Editing a Job

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

Sometimes, the details of a job may be incorrect and they may need amending before they are assigned to a Resource. This can be done using the "Edit Job" button.

1. On the Job Detail screen, select the "Edit Job" button to display the Edit Job process.



Note: This action only available at Statuses 0.03 - Pending resource allocation and schedule set and 0.04 - Pending resource allocation.

2. The Edit Job process works in the same way as the Create Job process, in that it follows the same structure, except for a few changes. Firstly, the Building tab is not displayed as it is not possible to change the Building of a job after it has been created. Lastly, most of the fields will be filled in as the system uses the data entered previously. Everything else works in the same way as the Create Job Process. For more information, go to the "Create Job Tab" page.

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Resources shown with a grey background are contractual resources in priority order	Resources shown with a vellow background are warranty resources. To change the currently sele	ted resource click on an entry in the list				
Selected Resource None						
Resource						
Alpha Maintenance						
Flowrite Services Ltd						
Fred Fire						
Integral UK Ltd Branch						
Internal Maintenance Team		40.00	30.00	85.00		
Ostara Contractor 2 Ltd						
Ostara Contractor Ltd		40.00	20.00	60.00		
Precision FM						
Sam Security						
585						
					OK Ca	ancel

Note: Questions and Duplicates/Events will also be shown during this process, so these will need completing accordingly.

3. Once all the necessary changes are made, the Confirm tab is displayed. Here, click the "Resubmit Job" button to resubmit the job with the new details.

Edit Job	
Building	Notes Change
Building: (00006) Tower Bridge Demo (00006)	Please add any additional information that may aid a speedy understanding and fix of the task
Task Change	Confirm
Task: Lights / Lamps. Symphone: Light Broken Reason: View and Year Breakdown	Before final submission please review and confirm all information is correct Resubmit tob
Location Change	
Location: First Floor, Back Of House, Offices	
Resource Change	
Name of Attendee: Ostara Contractor Ltd	
Contact Change	
Contact: Ostara	
Response Change	
Priority: P3 - Low (5 days) Required by: 29/11/2023 12:15	

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