

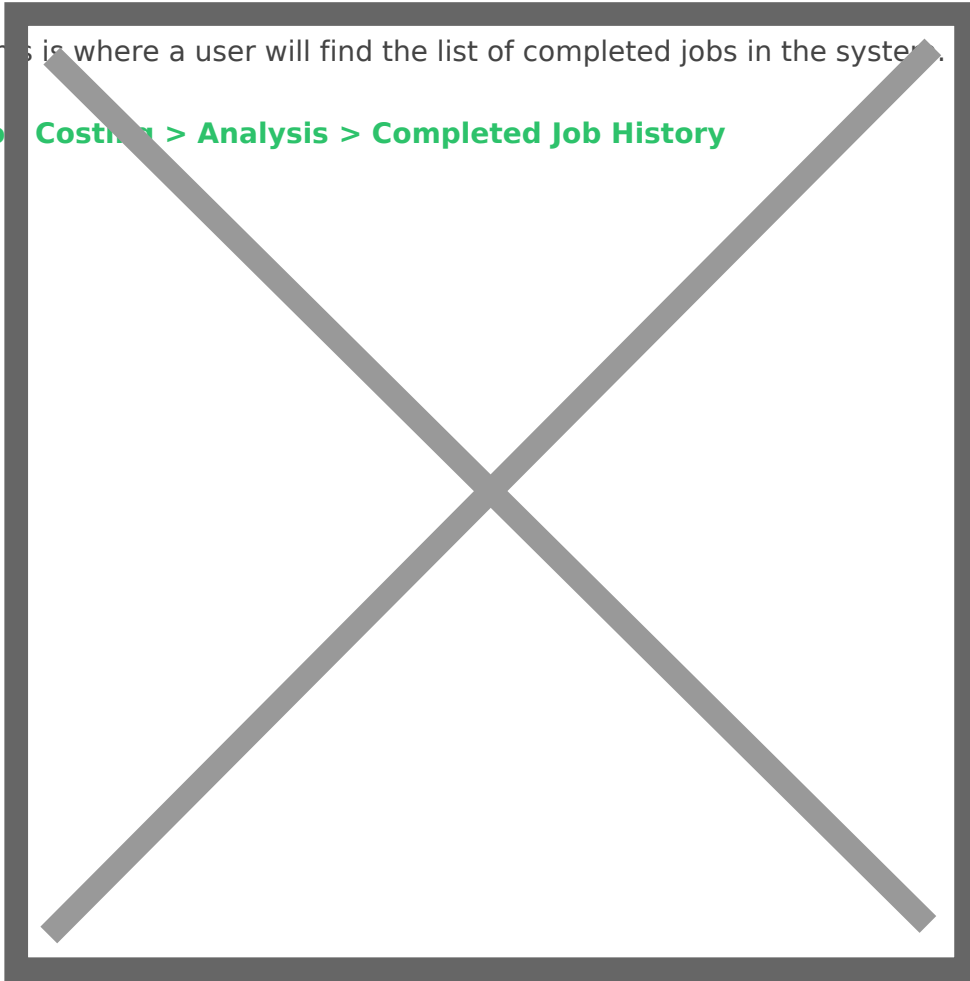
Manage Job - History

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Manage Job History

This is where a user will find the list of completed jobs in the system.

Job Costing > Analysis > Completed Job History



Basic Search tab

Allows the user to search for completed jobs quickly by using the following functions:

Job Number - search by entering the job number

Customer Code - search by customer

Quote - search by entering the quote number

Date - search by entering the date

Short Description – search by description

Customer – search by customer

Job Status – search by selecting the status from the drop down arrow

Custom Search searches according to the selection made on the category

Standard Tab

Costing button – Opens the currently selected Job History Item to view the figures associated with that specific job.

Recalculate Job button – Recalculates the figures in the currently selected Job History Item.

Print button – Prints the currently selected Job History Item.

View button – Lets the user manage the job or view information previously entered by someone else.

Print Header button – Prints the header of the currently selected Job History Item.

Export button – Export the currently selected Job History Item into an Excel Spread Sheet.

Extras Tab

Open Job button – to open a job