



Huseby Resource Community Portal

Accepting Jobs and Reviewing Job Details

1) Log-in to the Resource Community Portal. **JOB INVITATIONS** is the default tab.

Important: Click drop-down, choose 'My Open Job Invitations' as view, then PIN to make default view.



Welcome to the Huseby Job Community.
Here you can view jobs you have been invited to respond to, view and work jobs you have been assigned (Work Orders) and view your payment history.
Your feedback is important to us, if you would like to see something here please let us know by clicking on the Support link.

Job Invitations My Jobs Payments Calendar

My Open Job Invitations ▼

2 items · Sorted by Resource Candidate Name · Filtered by All resource candidates - Status

	Resource Candidat... ↑ ↓	Work Order	Account	Scheduled Start	Location	Status
1	RC - 001479	00003048	Smith and Jones	3/9/2023, 9:00 AM	Cleveland, Ohio	Job Sent
2	RC - 001480	00003064	Rogers and Hammerstein	6/16/2023, 11:00 AM	Cleveland, Ohio	Job Sent

2) Under **RESOURCE CANDIDATE NAME** column, click the link to review the job details, including the Case, Contact, Location address, Scheduled Start / End times, and Job Notes.

Resource Candidate
RC - 001479

[Accept or Decline Job](#)


Resource Candidate Name RC - 001479	Status Job Sent
Work Order 00003048	Case Joe Rucci et al. v. Alpha Beta Theta Construction International et al.
Service Appointment SA-2672	Judge ⓘ
Account Smith and Jones	
Contact Ken Jones	
Products Ordered Reporter	

Job Details

Scheduled Start 3/9/2023, 9:00 AM	Job Type Deposition
Scheduled End 3/9/2023, 9:00 AM	Due Date 8/9/2023, 9:00 AM
Location 800 Creekside Lane, Suite 2 Cincinnati, Ohio 55518	
Job Notes Court Reporter & Witness Appearing In Person - Other Parties Appearing Remotely Court Reporter, Zoom	

ACCEPT or DECLINE JOB

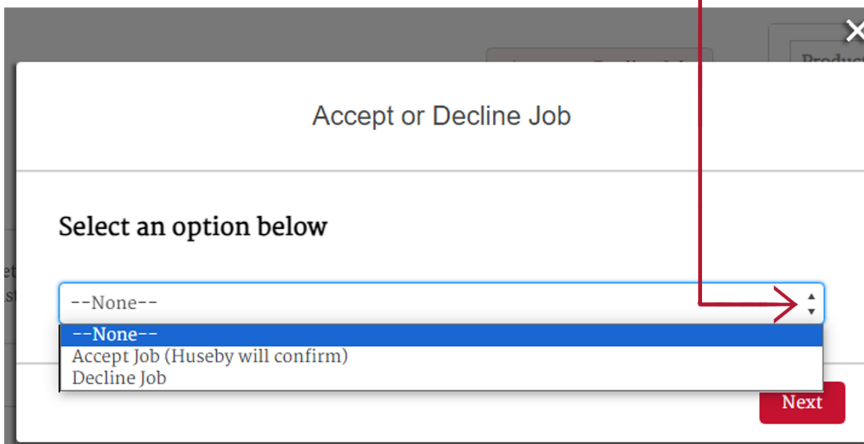
3) You can either accept or decline the job by first clicking the **ACCEPT** or **DECLINE JOB** button at the top/right of the Job Details.

 Resource Candidate RC - 001479	
Resource Candidate Name RC - 001479	Status Job Sent
Work Order 00003048	Case Joe Rucci et al. v. Alpha Beta Theta Construction International et al.
Service Appointment SA-2672	Judge ⓘ



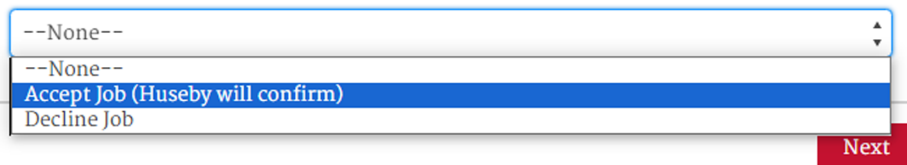
Accept or Decline Job

4) In the pop-up that appears, **CLICK** the down arrow on the right to populate your choices.



5) **CLICK** to choose either **Accept Job** or **Decline Job**, then click **NEXT**.

Select an option below



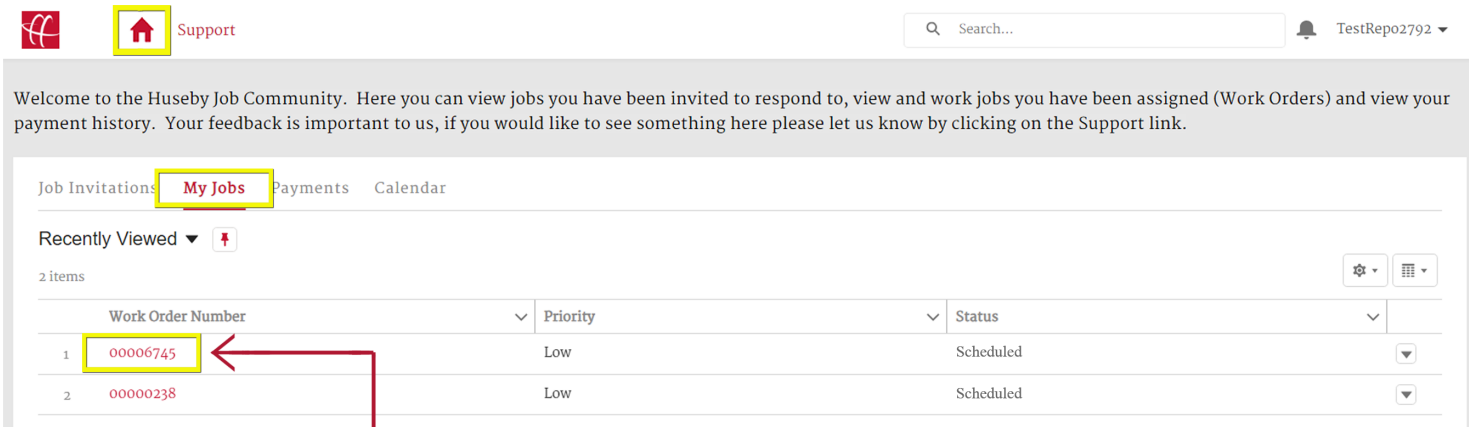
6) Your accepted jobs will move from **JOB INVITATIONS** to **MY JOBS**.

Job Invitations **My Jobs** Payments Calendar



"MY JOBS"

7) To review your accepted (scheduled) jobs, click the **MY JOBS** tab on the **HOME** screen.



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Job Invitations **My Jobs** Payments Calendar

Recently Viewed ▾ ↑

2 items

	Work Order Number	Priority	Status
1	00006745	Low	Scheduled
2	00000238	Low	Scheduled

8) Click on a **WORK ORDER NUMBER** to view the job details. Here you can:

- Download the **NOTICE**
- View Work Order **NOTES**
- Click on a location to view it in **Google MAPS**
- See whether the job is **EXPEDITED**
- And **MORE**

Details Billing Sheet Files

Information

Work Order Number
00003387

Account
Pivala Prose, LLP

Case Name
Jordan VS Dome Repossession

Judge

Notice

https://husebyinc--my.salesforce.com/sfc/p/8No000004eLU/a/8No000004Nei/Xzq.qAJmNK66kNZDW_ThEsKtlZzLEv6Xc

Work Order Notes

COURT REPORTER - in person with a laptop with a webcam
VIDEOGRAPHER - in person
CONFERENCE ROOM - reserved by Huseby
ZOOM

**Reporter and videographer to attend the location. The reporter will bring a laptop with a webcam. Some parties will be attending remotely.

Location

Location
[Smith & Jones, LLP](#)

Start Date
8/10/2023, 6:48 PM

End Date
8/10/2023, 8:00 PM

Delivery Due Date ⓘ
8/22/2023

Job Type
Deposition

Expedite?

Address
501 N. Main Street
Tonkawa, Oklahoma 74653

Resources

Reporter ⓘ

Interpreter ⓘ

Videographer ⓘ

Hot Seater ⓘ