Reactive Job Priorities

The *Settings -> Reactive Job Priorities* area allows you to view, edit, delete, and create new *Job Priorities* to help describe the urgency of a reactive job. Set the number of hours for when the contractor is expected to visit.

Priority Name	Display Order	Set Due Date and Expected Date	Response Time (hours) from job creation		Nearly Due (Hours from Due Date)	Set Due Date to end of day	Ignore Weekends	Is Default	Job Scope	Colour		
			Start	Complete								
2 hour response	0	true	2	4	0	false	true	false	All		EDIT	DELETE
Low	0	true	120	122	24	false	false	false	All		EDIT	DELETE
No priority	0	false	0	2	0	false	false	false	All		EDIT	DELETE
One Week	0	true	168	200	24	false	true	false	All	▇	EDIT	DELETE
Tres Urgent	0	true	1	3	1	false	true	false	All		EDIT	DELETE
Urgent	0	true	2	4	2	false	true	false	All		EDIT	DELETE
Normal	1	true	24	26	4	false	true	false	All		EDIT	DELETE
Emergency	2	true	3	5	0	false	false	false	All		EDIT	DELETE

By selecting the *Add Job Priority* button, a new row will appear in the *Job Priorities* list. You can populate the following information:

- Set the **Priority Name**.
- **Display Order** sets the order the priority will appear in the drop-down.
- Can choose to **Set Due Date**. If enabled, a due date and expected date will be set when creating a job with this priority selected. If not enabled, the the job will have no due or expected date and will not appear in the job calendar. This is a good way to manage jobs which are low priority.
- You can set a **Response Time** so the number of hours specified is added to the date the job was created which sets the job due date and expected date.
- You can specify the hours from the due date in the column **Nearly Due**. On the job grid, the expected date will be colored amber if the job is nearly due. It is also useful to filter jobs by *Nearly Due.*

- You can choose to **Set Due Date to end of day** which means that you can force the time to be at the end of the working day.
- You can choose to **Ignore Weekends** which will allow due dates and expected dates to skip over the weekend.
- Set **Is Default** to true or false
- Set **Job Scope** to either – All, Quote Only or Job only.
- Choose a **Colour** – This colour will show on the Reactive Jobs List

When you have finished inputting the information, select *Update* to add to the list: