

Instructing a Resource in the Manager App

You can instruct resources from the Manager app. These simple steps will take you through the process of instructing a resource.

To instruct a resource in the Manager app, select the job and scroll down to the *Resource* section highlighted in the screenshot below:

Castle View
Site

Instructed
Status

Ground Floor
Location

Atrium
Sub Location


New job
Details

Mar 5, 2020 3:24 PM
Created Date

Mar 5, 2020 5:24 PM
Expected Date

Mar 11, 2020 12:47 PM
Instructed Date

2 hour response
Priority

Kilmudden Road, , ..
Address 

ertert
Contact

344345
Telephone

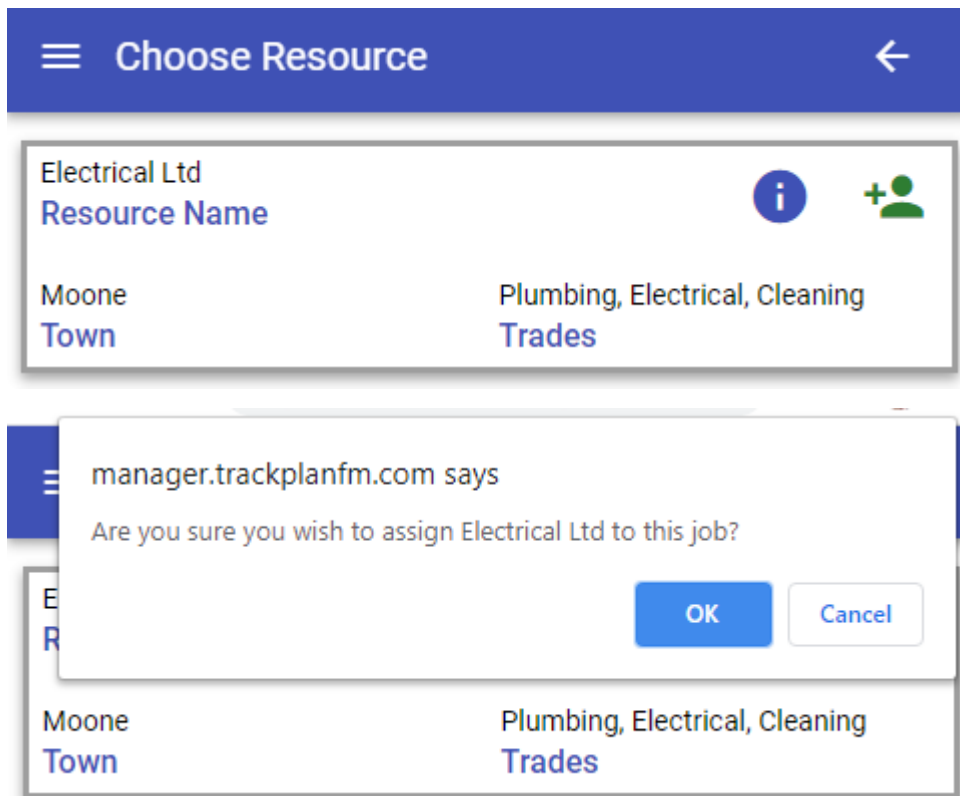
Resource

 CHOOSE

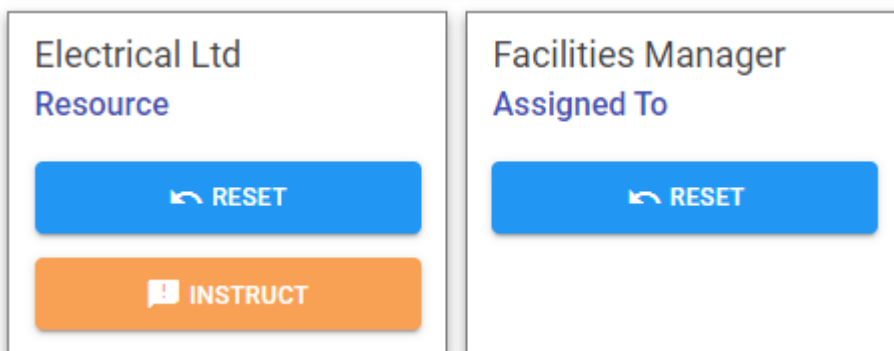
Facilities Manager
Assigned To

 RESET

Selecting *Choose* will open the Resources list. From here, you can select a resource for this job by selecting the “+” icon next to their name. This will prompt a pop-up asking you to confirm your decision:



When you have confirmed your decision, the *Resource* section of the jobs details page will look like this. From here you have the option to “reset” the resource selection, and choose a different resource for this job. Select *Instruct* to instruct the chosen resource:



Selecting *Instruct* will bring you to the *Instruct Job* view, where you can edit the expected by date if you need to. When you are ready, select *Instruct*.

Instruct Job

Expected By Date

05/03/2020 17:24

 BACK

 INSTRUCT

When you have completed these steps, the *Resource* section of the job details page will not look like this:

Electrical Ltd
Resource

Facilities Manager
Assigned To

 RESET