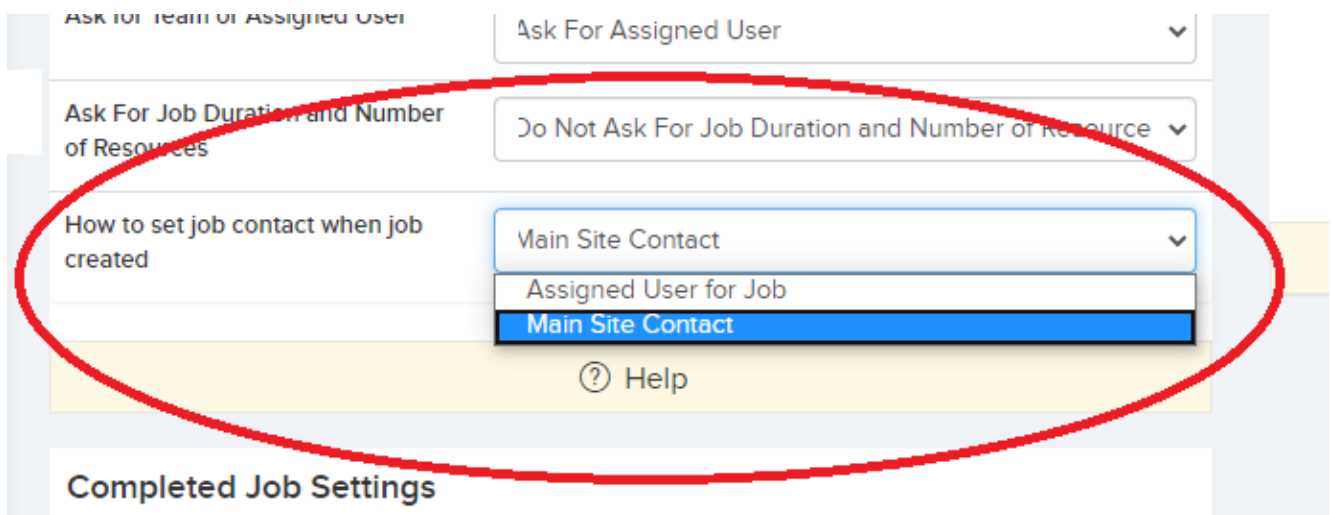


# How can I change the Job Contact Details?

The Job Contact Details can be changed using the Edit button on the Jobs Details page. The Contact Details by default are associated with the chosen site.

However as seen below the default can be changed in the <-Settings-> <-Job Settings-> area to associate the details to the Assigned User.



The screenshot displays the 'Job Settings' interface. It features three dropdown menus: 'Ask for team of Assigned User' (set to 'Ask For Assigned User'), 'Ask For Job Duration and Number of Resources' (set to 'Do Not Ask For Job Duration and Number of Resource'), and 'How to set job contact when job created' (set to 'Main Site Contact'). The 'Main Site Contact' option is highlighted in blue. A red oval highlights the 'How to set job contact when job created' dropdown menu. Below the dropdowns is a 'Help' button with a question mark icon. The section is titled 'Completed Job Settings'.

In addition, in the Email Templates area you can add both Site Contact Details and Job Contact details to the Instruct Email to be sent to the Contractor. **(See Below)**

Order Number **[Task number]**

From: **[client name]**

To: **[contractor]**

- Site: **[site name]**
- Details: **[Job Details]**
- Location: **[location]**
- ETA: **[ETA]**
- Job Priority : **[priority]**
- Site notes: **[site notes]** - **[contractor notes]**
- Site Contact: **[site contact]**
- Site Phone Number: **[site phone]**
- Job Contact Name: **[JobContactName]**
- Job Contact Phone: **[JobContactPhone]**
- Job Contact Email: **[JobContactEmail]**