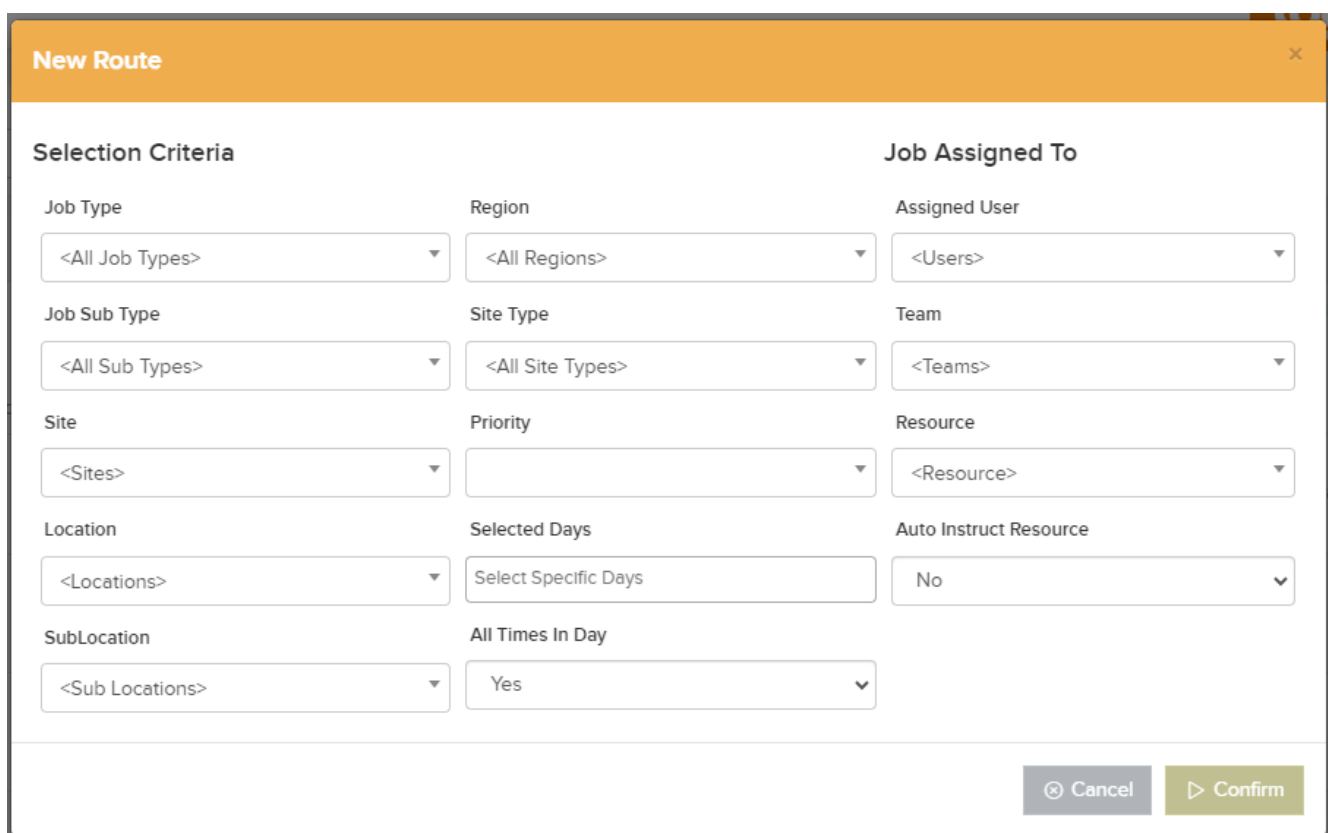


Advanced Job Routing

Settings – Advanced Job Routing allows newly created jobs or requests to be assigned to a Team , Assigned User or Resource based on the Job Type / Sub Type and where the job is located (site / location / sub-location, Region) or site type.

Click on ‘Add Routing’ to reveal a pop up where you can configure all the information in each row.



The 'New Route' dialog box is a form for configuring job routing. It features an orange header bar with the title 'New Route' and a close button. The form is organized into two main columns: 'Selection Criteria' on the left and 'Job Assigned To' on the right. The 'Selection Criteria' column includes fields for Job Type, Job Sub Type, Site, Location, SubLocation, Region, Site Type, Priority, Selected Days, and All Times In Day. The 'Job Assigned To' column includes fields for Assigned User, Team, Resource, and Auto Instruct Resource. Each field is a dropdown menu or a text input. At the bottom right, there are two buttons: 'Cancel' and 'Confirm'.

Selection Criteria		Job Assigned To
Job Type	Region	Assigned User
<All Job Types>	<All Regions>	<Users>
Job Sub Type	Site Type	Team
<All Sub Types>	<All Site Types>	<Teams>
Site	Priority	Resource
<Sites>		<Resource>
Location	Selected Days	Auto Instruct Resource
<Locations>	Select Specific Days	No
SubLocation	All Times In Day	
<Sub Locations>	Yes	

Cancel Confirm

Click Confirm to save the **New Job to User Team Routing**

This advanced feature can be set up for Planned or Reactive Jobs for a certain Job Type, Job Sub Type, Site, Location,

Sub-location, Assigned User or Team, Resource and specific days and times.