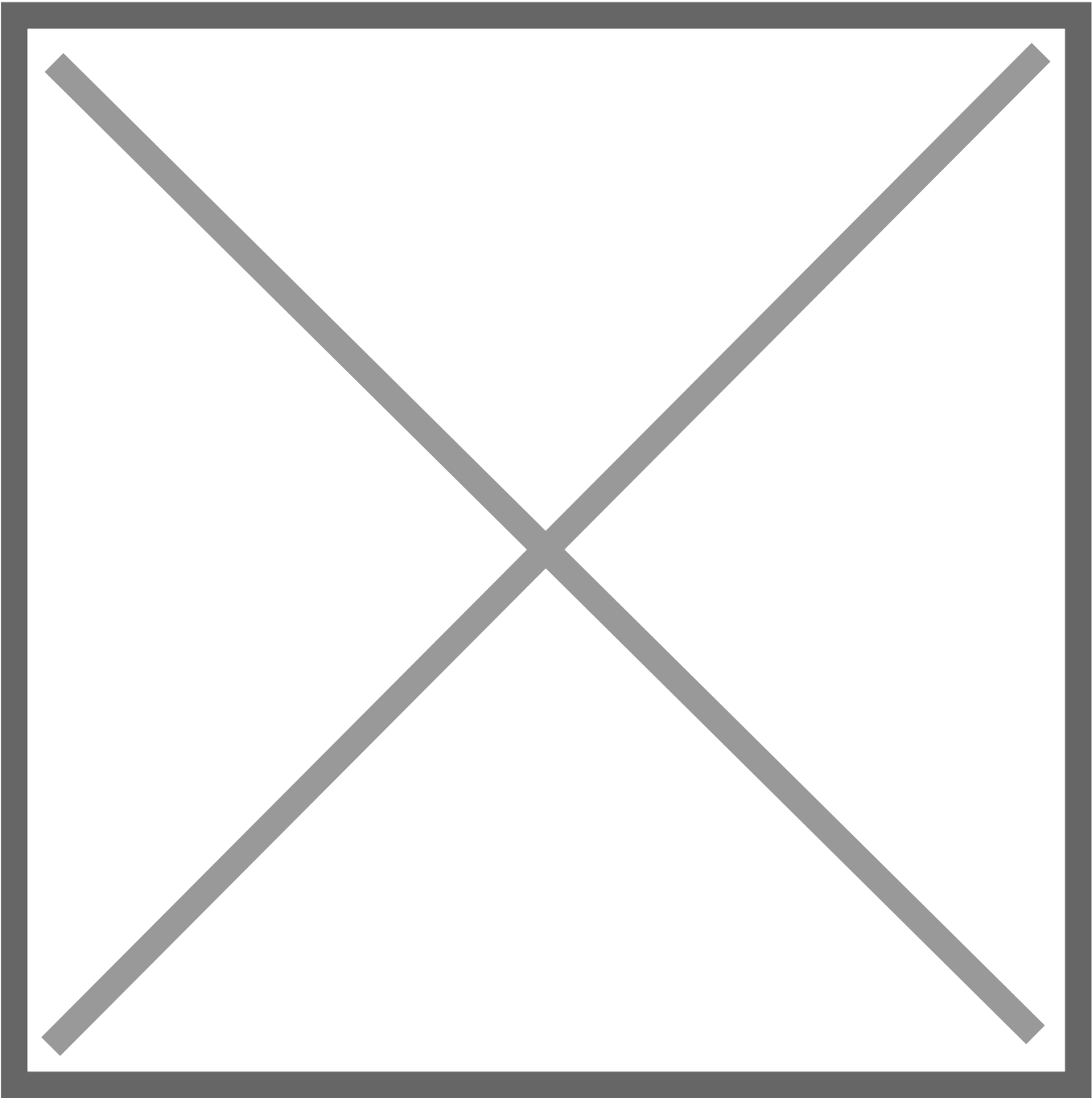


Pre Inspection Check Sheet - JC

JOB Costing Pre Inspection Check Sheet

This manual describes how to create and maintain a Pre Inspection Checksheet.

The Pre Inspection Checksheet is created from the Check Sheet Template



Navigation Ribbon consists of 5 buttons, a drop down menu and three icons

Search button: selects all existing Pre Inspection Checksheets on the system. If no search filter criteria is not specified when searching.

The search results displayed on the display grid will depend on the filter criteria you select.

Add button: to insert a new Pre Inspection Checksheet.

Edit button: to view or edit an already added Pre Inspection Checksheet.

Delete button: to delete the currently selected Pre Inspection Checksheet

Print button: to print the selected Pre Inspection Checksheet.

Process Drop down Menu:

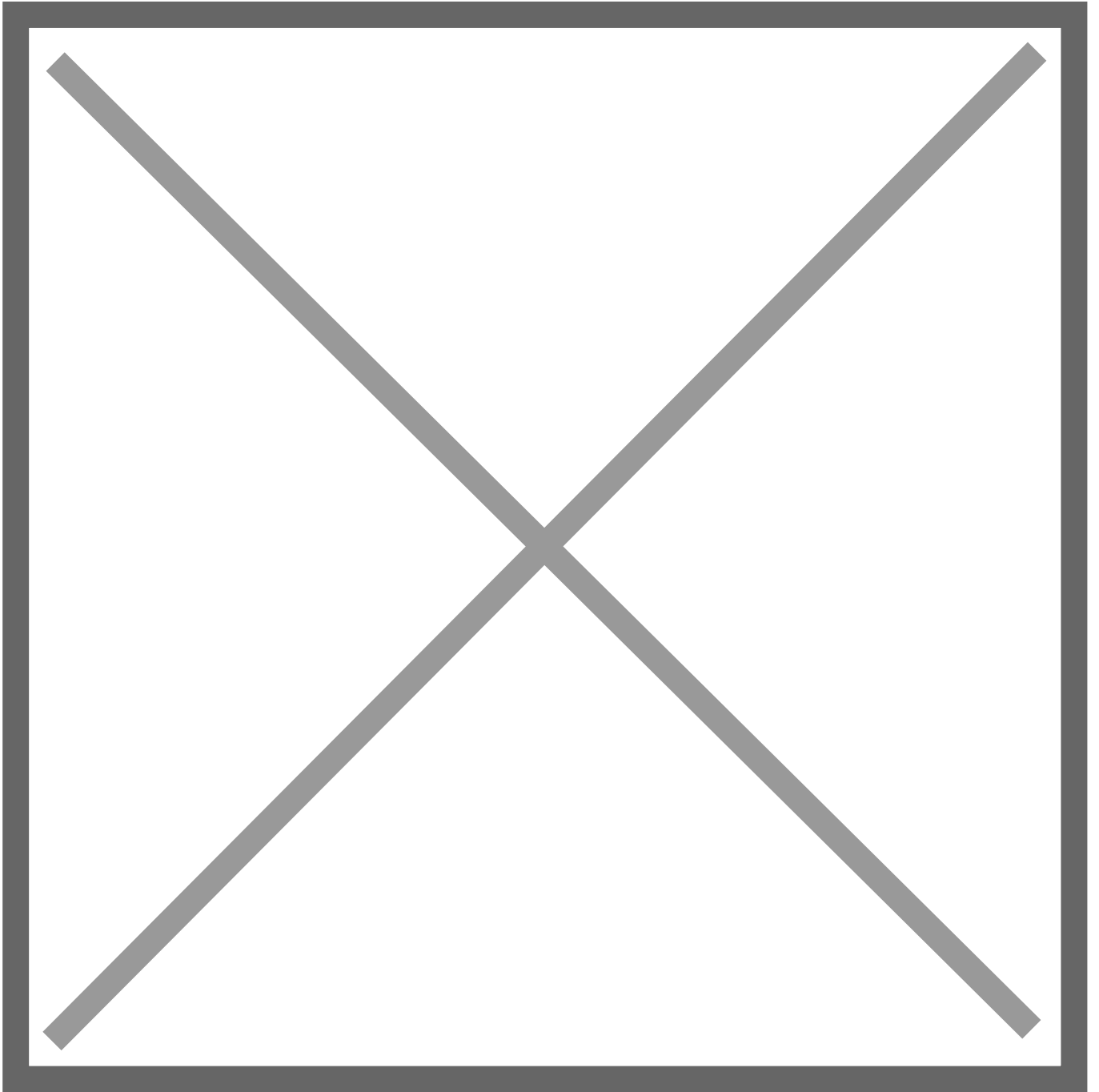
Job Quote:

Debtor Quote:

Security Icon: Manage form security

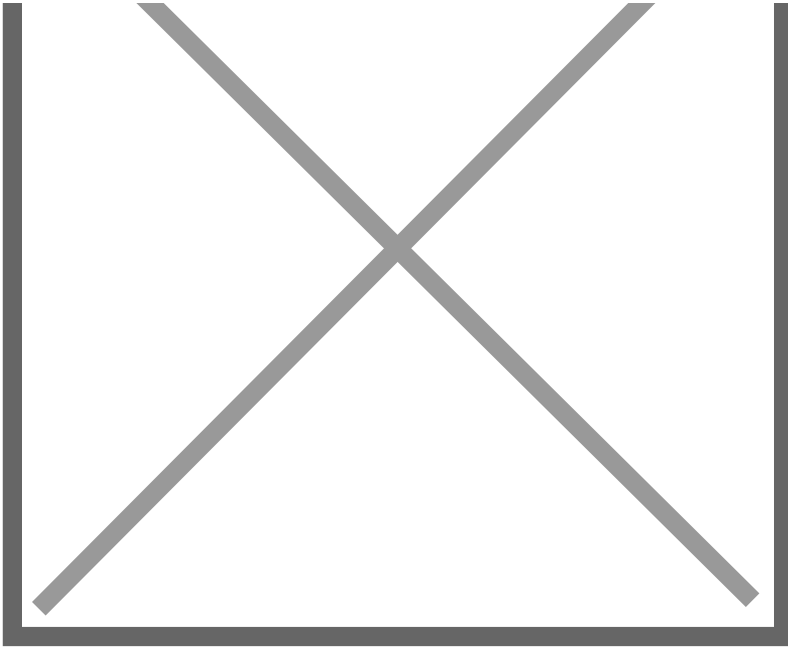
Refresh Grid Icon: Refreshes the display grid

On Line Help Menu Icon: Displays on-line help



Add a new Pre Inspection Checksheet

This function will create a new Pre Inspection Checksheet from the available Check Sheet Templates.



Template: select a Check Sheet Template from the available templates in the drop down list

Description: give your Pre Inspection Checksheet a name

Customer: select the customer from the drop down list

Assign To: select the responsible person for the Pre Inspection Checksheet

Save and Close button: this will save the Pre Inspection Checksheet and return you to the Pre Inspection Checksheet window

Close button: this will return you to the Pre Inspection Checksheet window

Check Sheet Window

Navigation Ribbon has three buttons Add, Edit and Delete

There are four tabs

Standard tab: this tab allows you to link actions to the Pre Inspection Checksheet

Questions tab: this tab allows you to link questions to the Pre Inspection Checksheet

Notes tab: this tab allows you to link notes to the Pre Inspection Checksheet

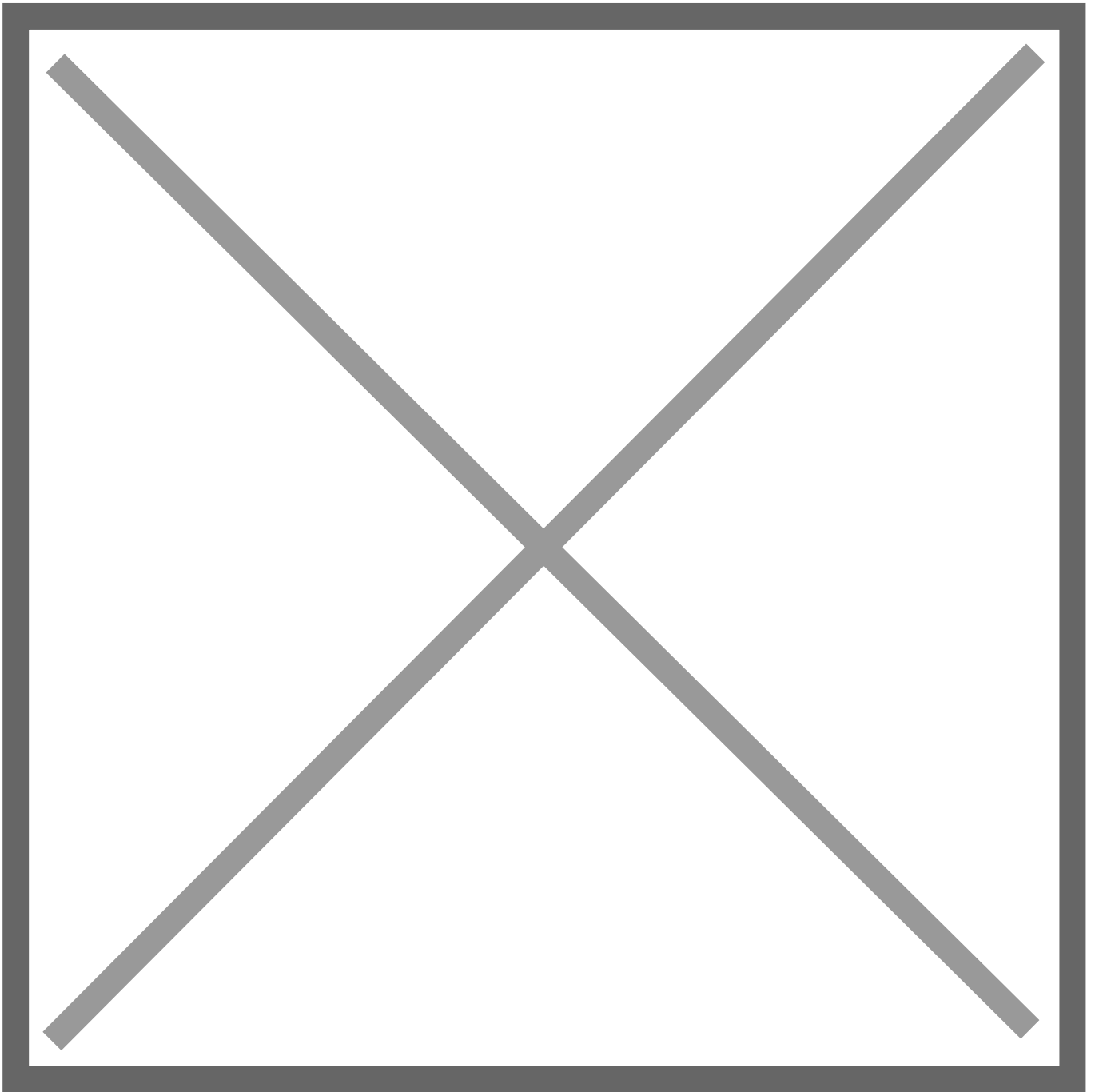
Custom Fields tab: this tab allows you to use custom fields to the Pre Inspection Checksheet

Standard tab

This tab allows you to link actions to the Pre Inspection Checksheet

Standard tab

This tab allows you to link actions to the Pre Inspection Checksheet

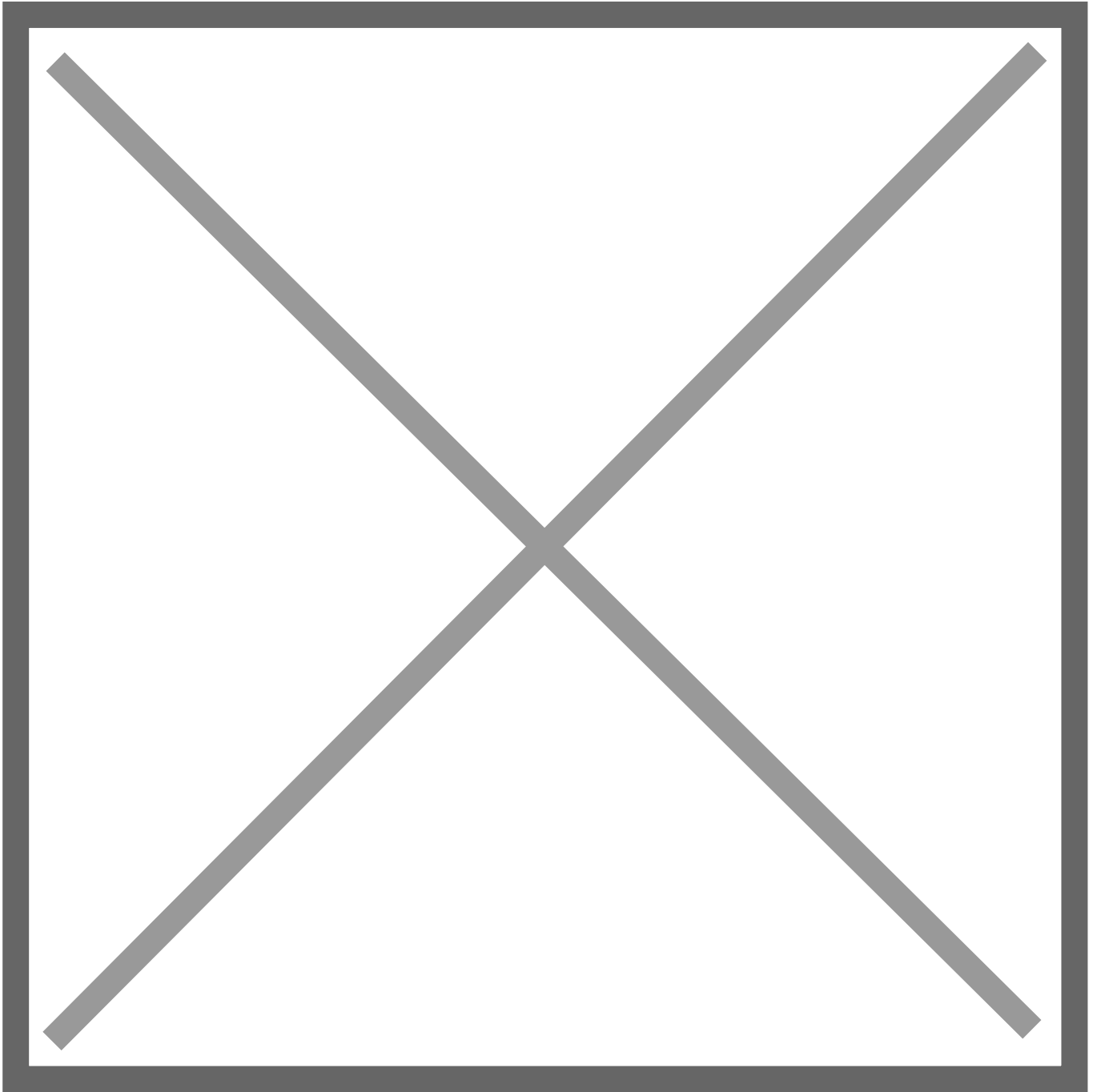


Save button: save contents of form

Close button: closes current form and returns you to the display grid

Questions tab

This tab allows you to link questions to the Pre Inspection Checklist

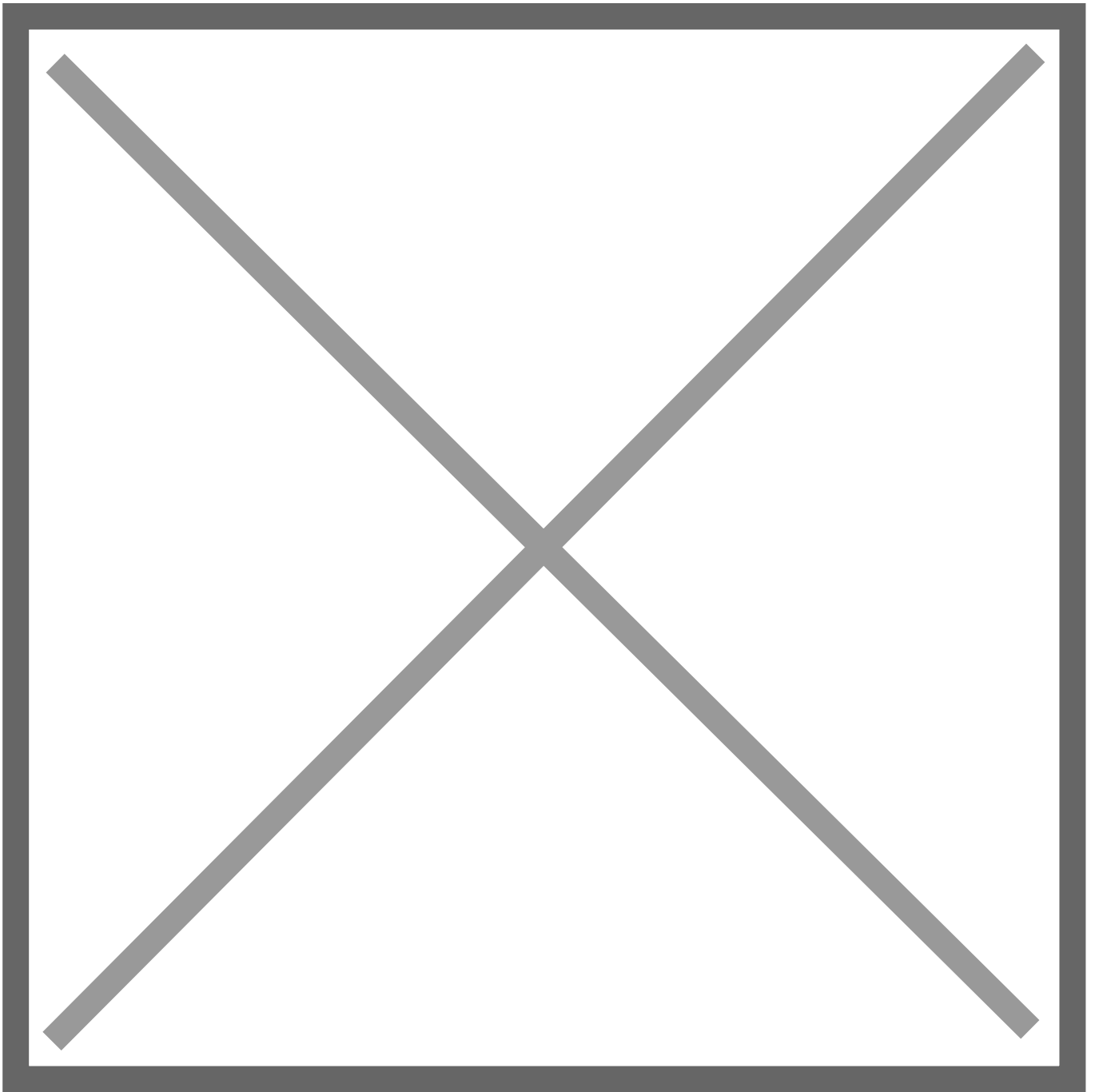


Save button: save contents of form

Close button: closes current form and returns you to the display grid

Notes tab

This tab allows you to link notes to the Pre Inspection Checksheet



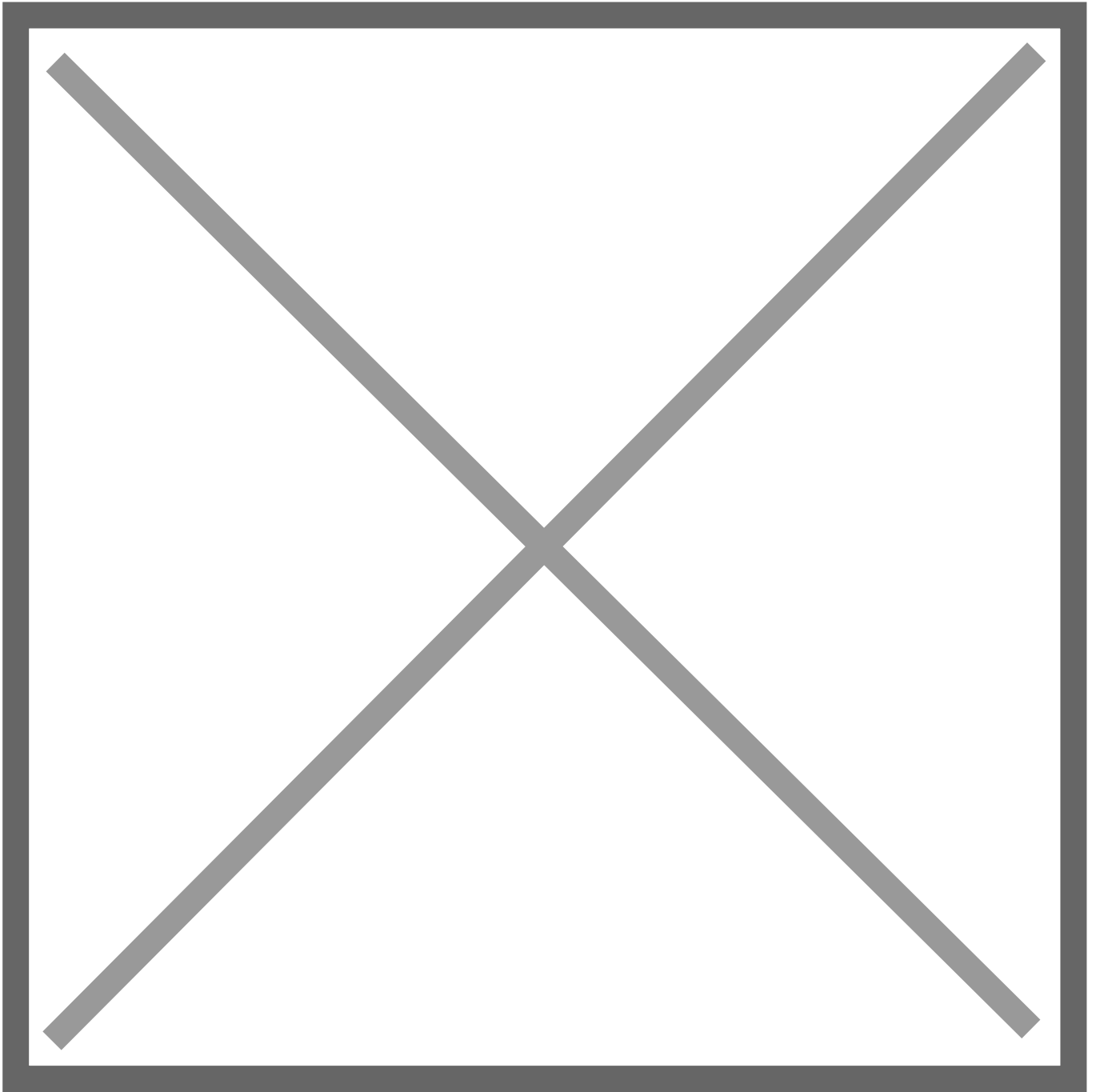
You first need to add a note then save the note

Save button: save contents of form

Close button: closes current form and returns you to the display grid

Custom Fields tab

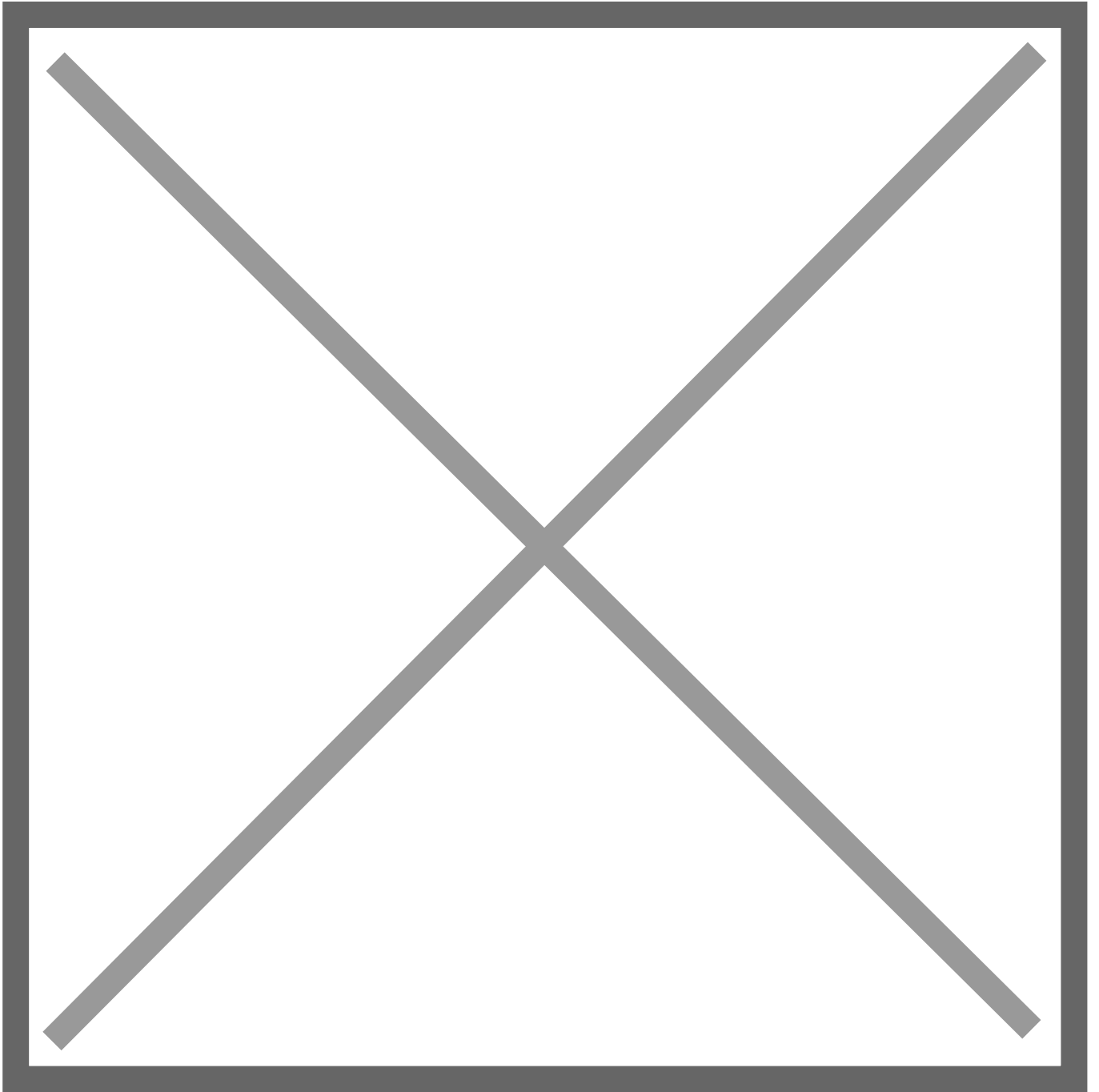
This tab allows you to use custom fields to the Pre Inspection Checksheet



Save button: save contents of form

Close button: closes current form and returns you to the display grid

Example of the printed Pre Inspection Checksheet



Revision #1

Created 27 July 2023 17:40:12 by Paige

Updated 1 February 2024 07:02:53 by Paige