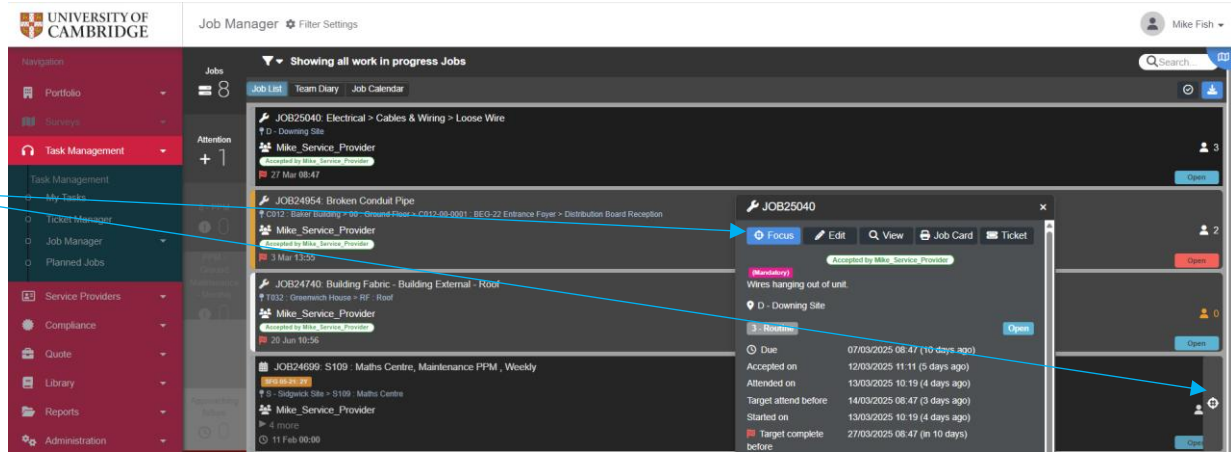
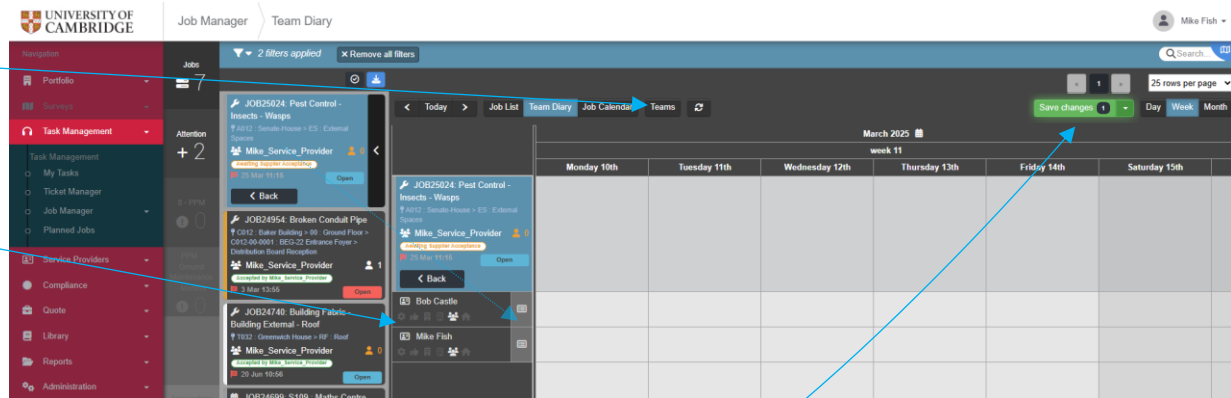


Role: Estates Team Supervisor

Assigning an Operative to a Job		
1	<p>An automated email notification will be received when a Job is allocated to your company or team. This will contain a link to the Job in Invida.</p> <p>Click on the <i>Focus</i> button in either the Job Summary or Job Panel, to open <i>Team Diary</i>.</p>	
2		
3	<p>If necessary, filter Operative names by selecting the relevant team.</p> <p>Click a day or time next to the operative's name ...</p> <p><i>or, to assign without giving a day or time, ...</i></p>	
4	<p>Drag from the blue-highlighted job to the box next to an operative's name.</p> <p><i>The box will turn orange.</i></p> <p>Click <i>Save changes</i>.</p> <p><i>This will send a notification to the operative's Invida Mobile App.</i></p>	