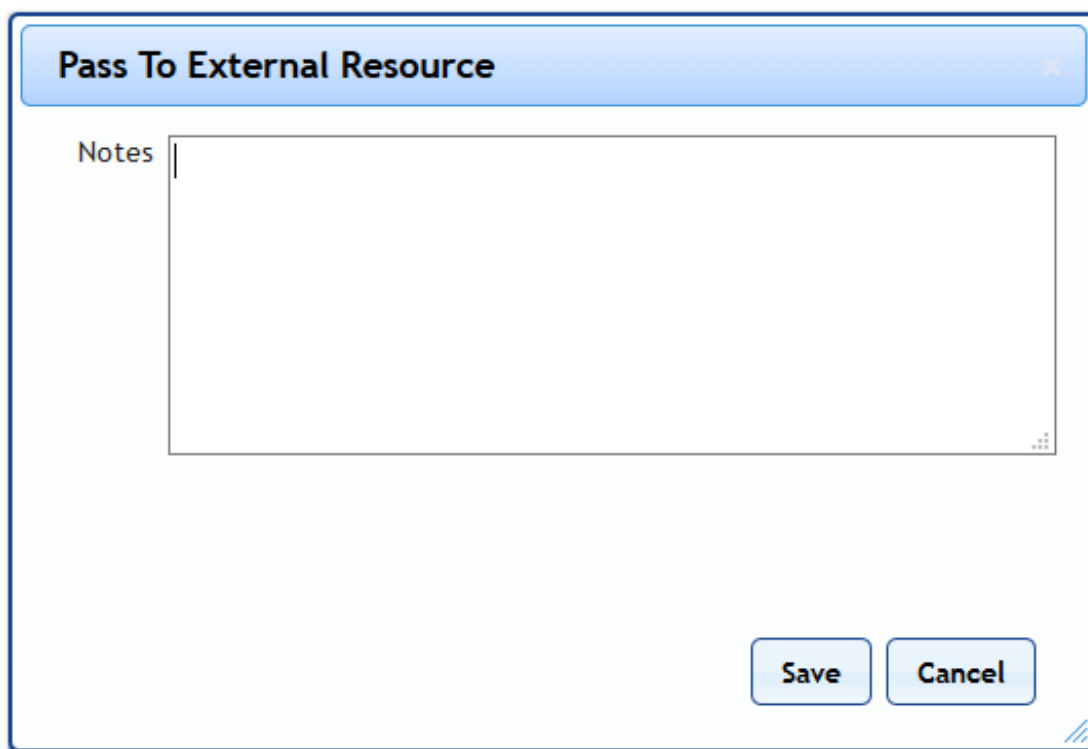


# Passing a Work Order Onto an External Resource

📅 Fri, Jan 19, 2024    📁 Job Detail Actions

In some cases, certain Work Orders may not be able to be completed by the Internal Resource it has been assigned to. In these cases, the User can pass the work to an External Resource to complete it. This can be done using "Pass To External Resource" button.

1. On the Job Detail screen, select the "Pass To External Resource" button.
2. Upon selecting the button, the Pass To External Resource screen. The only thing that is required on this page is a note relating to why the Work Order needs to be passed externally. Once the Note is entered, click "OK" to pass on the Work Order. The system will then calculate who the work should go.

A screenshot of a software dialog box titled "Pass To External Resource". The dialog has a light blue header bar with the title and a close button (X). Below the header is a large text area labeled "Notes" with a vertical cursor at the top left. At the bottom right of the dialog are two buttons: "Save" and "Cancel".

**Note:** The schedule of the job is updated to be inline with the original priority chosen to ensure the schedule is suitable once it is reassigned to an External Contractor.

Online URL: <https://ostarasystems.knowledgebase.co/article.php?id=630>