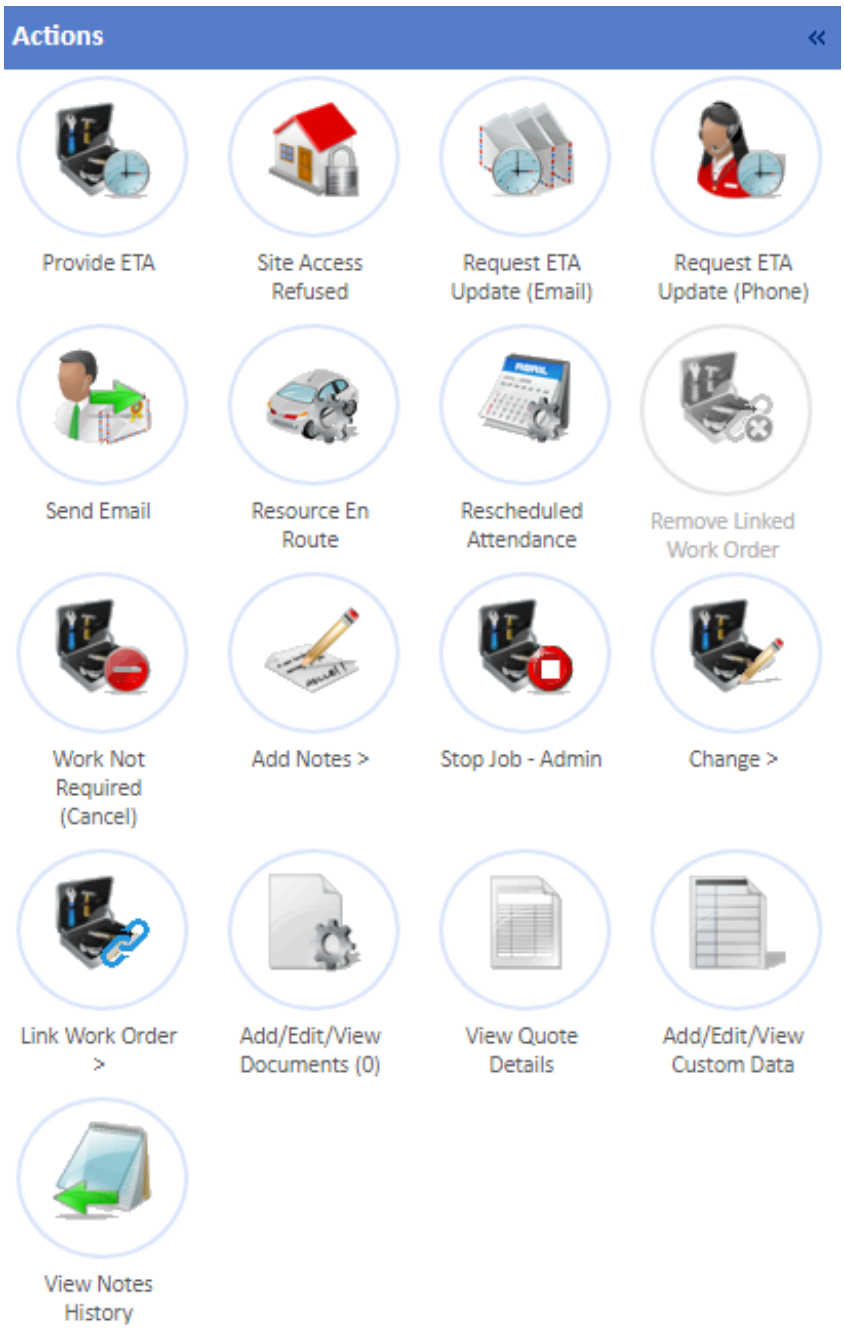
Reschedule the Attendance

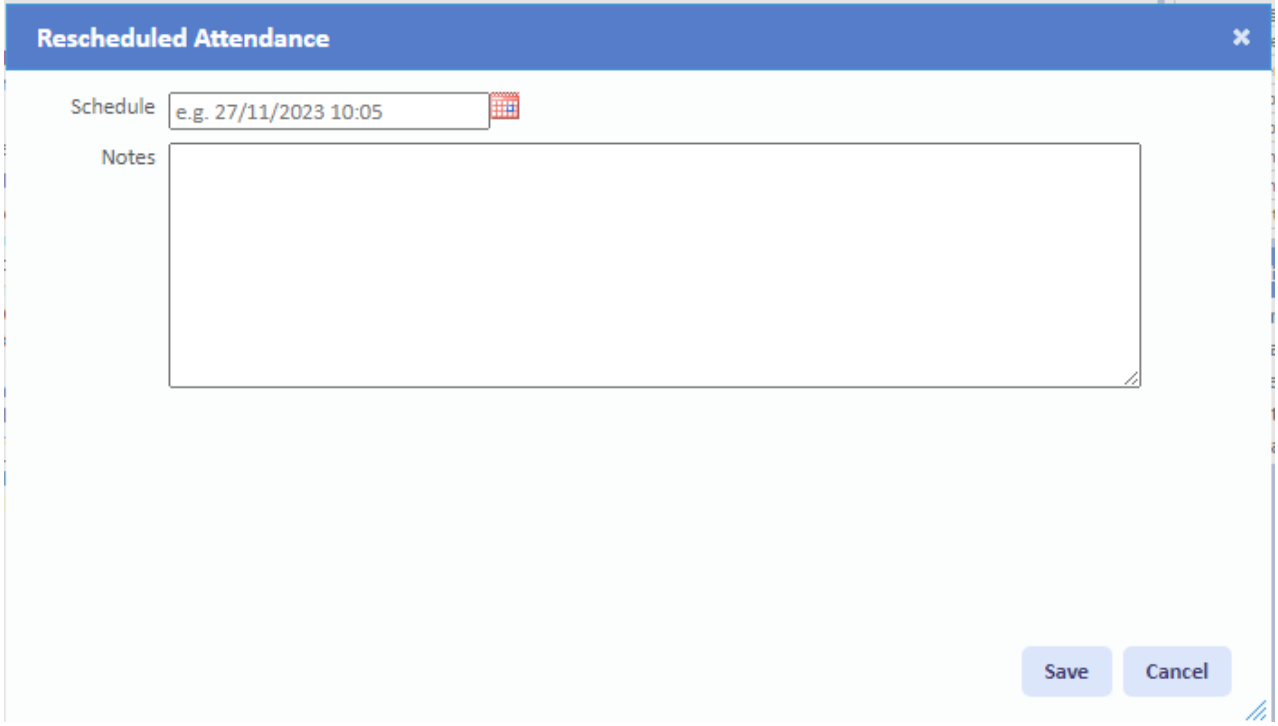
Fri, Jan 19, 2024 Job Detail Actions

In certain cases, the Resource or the Client may require the ability to reschedule the attendance of the job. This could be down to the job increasing in urgency or the Resource being held up at another job. If the job needs to be rescheduled then this can be done using the "Rescheduled Attendance" button.

1. On the Job Detail screen, select the "Rescheduled Attendance" button to display the Rescheduled Attendance pop up.



2. To reschedule a job, a Priority must be selected. The list of priorities to choose from are the same as the list located in the Create Job process. After selecting a Priority, provide a note in the Notes fields. Once done, click "Save" to reschedule the attendance.



The schedule of the job will then be amended to the newly set schedule.

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