

The Job Record Overview and Topics

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This topic section will describe the layout of the Job Record. Reading this section will make navigating within the Job a bit easier.

Navigation within a Job is performed from several Job Toolbars which are located on the left side of Job record. Each Toolbar contains function buttons for viewing information, entering data, and performing transactions. There are six buttons on the Toolbar that will navigate to other Toolbars within the Job.

The screen shots provided in this topic section are shown with full User access permissions.

Once the two main data entry forms, Work Order and Job System, for a new Job have been completed, the Job record will open and display several Toolbar buttons on the left side of the Job record, which contain function buttons.

If your company is using Job Approvals, once the Work Order and Job System forms have been completed, only the Job, Tools and Quotes Toolbar buttons will be displayed with limited options available on each toolbar. Once the Job Approvals have been signed off for processing, the remainder of Toolbar buttons will be displayed.

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The Job Toolbar Buttons are listed below. Follow the links below for details and definitions of each Job Toolbar Button.

[Job](#)

[Labor](#)

[Cost Details](#)

[Journals](#)

[Tools](#)

[Quotes](#)