

# 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.

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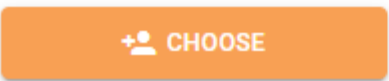
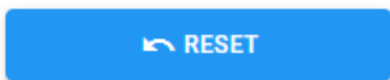
To instruct a resource in the Manager app, select the job and scroll down to the *Resource* section highlighted in the screenshot below:

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	

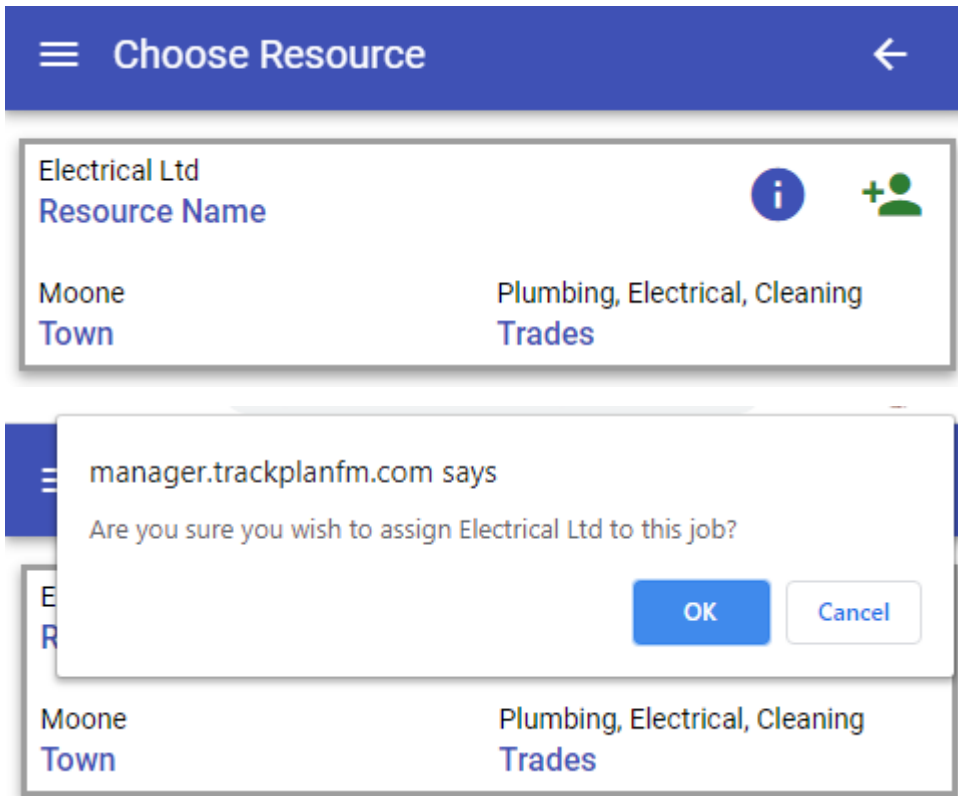
2 hour response  
Priority

Kilmudden Road, , ..  
Address 

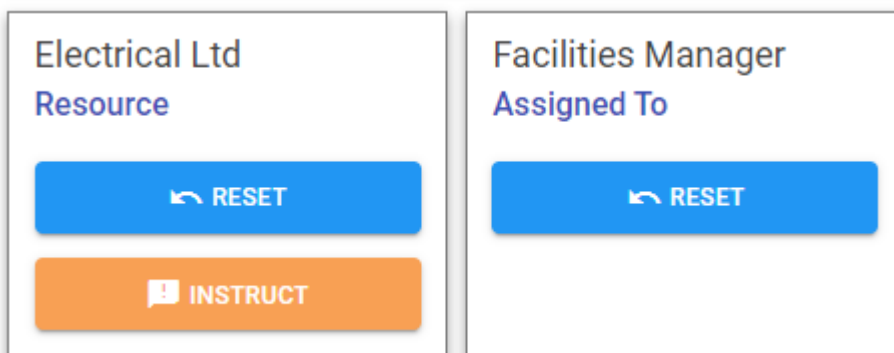
ertert Contact	344345 Telephone
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<p>Resource</p> <p></p>	<p>Facilities Manager Assigned To</p> <p></p>
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Selecting *Choose* will open the Resources list. From here, you can select a resource for this 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

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

