

HOW TO CHANGE A CUSTOMER NAME ON A JOB



1. Login to TracMap online and navigate to the “JOBS” tab at the top left corner of the page.

Order ID	Customer Name	Due Date	Due Date To	Invoice Number	Status
<input type="checkbox"/>	Filter this column...	Filter this column			Filter this column
<input type="checkbox"/>	1780923	Alisha McNaugh...			Pending
<input type="checkbox"/>	1775903	Alisha McNaugh...	08/06/2021 6:0...	08/06/2021 6:0...	Pending
<input checked="" type="checkbox"/>	1773691	Alisha McNaugh...	02/06/2021 6:0...	02/06/2021 6:0...	Pending
<input type="checkbox"/>	1777152	Alisha Farmer	10/06/2021 1:5...	10/06/2021 1:5...	Returned
<input type="checkbox"/>	1777165	Alisha McNaugh...	10/06/2021 2:0...	10/06/2021 2:0...	Job Complete
<input type="checkbox"/>	1736255	Alisha Farmer			Job Complete

2. Navigate to the job you would like to adjust.

Order ID: 1773691

Preview Accept Assign Complete New Report

Area Charged 0.00 ha
Distance Working 0.00 km
Distance Not Working 0.00 km
Water Rate 0L/ha
Tank Size 0L
Marker Counts N/A
Customer Email N/A
Customer Phone N/A
Order Type Ground
Urgency Overdue
Provider N/A
Provider Reference N/A
Proof of Placement N/A

Forms N/A
Invoice Details N/A
Order ID 1773691
File Names
Customer Name N/A
Due Date 02/06/2021 6:00 AM
Due Date To 02/06/2021 6:00 AM
Contractor Name Alisha McNaught Contractor
Order Name N/A
Map Address N/A
Activity N/A

3. Navigate to the job details and find “Customer Name’. (The name will appear in bold if you are able to change it.)

Customer Name null

Cancel Save

4. When you click on the customer name in bold a drop down box will appear. From here you can select the correct customer name then press “save”.