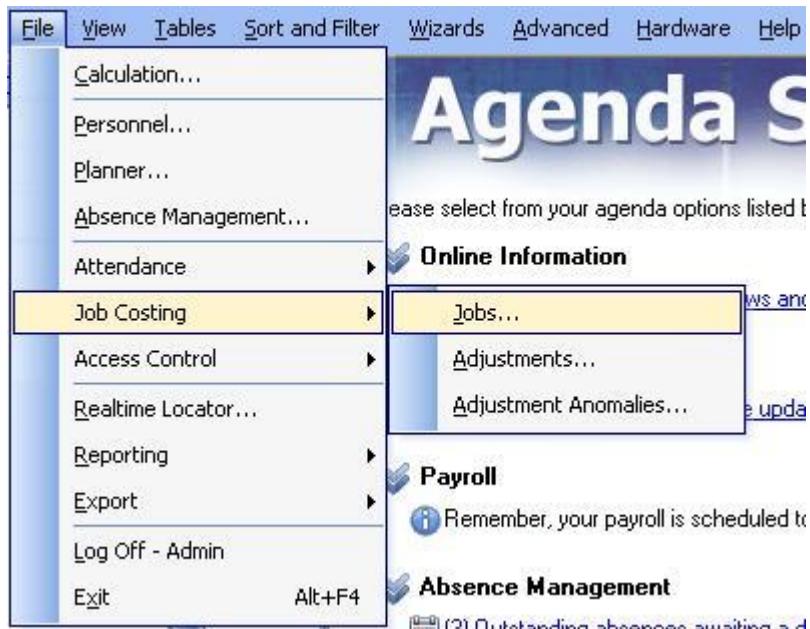




## Module: m/09/110

*'Creating a new Job...'*

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

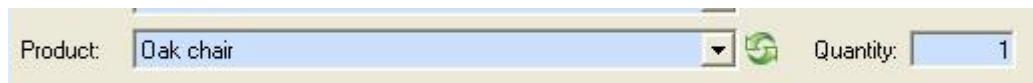


2. Next, select <Add> and enter the Description Code and Customer reference (if required):

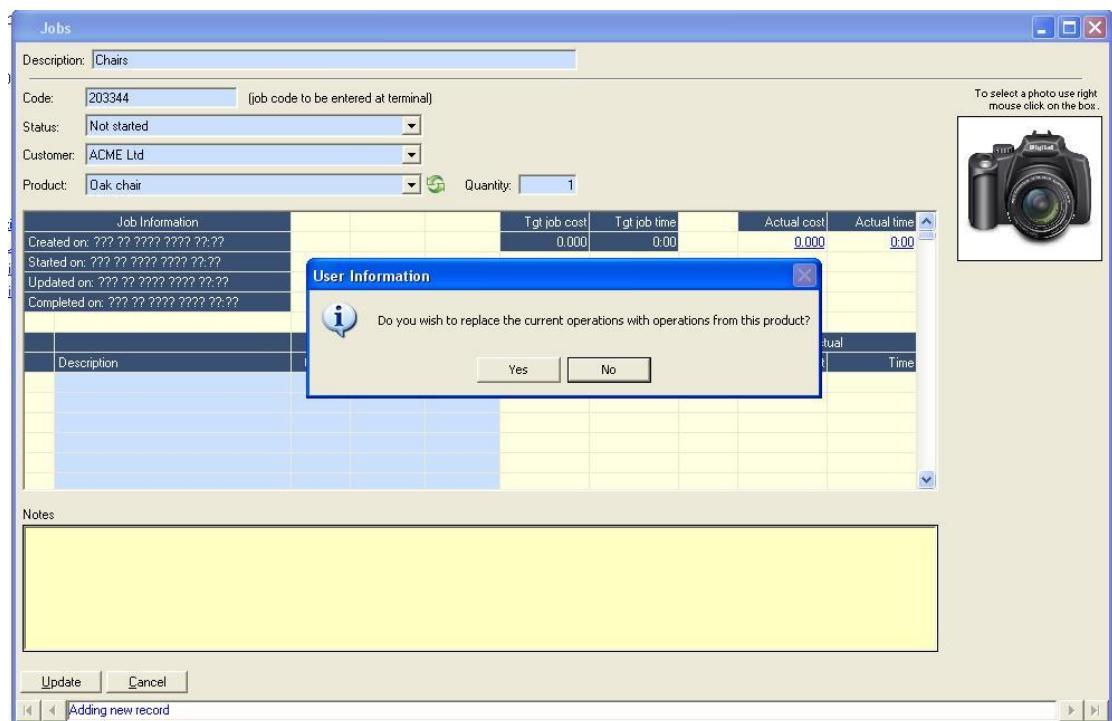
A screenshot of a "Jobs" creation dialog box. The title bar says "Jobs". The form fields are: "Description: Chairs", "Code: 203344" (with a note "(job code to be entered at terminal)"), "Status: Not started", and "Customer: ACME Ltd".



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



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!):





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

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				Tgt prod cost	Tgt prod time		
Completed on: ??? ?? ???? ???:???				5.50	1:25		
Operation Target							
Description	Quantity	Unit cost	Unit time	Total cost	Total time	Quantity	Cost
Chair back	1	4.00	0:25	4.00	0:25	0	0.00
Chair seat	1	1.50	1:00	1.50	1:00	0	0.00
Operation Actual							

Notes

Update Cancel

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



**Notes:**