Finding things, and the bell

The bar across the top of HQ searches everything you may see, and the bell keeps everything meant for you.

Steps

1. Type a job number, a name, a phone number, a Quote or an invoice number in the search box at the top.
2. Press a result to open it.
3. Press the bell to see what came in for you: jobs, answers, mentions and more. The red number is how many are new.

Good to know

Search only finds what your role may open. A technician finds their own jobs.

Screens update by themselves when something changes, so there is nothing to refresh.

https://orshihq.com/help/search-and-bell