

# Job & Task Custom PDF designer

Settings -> Job Settings -> **Print Job and Instruct Job Worksheet PDF & Print Job Task and Job Task Completion PDF** allows the user to design how the PDF looks when printed.

## Print Job and Instruct Job Worksheet PDF

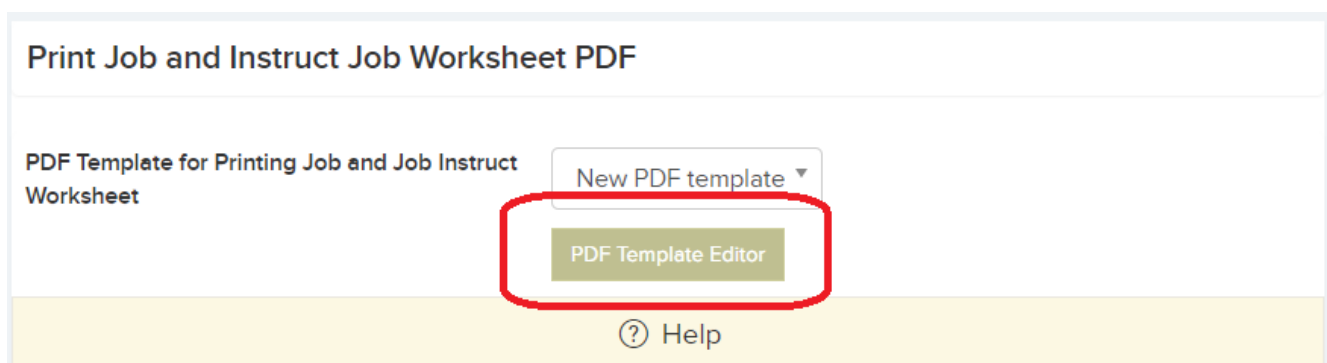
The job details can be printed off to PDF. This can be generated by:

- The Print button on the Job Details page
- When a job is instructed to a resource, the PDF worksheet is created and will appear in the documents tab of the job. It will also be attached to the email sent to the resource, and will also appear in the Resource App.

## Print Job Task and Job Task Completion PDF

The job task details (a job task is created once a job is instructed) can be printed off to PDF. This can be generated by:

- The Print button on the Job Task Details page
- When a job task is completed by a resource, the PDF Job Task worksheet is created and will appear in the documents tab of the job. It can also be attached to notification emails send to users who have been chosen to receive task or job completion emails.



Clicking on the 'PDF Template Editor' button on the edit screen opens the PDF Manager where you can edit an existing template or create a new one. A list of available tags can be found in the HELP Card.

