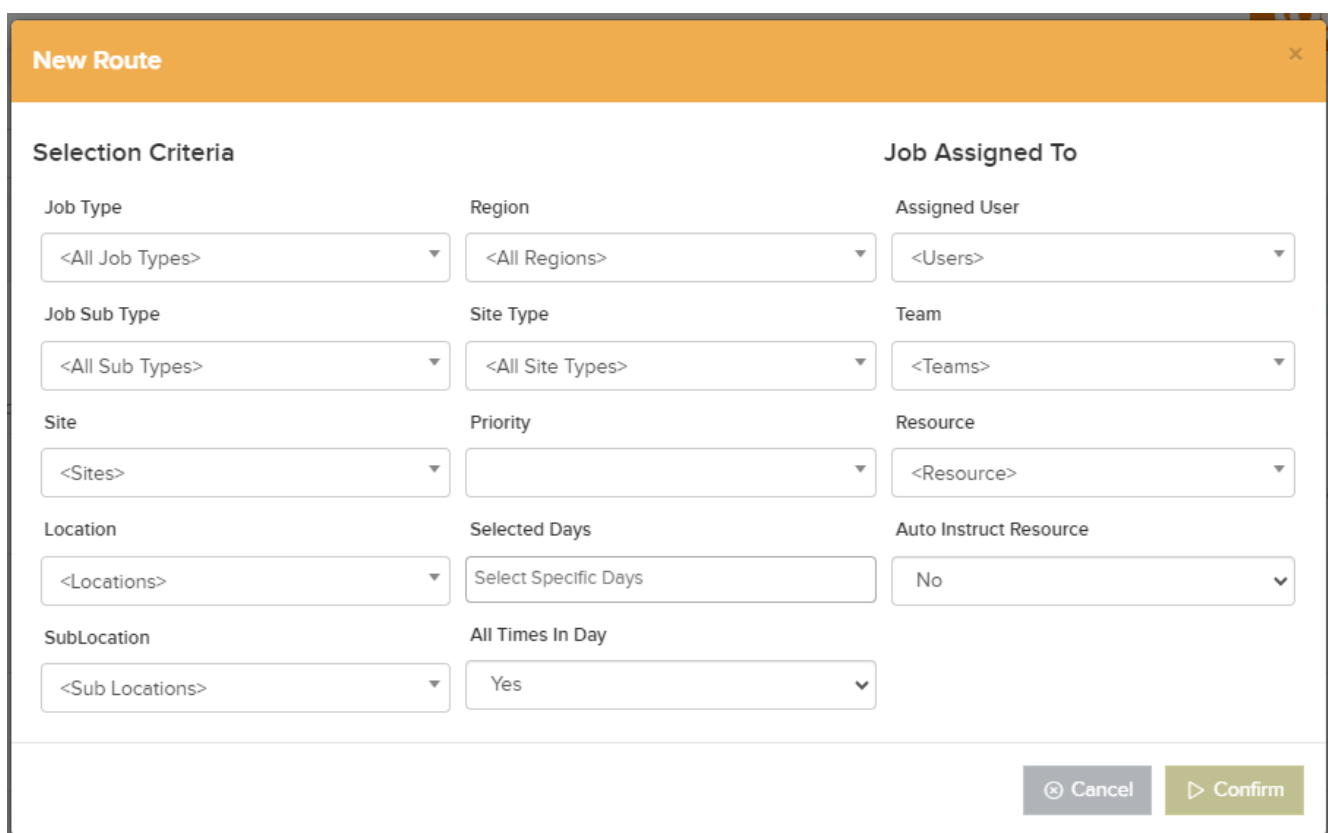


# Advanced Job Routing

**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 image shows a 'New Route' configuration pop-up window. It has an orange header bar with the title 'New Route' and a close button (X). The form is divided into two main sections: 'Selection Criteria' on the left and 'Job Assigned To' on the right. The 'Selection Criteria' section contains several dropdown menus: 'Job Type' (set to '<All Job Types>'), 'Region' (set to '<All Regions>'), 'Job Sub Type' (set to '<All Sub Types>'), 'Site Type' (set to '<All Site Types>'), 'Site' (set to '<Sites>'), 'Priority' (empty), 'Location' (set to '<Locations>'), 'Selected Days' (set to 'Select Specific Days'), 'SubLocation' (set to '<Sub Locations>'), and 'All Times In Day' (set to 'Yes'). The 'Job Assigned To' section contains dropdown menus for 'Assigned User' (set to '<Users>'), 'Team' (set to '<Teams>'), 'Resource' (set to '<Resource>'), and 'Auto Instruct Resource' (set to 'No'). At the bottom right, there are two buttons: 'Cancel' (grey) and 'Confirm' (green).

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

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.