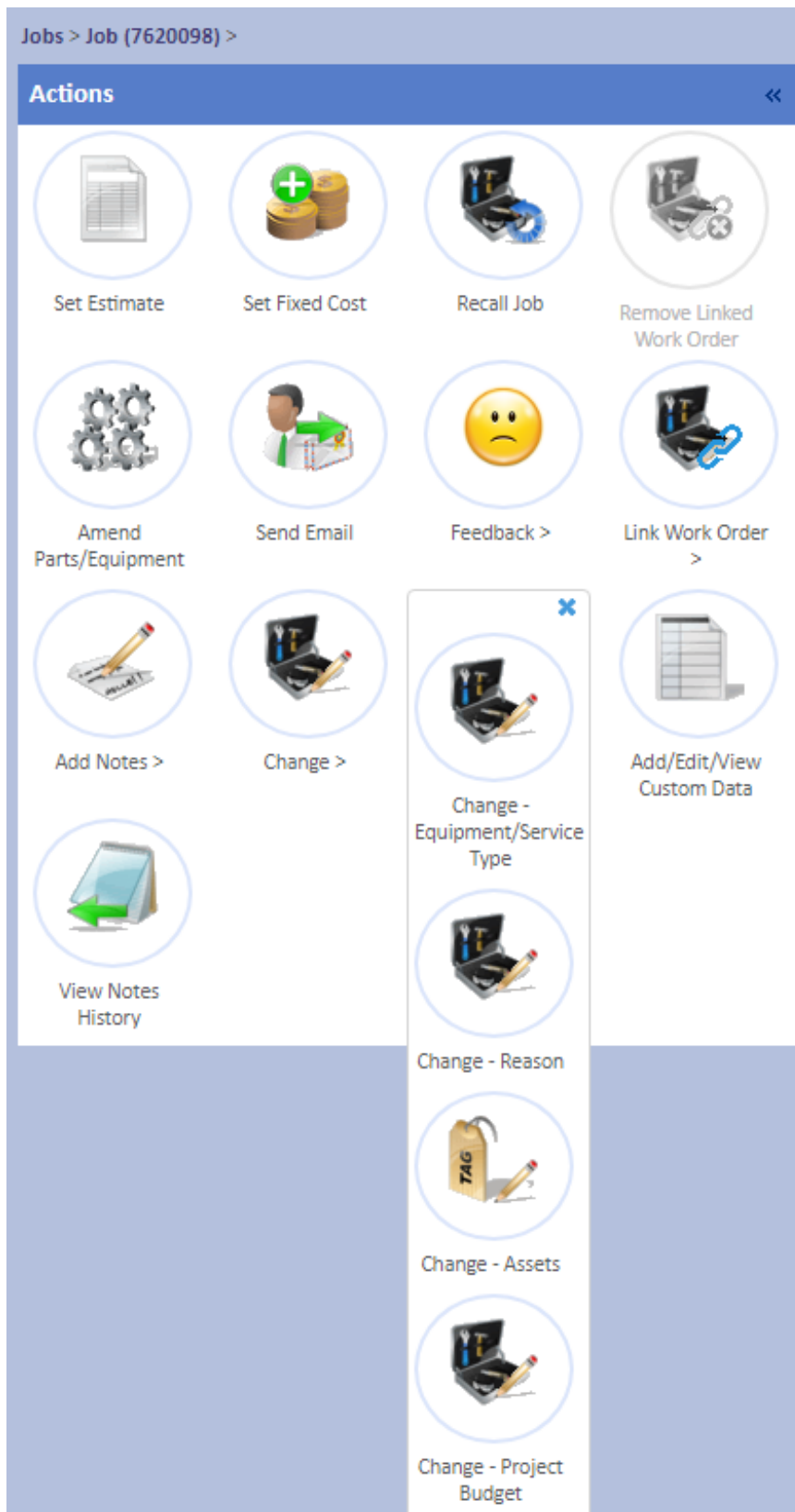


Change - Reason

Fri, Jan 19, 2024 [Change Button](#)

In cases where the reason for the job is incorrect, the "Change - Reason" button should be used to change it.

1. On the Job Detail screen, select the "Change" button to display the extra change options. Click "Change - Reason" to display the Change - Reason pop up.



2. Choose a Reason from the drop down. Once selected click "Save" and the Reason will be changed. Click "Cancel" to close the pop up without making changes.

Change - Reason ✕

Reason ▼

Online URL: <https://ostarasystems.knowledgebase.co/article.php?id=613>