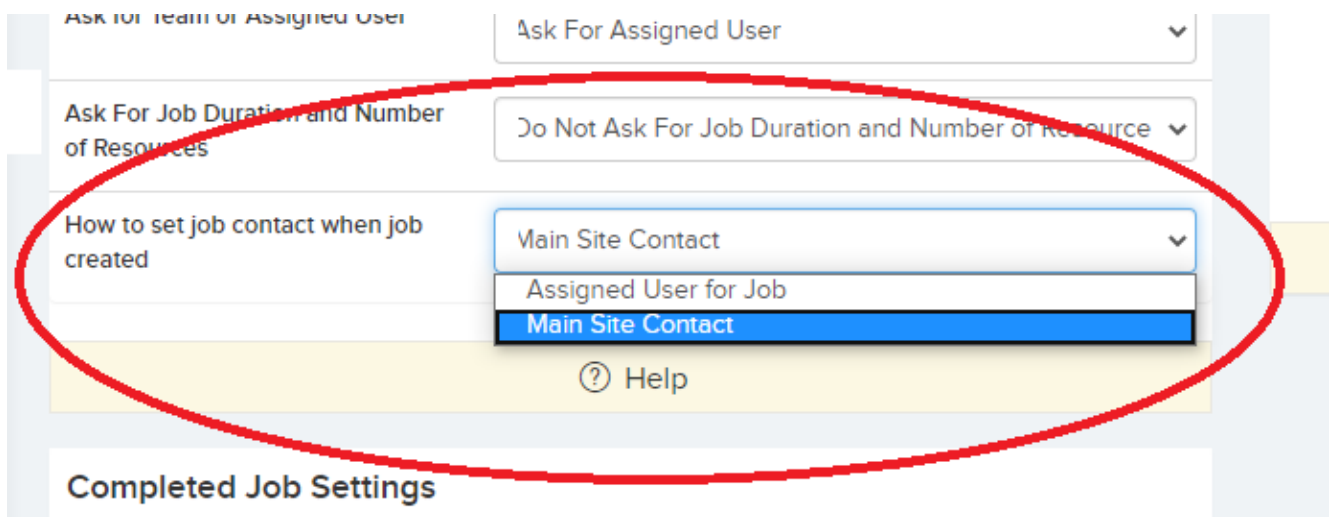


# How can I change the Job Contact Details?

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 a 'Completed Job Settings' form. A red oval highlights the 'How to set job contact when job created' dropdown menu, which is currently set to 'Main Site Contact'. The dropdown menu is open, showing three options: 'Main Site Contact', 'Assigned User for Job', and 'Main Site Contact'. A help icon and the text 'Help' are visible below the dropdown. Other settings in the form include 'Ask for team of Assigned User' set to 'Ask For Assigned User' and 'Ask For Job Duration and Number of Resources' set to 'Do Not Ask For Job Duration and Number of Resource'.

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]**