

Site Types

The *Site Types* area allows you view, edit, delete, and create *Site Types* to further describe or categorise your sites.

To create a Site Type, select *Add Site Type* at the top-left of the page:



Site Type Name	Default Email Template to Resource on Instruct	Open Jobs	
Normal site	To Contractor On Instruction 1	29	EDIT DELETE
Offices		0	EDIT DELETE

This will create a new row in the list where you can populate the Site Type Name. Select *Update* in order to save the new *Site Type* and add it to the list. You can *Edit / Delete* the *Site Type* information once it has been saved.

The number of open jobs associated with the Site Type is shown on the list.



Select the number to see a filtered *Job List* of the Jobs associated with that particular *Site Type*.

You can also select a Default email template to be sent to the resource when instructing a job. Meaning that when a job is created and instructed on a specific site, the system will use the email template you have set for that site or site type.