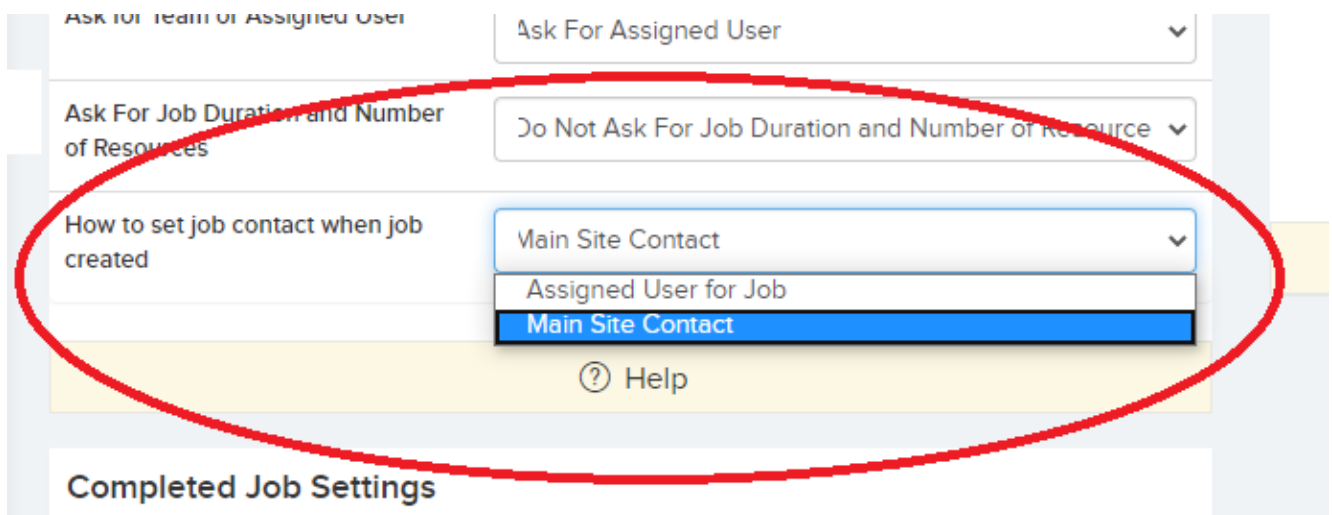


How can I change the Job Contact Details?

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. A red oval highlights the 'How to set job contact when job created' dropdown menu. The menu is open, showing three options: 'Main Site Contact' (selected), 'Assigned User for Job', and 'Main Site Contact'. Below the dropdown is a 'Help' button with a question mark icon. The 'Completed Job Settings' section is visible at the bottom.

Ask for team of Assigned User	Ask For Assigned User
Ask For Job Duration and Number of Resources	Do Not Ask For Job Duration and Number of Resource
How to set job contact when job created	Main Site Contact
	Assigned User for Job
	Main Site Contact

Help

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]**