

Advanced Job Routing

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

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

New Job To User Team Routing

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

⊕ 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.