

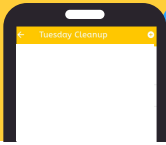
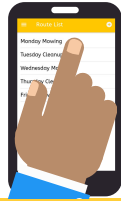


HOW TO ADD A JOB OR ROUTE NOTE



SELECT A ROUTE

Navigate to "Route List".
Choose the Route/Work Order to which you want to add a note.

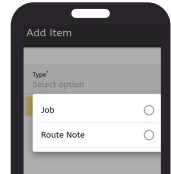


ADD A ROUTE ITEM

Tap  in the top right corner

SELECT ROUTE NOTE OR JOB

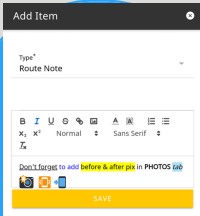
- A **Route Note** is where you can provide additional information to the crew like a list of tools, reminders and messages.
- A **Job** is the customer where the work will be done.



ROUTE NOTE

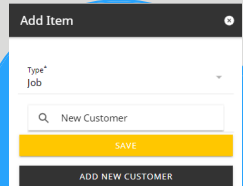
Type the information you want to share and tap Save.

*Hint: You can also change **font color**, make it **BOLD** and even add emojis*



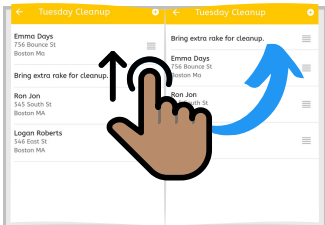
JOB

Search for an existing Customer or add a New Customer.
Tap Save.







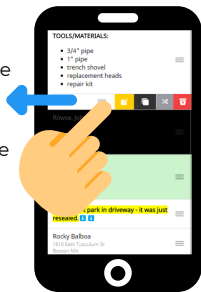
CHANGES ARE EASY!

Drag and drop the Job or Route Note to change the order around.



Slide to the left and tap:

-  to edit
-  to **copy** to a different route
-  to **move** to a different route
-  to **delete***



*Jobs cannot be deleted if there are:

- logged hours,
- service items,
- tasks,
- photos, and/or
- comments