# Scheduling Jobs

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Purpose: The purpose of this document is to provide a comprehensive overview of the steps involved in scheduling a job. It will guide users through the entire process, detailing how to interact effectively with the scheduling interface. This includes step-by-step instructions on navigating the system, configuring job parameters, setting time frames, and managing notifications, ensuring a smooth and efficient scheduling experience. Additionally, tips and best practices will be included to help users maximize the functionality of the interface.

1. To schedule an install or service call job in Powercode, first select the "Jobs" tab, and then click "Create Job.
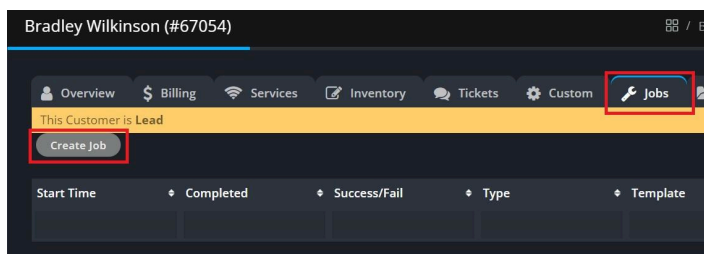
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2. A screen will appear asking you to enter the Job Type, Job Template, and Job Notes. Please note that since templates for fiber installation or service call jobs have not been created yet, what you see may differ from the examples shown below. The estimated duration of the job is based on the selected job template, but you have the option to override this by toggling the Manual Time Override and putting in the job time in minutes. Make sure to include all relevant information in the notes field, such as the time frame, phone number, and any other important details. After filling in the necessary information, select the "Put into standby" toggle and then click "Create."
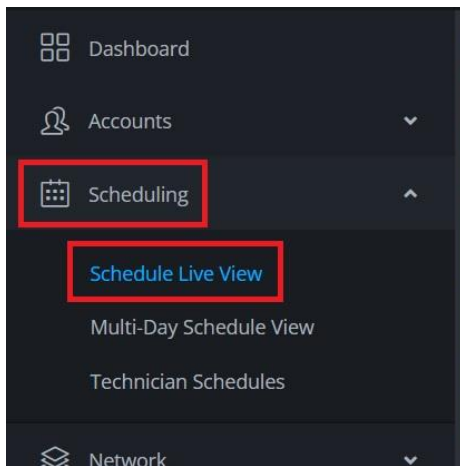
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3. To then schedule the job, select "Scheduling" from the left menu, then choose "Schedule Live View".

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4. A calendar will be displayed on the screen. In the bottom left corner, you can select the date on which you would like to schedule the job. After choosing the date, click on "Stand By" in the bottom right corner to view all standby jobs. These jobs will be sorted by their creation date, with the most recent job at the top. You also have the option to filter by job types.

   Once you find the job you just created, click the down arrow to its right to move the job into the workbench at the bottom. Please note that you cannot move it directly to the schedule without first using this step.

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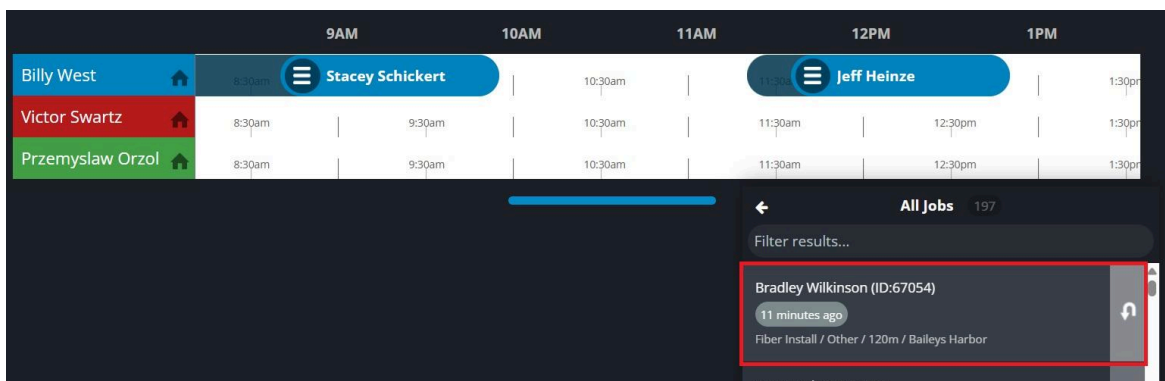
5. The job will appear at the bottom of the workbench. You can select it and drag it to the appropriate technician's schedule. Hovering over the job will display the details.
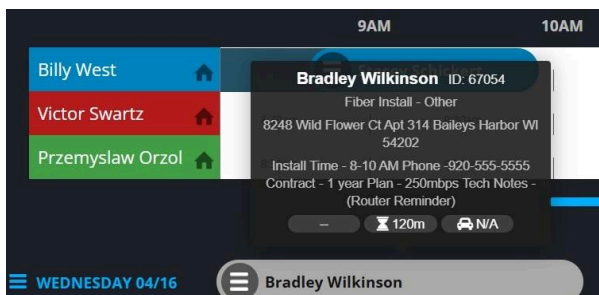
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6. When you assign a job to a technician, the system will automatically calculate the drive time based on either their previous job or their default starting location. Additionally, a red triangle will appear in the bottom left corner next to the date, indicating that the schedule has not been saved yet.

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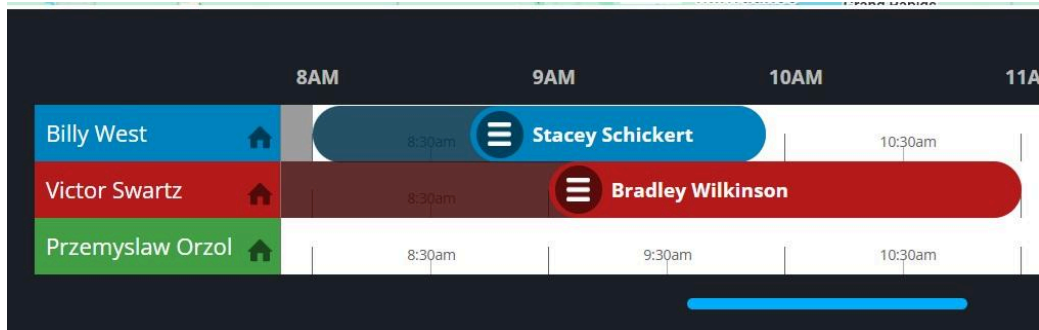
7. After you have positioned the job on the schedule, you MUST select the date in the bottom left corner and click the red disc icon to save it. If you don't do this, the job will NOT be saved, and if you navigate away from the page, you will lose your progress. Once you click the save icon, the red warning triangle next to the date will disappear, indicating that you can safely close the tab or navigate to another page.

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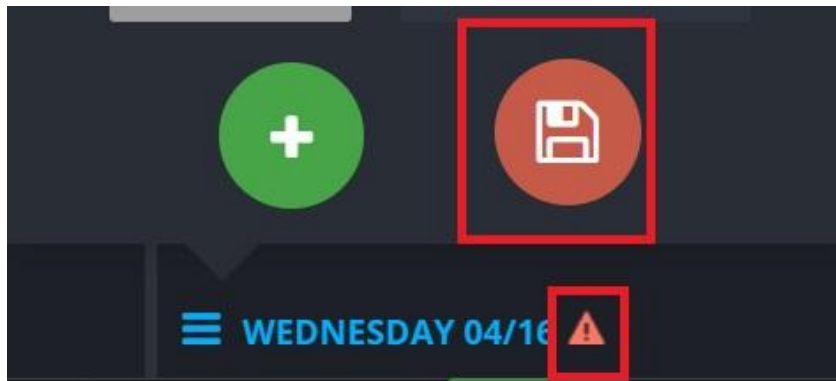
8. If you need to reschedule the job for a different date or return it to standby, select the circle with three lines and then click the down arrow to move it back to the workbench.

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9. Once the job is back on the workbench, you will need to click the date and save button again to confirm that it has been removed from the schedule. After that, you can either navigate to a different date to add the job to that schedule (making sure to click the save button again after positioning it) or select the circle with three lines and click the right arrow to move it back to standby.

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