


## Job – Company Change

To change the Company, that is associated with a job navigate to the job using your preferred search method.

<b>Job Name:</b> Jameis	<b>Job #:</b> 19-102RCON	<b>Job Progress</b> Inspection Scheduled	<b>Loss Type:</b> Reconstruction
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**Jameis Winston** (904) 333-5577 - Cell  
3698 Beach Blvd, Jax Beach, FL 32250

<p><b>Tasks:</b> 4 Incomplete: 1 Due Today: 0 Overdue: 1 Future: 0</p> <p><b>Documents:</b> 7</p> <p><b>Correspondence:</b> 5</p> <p><b>WOs:</b> 0 Open: 0 Due Today: 0 Overdue: 0 Review: 0 Repair: 0</p> <p><b>Equipment:</b> Out: 0 Returned: Total: 0</p>	<p><b>Reported By</b> Customer</p> <p><b>Referred By</b> Insurance Company</p> <p><b>Adjuster</b> Keigan Nicholson (Allstate)</p> <p><b>Agent</b> Terrance Anderson (Allstate/Terrance Anderson)</p> <p><b>Source of Referral</b> Allstate (Allstate)</p>
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Job Snapshot

Detail	Job Contacts (1)	Additional Contacts (4)	Losses (1)	Schedules (1)	Tasks (4)	Subs/Techs	Financials**	Correspondence (5)
Documents & Pics (7)	Document Merge	Inspections	Moisture Readings	Equipment	Change Log			

<b>General</b>	<b>Employee</b>
Company: <span style="border: 1px solid #ccc; padding: 2px;">Self-Pay (Non-Insurance Claim)</span>	Project Mgr: <span style="border: 1px solid #ccc; padding: 2px;">Project Manager</span>

Within the Detail tab under General highlight the existing Company.

**General**

Company: Self-Pay (Non-Insurance Claim)

Begin to type a portion of the Company then select the Company from the drop-down.

**General**

Company: all

Allstate

ID: Allstate/Listen Lisa

Job Name: Allstate/Marshall

Claim #: Allstate/Terrance Anderson

**General**

Company: Allstate

Once the Company has been selected click on the **Save** button located to the bottom left of the Job Detail page.

