

# HOW TO MOVE OR COPY A JOB OR ROUTE NOTE



## SELECT THE ROUTE

Go to the Route List.

Open the Route (aka "Work Order") FROM which you want to copy or move a Job or Route Note.



## COPY A JOB OR ROUTE NOTE

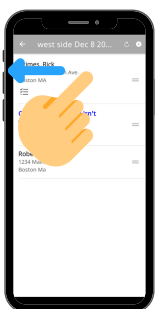
The Job and certain items on the Job will copy to a different Route

- Tasks
- Service Items

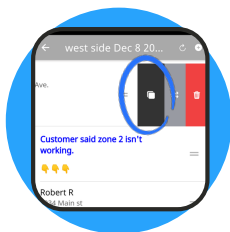
The original Job and anything on the original Job will remain as is.

## SELECT THE JOB OR ROUTE NOTE TO COPY

Slide to the left.

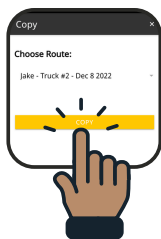


Tap



Select the Route TO which you want to copy the job\*.

Then, tap **COPY**



*Note: Only Routes in the main Route list will appear. Archived Routes will not appear*

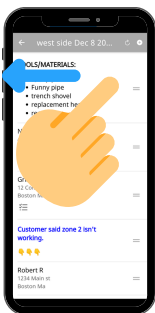
## MOVE A JOB OR ROUTE NOTE

Everything moves to a different route:

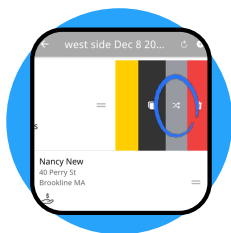
- Tasks
- Photos
- Service Items
- Logged Hours
- Comments

## SELECT THE JOB OR ROUTE NOTE TO MOVE

Slide to the left.



Tap



Select the Route TO which you want to move the job\*.

Then, tap **MOVE**



*Note: Only Routes in the main Route list will appear. Archived Routes will not appear*

## REPEAT AS NEEDED & GET BACK TO WORK

Choose Route.

Slide Job to left.

Tap  or  or

Select new Route.

