Jim2 Business Engine Training



View or Edit a Job.

Who: All users, all sites.

Describe: Find, then View or Edit a Job.

Context: Allows users to find jobs by entering the Job number.

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Skill Steps:

- 1. Select the Jobs tab from the top of the Jim2 window.
- 2. Click View/Edit Job in the Ribbon or press F12 (Function Key 12).
- 3. Enter the Job Number.
- 4. Click View or Edit.

