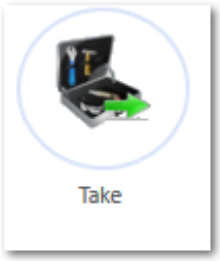
Taking a Job

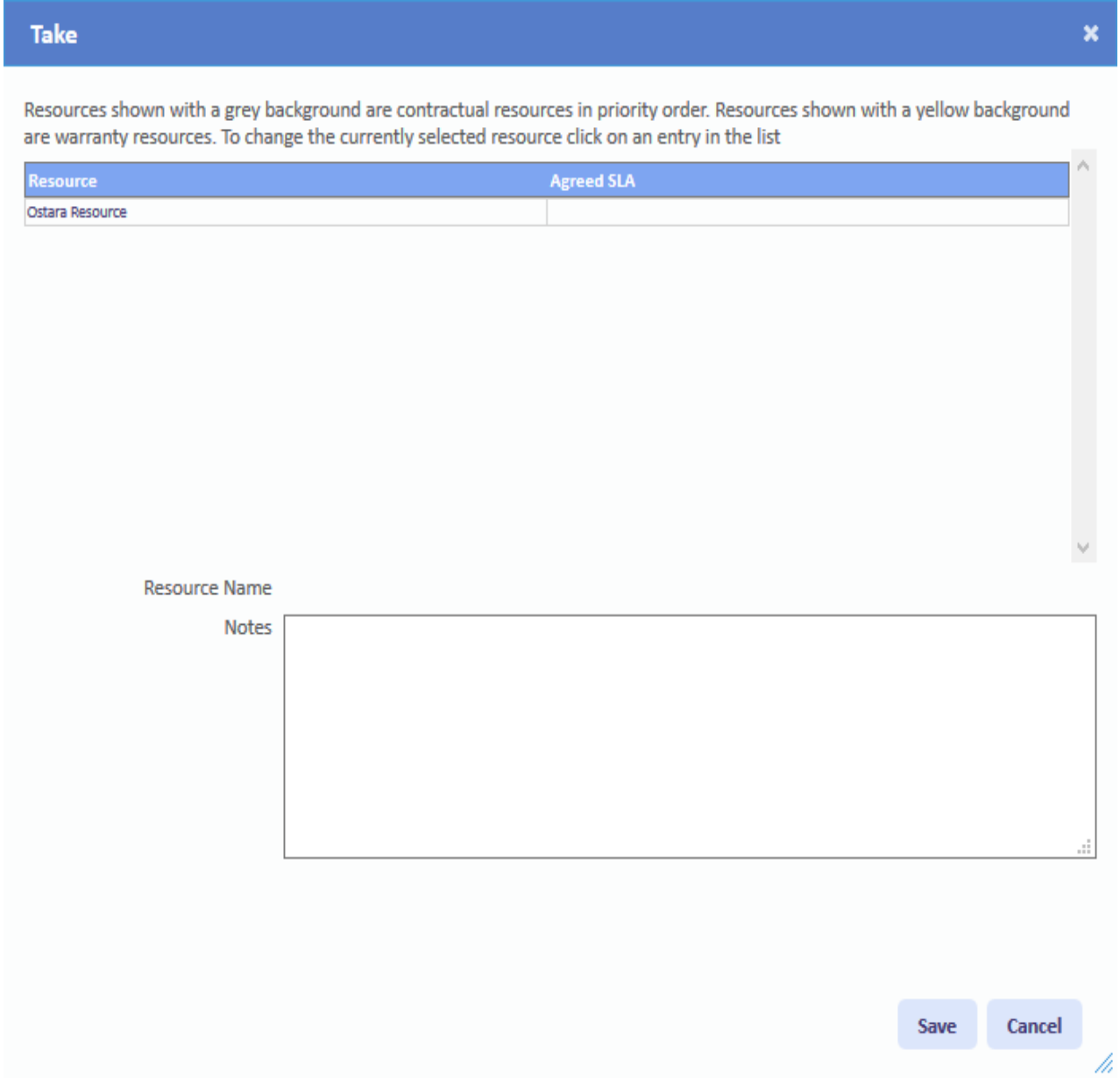
Fri, Jan 19, 2024 Job Detail Actions

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.



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