Moving or reassigning a job

Move a job to another time, or give it to another technician, from the job itself or the Team board.

Steps

1. Open the job from the Jobs list or the Team board.
2. Press Reschedule to pick a new time. To give it to someone else, press More on its row in the Jobs list, then Reassign.
3. Check what would change, then confirm.

Good to know

The customer is told about a new time. The technician who had it is told they no longer need to go.

You can also ask Orsa: "Move Maria’s job to Thursday at 2."