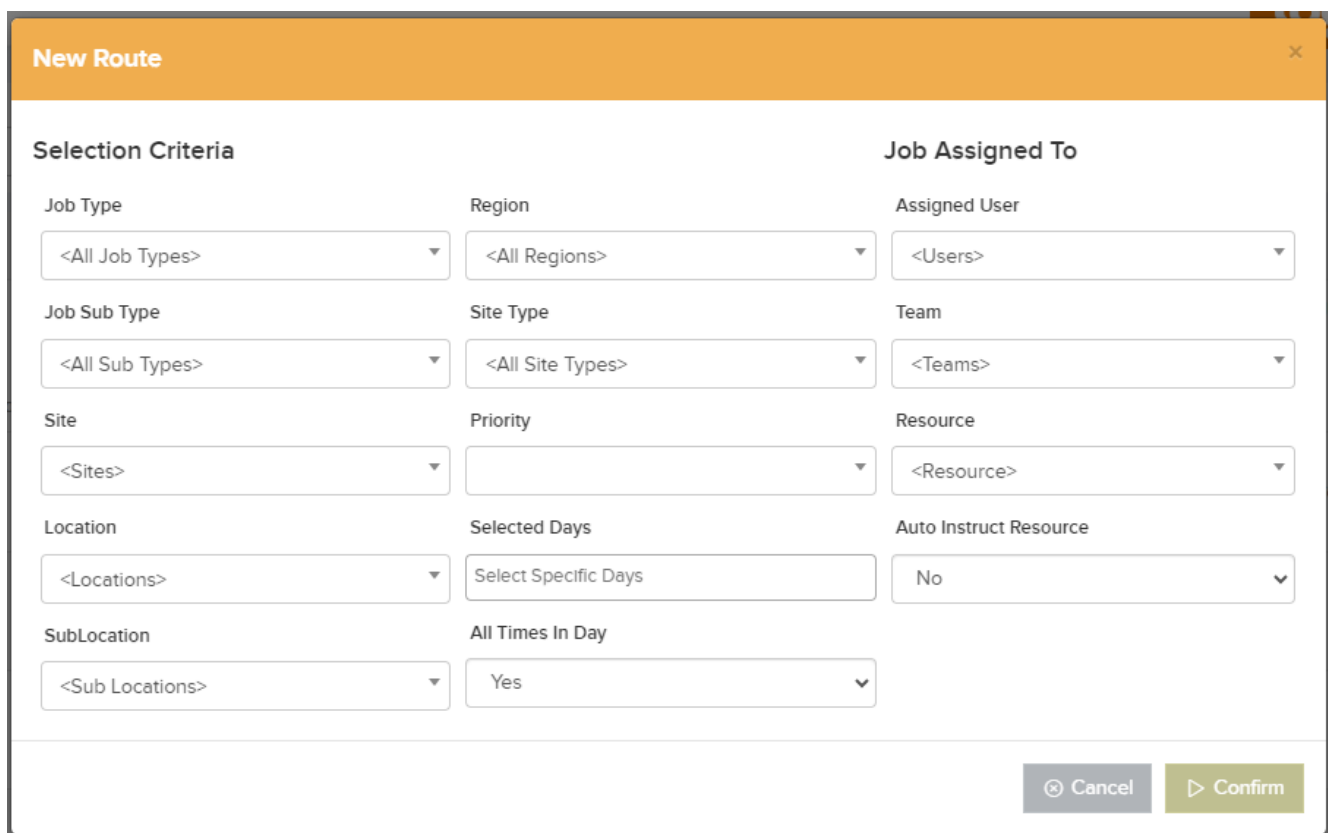


Advanced Job Routing

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 dialog box with an orange header and a close button (X) in the top right corner. The dialog is divided into two main sections: 'Selection Criteria' on the left and 'Job Assigned To' on the right. Each section contains several fields for configuration.

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	

At the bottom right of the dialog, there are two buttons: 'Cancel' (with a close icon) and 'Confirm' (with a play icon).

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.