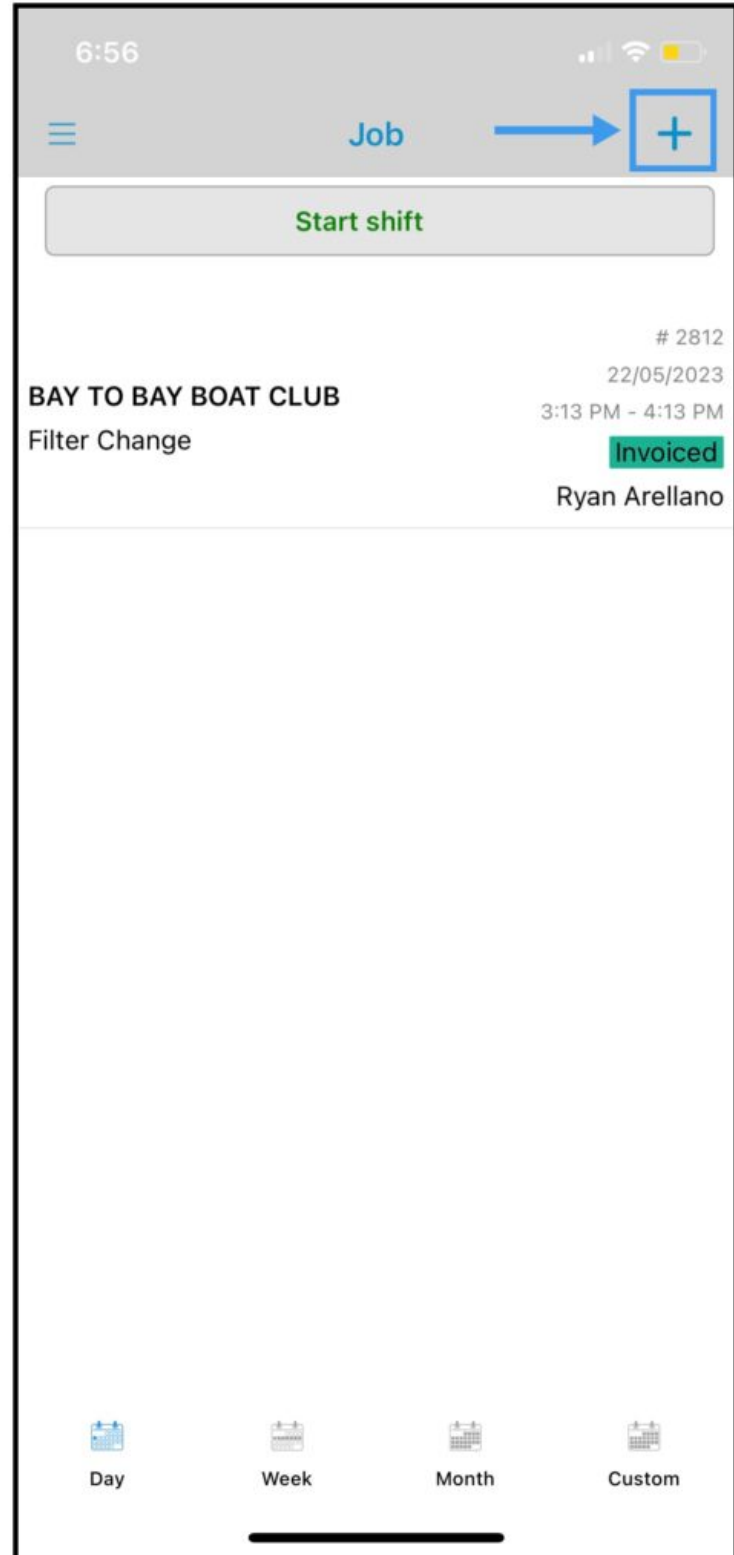
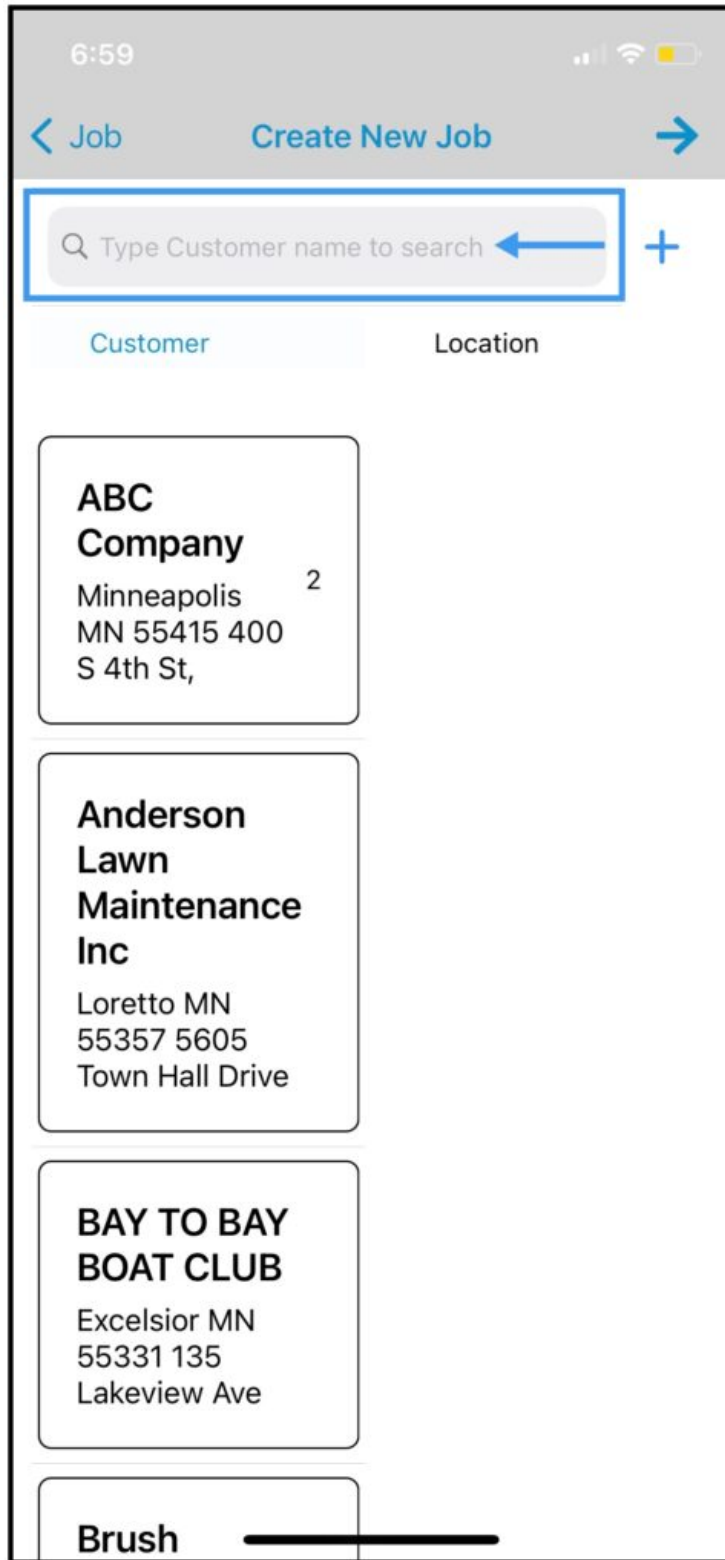


# Creating New Jobs



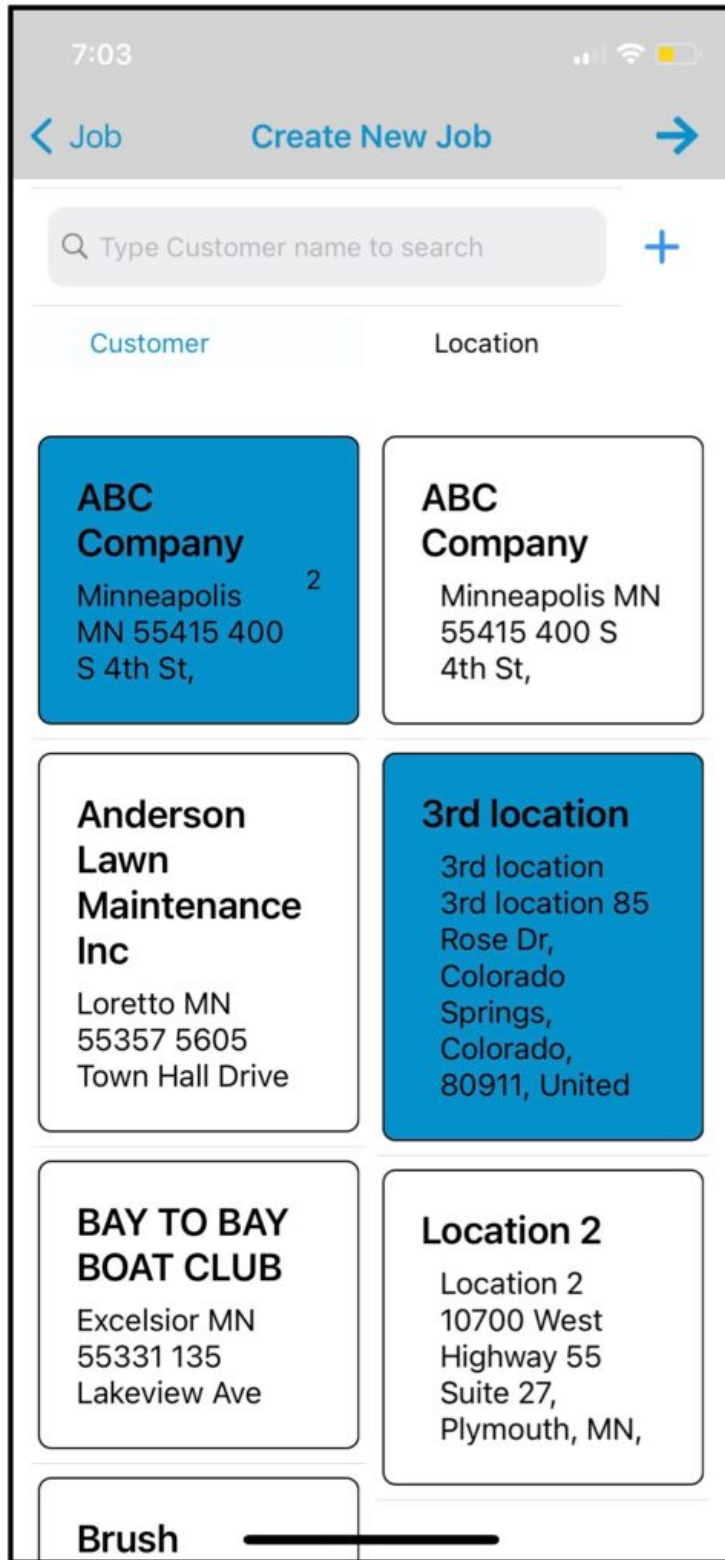
## Add a New Job from the Mobile App

In the Job Module, you can create a Job by tapping the + (plus) icon at the top right of the screen.



It will take you to this page where you can search for the **customer name** using the search field or you can manually scroll down. Once you have found the name of the customer, tap on the square tile.

**Plus Icon** – Let you add a new customer if you can't find the customer on the list or if it's a new customer.



After selecting a customer, **If the customer has multiple service locations** all service locations will be seen under the location column select the correct service location to proceed.

**Click the Arrow Icon on the top right to proceed.**

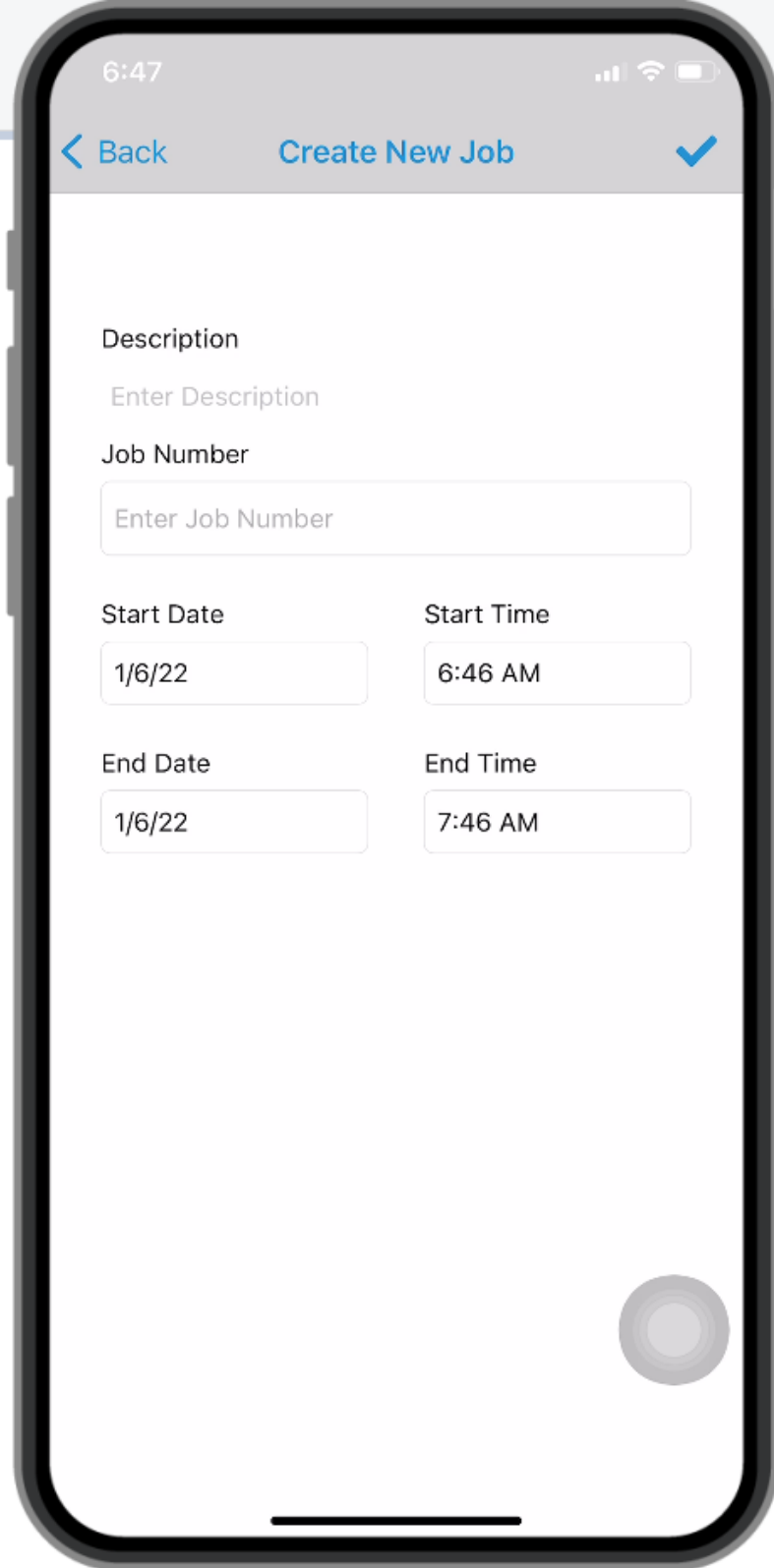
## Create New Job

After selecting a customer, **you will need to add a job description**. You can also add a Job Number it is optional.

Set up the Start time, End Time, and Start Date, End Date by tapping on each of them.

**SAVE** the job by tapping the check button at the top right of the screen.

After you Save the job, the job will be listed on the Job Lists page.



6:47

< Back Create New Job ✓

Description

Enter Description

Job Number

Enter Job Number

Start Date Start Time

1/6/22 6:46 AM

End Date End Time

1/6/22 7:46 AM