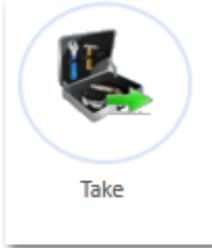


# Taking a Job

📅 Fri, Jan 19, 2024    📁 [Job Detail Actions](#)

Resources may sometimes see a job that their Head Office or other Resources have assigned to them and they may wish to take that job as it fits their job role. This can be done using the "Take" button.

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



2. The "Resource Name" field and drop down will be greyed out as the job is being taken by the Resource performing the "Take" action. Add in some information to the "Notes" field if applicable and once all the necessary information has been entered, click "Save" to perform the take.

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

Resource	Agreed SLA
Ostara Resource	

Resource Name

Notes

Save

Cancel

Online URL: <https://ostarasystems.knowledgebase.co/article.php?id=655>