



## Desktop Aid

### Job Tracking Quick Menu Options – Unplanned/Planned

In the Job Tracking tab, there are two different right click *Quick Menu Options* presented, depending on which job type a user right clicks on: *Unplanned* or *Planned*.

### Unplanned — Quick Menu Options

The screenshot shows the FAMIS Job Tracking interface. The top navigation bar includes 'File', 'Search', 'Reports', and 'Help'. The main content area displays a table of job records. A right-click context menu is open over a job record, listing various options such as 'Description Search', 'Work Details', 'Job Info', 'Job Expenses', 'Job Billing', 'Expense Summary', 'Billing Summary', 'Job Note', 'Amend', and 'Rework'. The menu is highlighted with a red border.

Asset Zone	Job Ident	Remote Request Note ID	Job Type	Job Desc	Class
M	771600237		BREAKDOWN MAINTENANCE	TEST JOB1 FOR FRED	U
M	771600235		BREAKDOWN MAINTENANCE	OLGA TEST FROM HOME	U
M	771600234		CLEANING	OS TESTING ATTEND BY D	U
M	771600233	Y	CLEANING	TEST 0 IN STAINS TO BE R	U
M	771600226	Y	BREAKDOWN MAINTENANCE	LAST WORK REQUEST	U
M	771600225		BREAKDOWN MAINTENANCE	SAVE A DEFAULT	U
M	771600224		BREAKDOWN MAINTENANCE	DESDDSDSD	U
M	771600223		BREAKDOWN MAINTENANCE	WEFSDFSD	U
M	771600218	Y	MINOR WORKS	SECOND JOB	U
M	771600217		MINOR WORKS	INFO	U
M	771600216	Y	REPLACEMENT REFURBISHMENT	NEW PRJ JOB	U
M	771600206	Y	MINOR WORKS	6.13 DEVAGENCY - AMENEDED 6.16	58
M	771600205		MINOR WORKS	6.13 DEVCMGR - 6.16 AMENDED	58
M	771600204	Y	MINOR WORKS	6.13 RETEST - DEVCMGR - AMENDED AS PE..	58
M	771600203	Y	MINOR WORKS	6.13 RETEST - DEVAGENCY - AMENDED AS P..	58
M	771600198	Y	BREAKDOWN MAINTENANCE	6.7 - DEVCMGR - TO BE DELETED	U
M	771600197	Y	MINOR WORKS	6.5 DEVCMGR	U



**Planned –Quick Menu Options**

The screenshot displays the 'Job Tracking' module in the FAMIS devagency system. The interface includes a top navigation bar with 'File', 'Search', 'Reports', and 'Help' menus. The main content area shows a list of jobs with columns for Asset Zone, Job Ident, Remote Request Note, Job Type, and Job Description. A quick menu is open over the job list, providing options such as 'Description Search', 'Work Details', 'Job Info', 'Job Expenses', 'Job Billing', 'Expense Summary', 'Billing Summary', 'Account Summary', 'Job Note', 'Amend', 'Variation', 'Rework', 'Consultants', and 'Fix Price'. The 'Account Summary', 'Variation', 'Consultants', and 'Fix Price' options are highlighted with red boxes.

Asset Zone	Job Ident	Remote Request Note	Job Type	Job Description
M	771600237		BREAKDOWN MAINTENANCE	TEST JOB1 FOR FRED
M	771600235		BREAKDOWN MAINTENANCE	OLGA TEST FROM HOME
M	771600234		CLEANING	OS TESTING ATTEND BY DATE
M	771600233	Y	CLEANING	TEST 0 IN STAINS TO BE REMO
M	771600226	Y	BREAKDOWN MAINTENANCE	LAST WORK REQUEST
M	771600225		BREAKDOWN MAINTENANCE	SAVE A DEFAULT
M	771600224		BREAKDOWN MAINTENANCE	DESDSDSDSD
M	771600223		BREAKDOWN MAINTENANCE	WEFSDFS
M	771600218	Y	MINOR WORKS	SECOND JOB
M	771600217		MINOR WORKS	INFO
M	771600216	Y	REPLACEMENT REFURBISHMENT	NEW PRJ JOB
M	771600206	Y	MINOR WORKS	6.13 DEVAGENCY - AMENEDED
M	771600205		MINOR WORKS	6.13 DEVCMGR - 6.16 AMENDE
M	771600204	Y	MINOR WORKS	6.13 RETEST - DEVCMGR - AML
M	771600203	Y	MINOR WORKS	6.13 RETEST - DEVAGENCY -AMENDE AS P..
M	771600198	Y	BREAKDOWN MAINTENANCE	6.7 - DEVCMGR - TO BE DELETED
M	771600197	Y	MINOR WORKS	6.5 DEVCMGR