Jobs

When the Jobs tree option is selected, a list of all Jobs either open or closed which were created for one of the Customer's Sites will display in the Active Pane. The date column listed in the Active Pane is the Sold Date of the job that was entered on the Job Work Order form.

A Job may be opened for viewing by double-clicking on the Job row in the Active Pane. User permissions are required for this option; if the User does not have the appropriate permissions, a Job record may not be accessed.

☐

Right-clicking on the Jobs tree option will display a list of two options; New Job and Refresh.

- New Job – A new Job may be created by selecting this option. User permissions are required for this option; if the User does not have permission to use this function, this option will be grayed-out.
- Refresh – Selecting this option will refresh the Job list displayed in the Active Pane.

☐