

View Jobs and Add Comments.

Who: **All users, all sites.**

Describe: Edit a job and add notes (comments).

Context: Comments are typically "internal", ie – **not for customers.** Comments are stored with jobs for all users to see, and can be emailed, and included in reports if required.

The screenshot shows the 'Editing Sales Job 513' window in the Jim2 - eBusiness application. The window title is 'Frank Lampard \$0.00'. The main area displays job details for Job # 513, including Cust# FL, Status Booked, and Mode ACTIVE. Below the details is a table for comments:

Date	Initials	Status	Inc.	Comments
05/10/2009	SYS			Remember to Save the job, once you have entered your Comments.
05/10/2009	SYS			Insert a new comment b y pressing the INSERT key on your keyboard.
05/10/2009	SYS	Booked		Notes are entered here.

Below the comments table is a table for line items:

Date	Status	PO#	Location	Stock Code	Description	Unit	Order	Supply	B. Ord	Price TF	Price	Disc %	Tax	Total
05/10/2009			NSW	L.BUILD	Labour Build	HOURL	1.00	1.00	0.00	60.00	66.00	0	G	66.00

At the bottom right of the window, a summary table shows:

SubTotal \$	60.00
Tax \$	6.00
Total \$ (AUD)	66.00

Skill Steps:

1. Open the required Job in edit mode.
2. Click mouse in the top comment line, or press F3.
3. Press the INSERT key. A new comment line will appear, including the initials of the user, and the date.
4. Enter the comment text. Right click on the comment to email the comment.
5. Click Save or press F9 (Function Key F9).