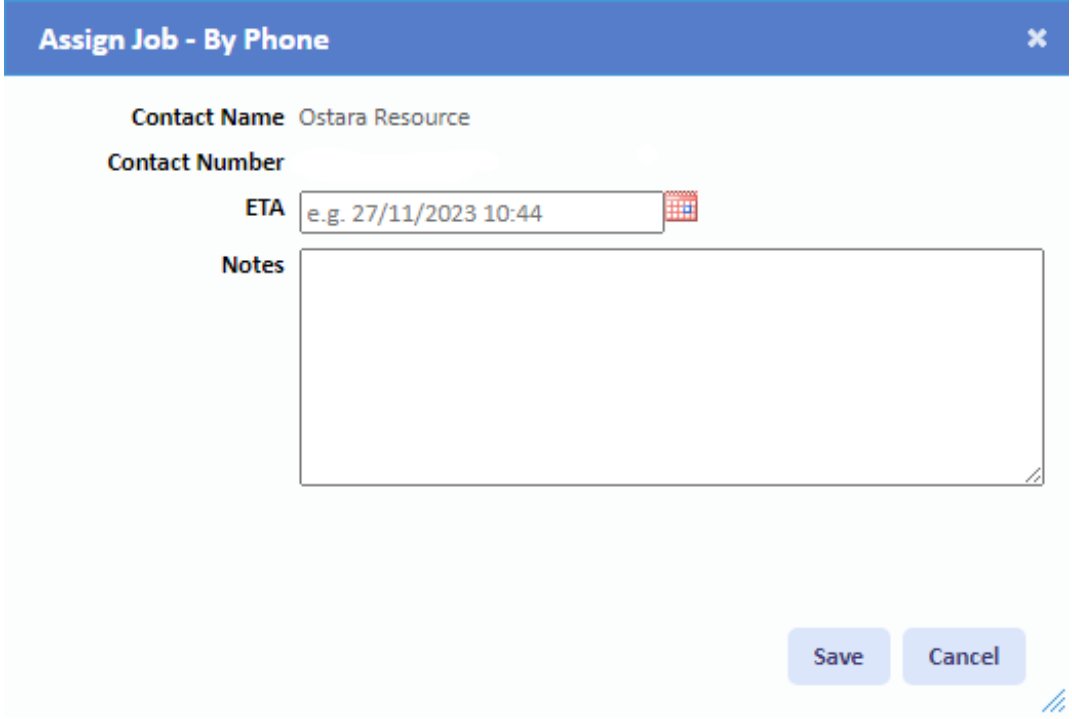
Fri, Jan 19, 2024 Job Detail Actions

Users on the Portal may need the ability to assign jobs to Resources. This can be done by using one of two actions: Assign By Email and Assign By Phone. The following explains how to Assign By Phone:

1. On the Job Detail screen, select the "Assign Job - By Phone" button to display the Assign Job - By Phone pop up. This action should be used if the Resource does not have an email address or prefers that jobs are assigned to them manually.



2. This action is recording the fact that the Resource was contacted via Phone. That being the case, the Contact Name and Contact Number are read only and the fields the User needs to populate, albeit both are optional, are the ETA and Notes field. Enter the ETA in the ETA field manually or via the calendar button and any required notes in the Notes field. Once all details have been entered, click "Save" to progress the job.



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