Job Access Guide

Overview
SOP allows producers and contractors to add connected accounts to jobs for access E-Tickets, reports, and other features. *Note: Please see SOP's Connected Accounts Guide for more information.*

Navigation
To manage job access, administrators and project managers can click 'All Jobs' at the bottom of the dashboard. On the Jobs page, use the search field to enter a job number, select the job from the list, and click Search to view the job details.

ALL JOBS

Job Search

Job Number

249
249619
249819
249519

Job Search

Job Number (Clear)

249819

SEARCH   ADD NEW JOB

Job Access
On the job details page, click the 'Access' button to view the job access page.
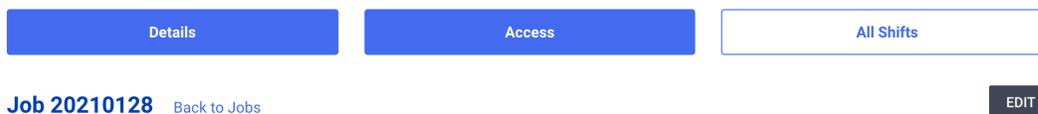
Details	Access	All Shifts

Job 20210128   Back to Jobs   EDIT

This job access page is used to manage connected account access for this particular job. When a new job is created in SOP, inspection firm and project owner accounts need to be assigned to the job in order to access tickets.

As mentioned in the Connected Account Guide, customer accounts may be automatically connected to a job based on their assigned customer code. Additional customers may also be added manually.

Job Access Types
The job access page includes a separate panel for each type of account that can access a job: customers, inspection firms, and project owners. Each panel includes a list of accounts with access to the job, an option to add a connected account to the job, and a link to manage connected accounts if an account isn't listed.

Job Access Screen

Customers	Inspection Firms	Project Owners
Ajax Paving of Florida, LLC REMOVE	No inspection firms added	No project owners added
Add Customer Select Customer	**Add Inspection Firm** Select Inspection Firm	**Add Project Owner** Select Project Owner
ADD CUSTOMER	**Select E-Ticket Access** Select Access	**Select E-Ticket Access** Select Access
Manage Customers	ADD INSPECTION FIRM Manage Inspection Firms	ADD PROJECT OWNER Manage Project Owners

Remove Job Access

To remove an account from a job, click on the Remove button shown directly below the account name.

Add Job Access

To add an account to a job, determine the type of account being added (customer, inspection firm, or project owner, and select the account name from the list. If an account isn't listed, use the 'Manage' link to view a list of connected accounts and invite an account if needed.

For inspection firms and project owners, the type of access must also be selected in the second drop down. Use the table below to determine the correct type of access for the account.

Access Type	Unloading	Truck ETAs	Ticket Access
Ticket Taker	Yes	Yes	Yes
Standard		Yes	Yes
Limited			Yes

After all fields are selected, click 'Add' to save the account to the job. The page will refresh with the account appearing in the list. Users within the linked account will then have access to the job.