

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.

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*.