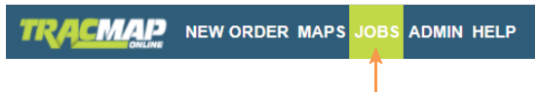


HOW TO CHANGE A CUSTOMER NAME ON A JOB



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...	08/06/2021 6:0...	08/06/2021 6:0...	Pending
<input type="checkbox"/>	1775903	Alisha McNaugh...	08/06/2021 6:0...	08/06/2021 6:0...	Pending
<input checked="" type="checkbox"/>	1773691	Alisha Farmer	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'**