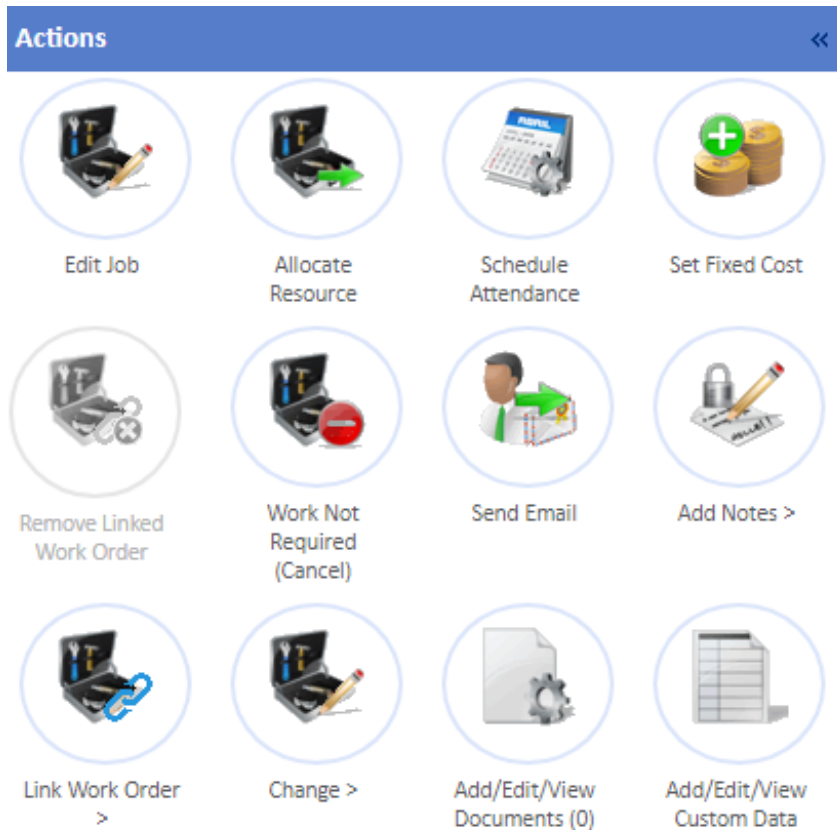


# Editing a Job

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.

Resources shown with a grey background are contractual resources in priority order. Resources shown with a yellow background are warranty resources. To change the currently selected resource click on an entry in the list

Selected Resource: None

Resource	Agreed STA	Call Out Fee	Hourly Rate	Cost (1.5hr)
Alpha Maintenance				
Flowrite Services Ltd				
Fred Firm				
Imperial UK Ltd Branch				
Internal Maintenance Team				
Ostara Contractor 2 Ltd		40.00	30.00	85.00
Ostara Contractor Ltd		40.00	20.00	60.00
Precision FM				
Sam Security				
URS				

OK Cancel

**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	
<b>Building</b> <a href="#">Change</a>	<b>Notes</b> <a href="#">Change</a>
Building: (00006) Tower Bridge Demo (00006)	Please add any additional information that may aid a speedy understanding and fix of the task
<b>Task</b> <a href="#">Change</a>	<b>Confirm</b>
Task: Lights / Lamps, Lamps Symptom: Light Broken Reason: Wear and Tear Breakdown	Before final submission please review and confirm all information is correct
<b>Location</b> <a href="#">Change</a>	<a href="#">Resubmit Job</a>
Location: First Floor, Back Of House, Offices	
<b>Resource</b> <a href="#">Change</a>	
Name of Attendee: Ostara Contractor Ltd	
<b>Contact</b> <a href="#">Change</a>	
Contact: Ostara	
<b>Response</b> <a href="#">Change</a>	
Priority: P3 - Low (9 days) Required by: 29/11/2023 12:35	

Online URL: <https://ostarasystems.knowledgebase.co/article.php?id=626>