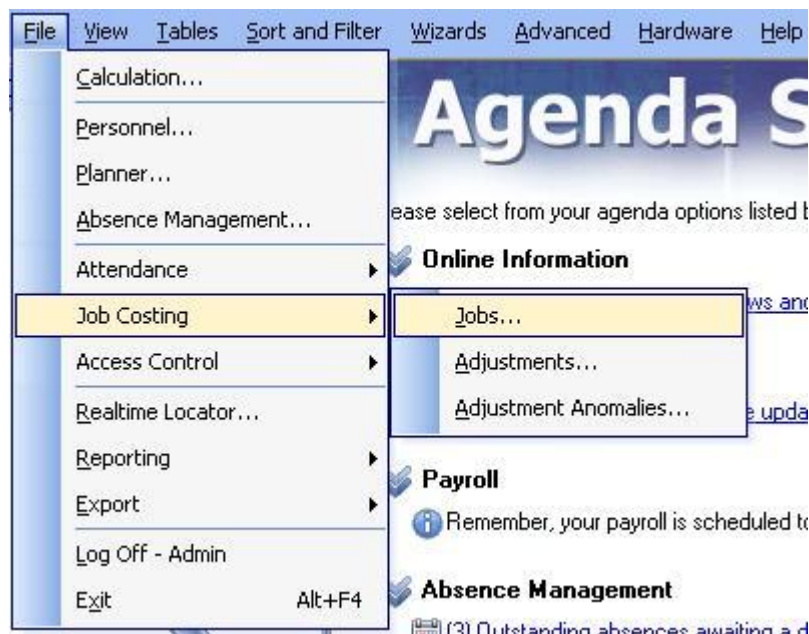


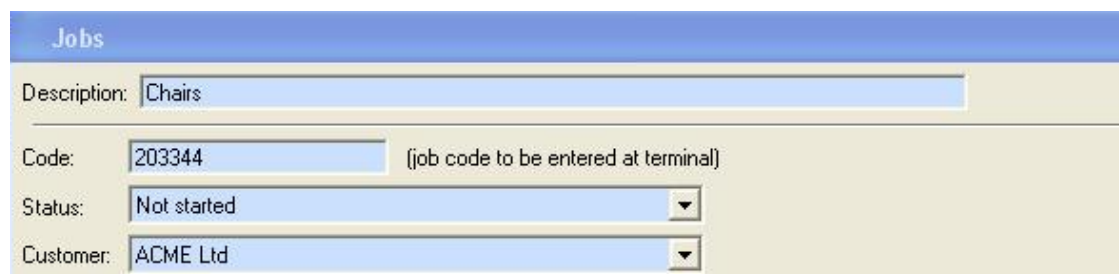
Module: m/09/110

'Creating a new Job...'

1. To create a new job, select the File menu, Job Costing and then Jobs.




2. Next, select <Add> and enter the Description Code and Customer reference (if required):



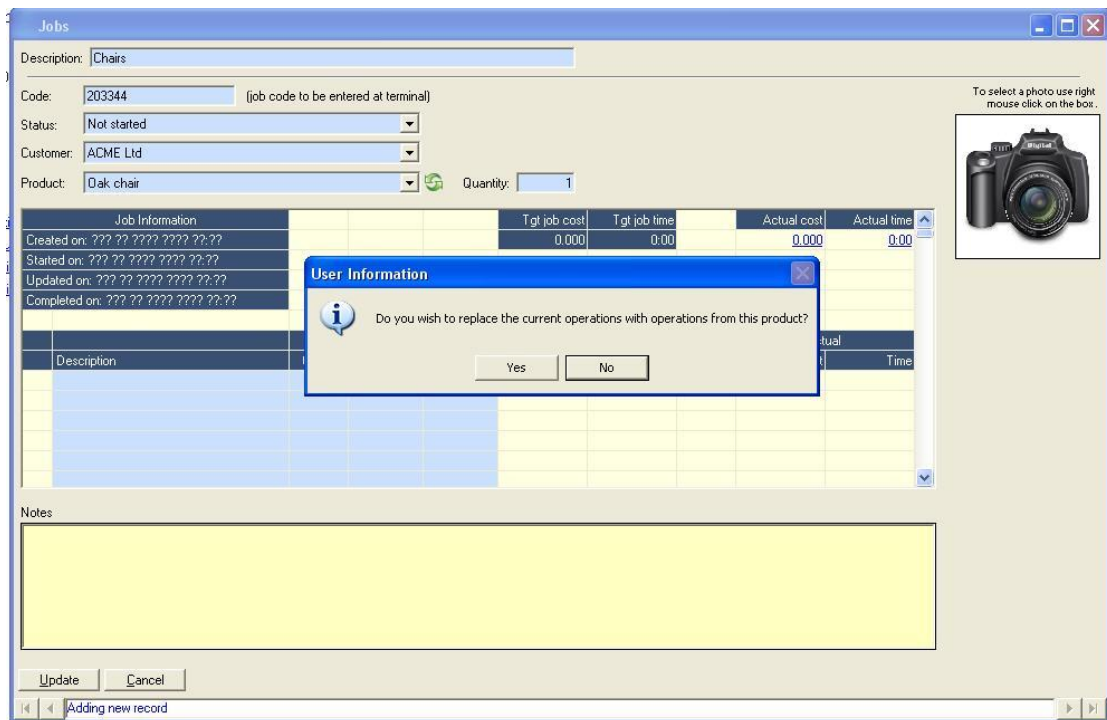
The screenshot shows the 'Jobs' form in the Timeware software interface. The form has the following fields:

- Description: Chairs
- Code: 203344 (job code to be entered at terminal)
- Status: Not started
- Customer: ACME Ltd

3. Now, select the correct Product and click the refresh icon:

Product:  Quantity:

The user will be asked to confirm if they wish to replace the current operations with the operation from the selected product: (Say 'Yes' to this!):




Jobs

Description:

Code: (job code to be entered at terminal)

Status:

Customer:


Product:  Quantity:

Job Information		Tgt job cost	Tgt job time	Actual cost	Actual time
Created on:	??? ?? ?? ?? ?? ?? ?? ??	0.000	0:00	0.000	0:00
Started on:	??? ?? ?? ?? ?? ?? ?? ??				
Updated on:	??? ?? ?? ?? ?? ?? ?? ??				
Completed on:	??? ?? ?? ?? ?? ?? ?? ??				

User Information

Do you wish to replace the current operations with operations from this product?

Notes

 To select a photo use right mouse click on the box.

4. All the operations will be copied from the specified product to the new job. If a quantity was entered, all the operation targets will be multiplied by this figure

Jobs

Description: Chairs


Code: 203344 (job code to be entered at terminal)

Status: Not started

Customer: ACME Ltd

Product: Oak chair Quantity: 1

To select a photo use right mouse click on the box.



Job Information				Tgt job cost	Tgt job time	Actual cost	Actual time
Created on:	Mon 26 December 2011 13:14			5.50	1:25	0.00	0:00
Started on:	??? ?? ??? ???? ??:??						
Updated on:	Mon 26 December 2011 13:14						
Completed on:	??? ?? ??? ???? ??:??						
				Tgt prod cost	Tgt prod time		
				5.50	1:25		

Operation Target				Operation Actual				
Description	Quantity	Unit cost	Unit time	Total cost	Total time	Quantity	Cost	Time
Chair back	1	4.00	0:25	4.00	0:25	0	0.00	0:00
Chair seat	1	1.50	1:00	1.50	1:00	0	0.00	0:00

Notes

Update Cancel

Editing record

5. Finally, click on <Update> and the new job record will be saved to the timeware database.



Notes: