

Job Issue Assignment User Guide

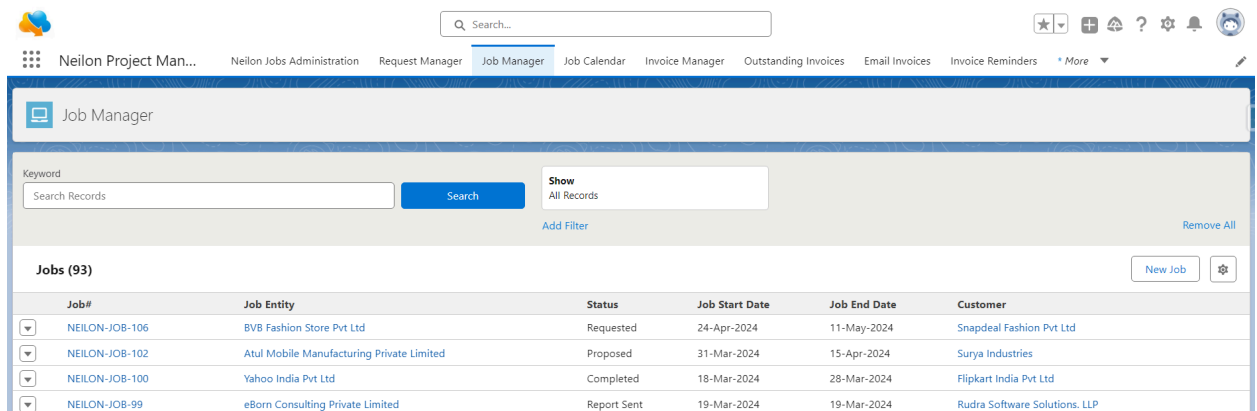
Introduction

We have a feature in which you can assign a particular job issue to an internal user or community user.

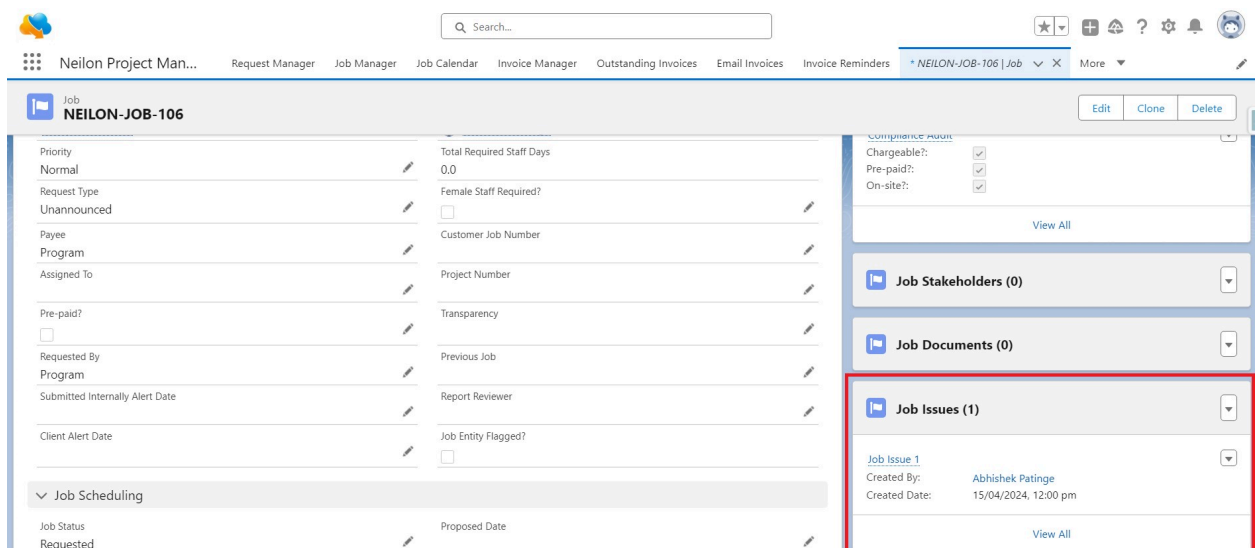
Functionality Overview

Follow the below steps to assign a particular job issue to an internal user or community user.

1. Navigate to the **Neilon Project Management** application from the App Launcher.
2. Open the **Job Manager** tab.



3. Open job record details by clicking on the job name from the **Job#** column (The job we are displaying here has a job issue record created).
4. Go to the job issues section. Now click on the job issue name to open its details.



5. Here you can see the **Job Issue Assignment** section.

The screenshot shows the Neilon Project Management interface. The top navigation bar includes a search bar and various icons. The main header shows 'Job Issue 1' with 'Edit', 'Clone', and 'Delete' buttons. The 'Details' section on the left lists fields for Job Issue Name, Job, Description, Assigned To, and Created/Last Modified By. The 'Job Issue Assignment' modal on the right is highlighted with a red border. It contains a checkbox for 'Show Users of Job Entity Only', an 'Assigned To' field with a dropdown menu showing 'Vivek Rathod', and 'Save' and 'Cancel' buttons.

6. Select the user to whom you want to assign the job issue in the **Assigned To** field.

This screenshot provides a closer look at the 'Job Issue Assignment' modal. It features a title bar with a user icon and the text 'Job Issue Assignment'. Below the title is a checkbox labeled 'Show Users of Job Entity Only'. The 'Assigned To' section contains a search bar with the placeholder text 'Search Users...'. A dropdown menu is open, displaying a list of 'Recent Users' with their respective user icons and names: Vivek Rathod, Ramakant Bisen, and Suresh Meghnathi Auditor.

7. Click on the save button. The job issue will be assigned to the selected user. You can refresh the page. Here you will see the job issue is assigned to the selected user.
8. If you want to assign a job issue to a community user of the job entity of this job, then set **Show Users of Job Entity Only** to true. It will show a picklist with community users related to the job entity. Select a user and click Save. The job issue will be assigned to the selected user.