



Work Instruction

Adding a Job Note

The Job Notes screen is not colour-coded but all mandatory fields outlined in red are required to be populated with data. Job notes are locked once the button is clicked and the *Job Note* is submitted.

To add a job note, complete the following steps:

1. Long-left-click the required job to access the Quick Menu.
2. Select Job Note. (**Note:** the *Job Notes* window will be displayed. Refer example below).
3. Click the button. (**Note:** The Job Note fields will enable).
4. Enter the required information in the mandatory fields.
5. Click the button or to exit or to print.

Note: The *Job Note* is saved against the job and referenced by the letter Y in the Job Note column on the Job Tracking screen.

The screenshot shows a 'Job Notes' form with the following fields and buttons:

- Job Notes** (Title, circled in red)
- Asset:** TAFE.06470
- Name:** ADEL EDUCATION BLDG - TAFE
- Job:** 771600221 FRED TEST
- Title:** ENTER TITLE
- Enter Job Note information:** (Text area)
- Date:** 31/07/2014
- Contact Name:** Joe Bloggs
- Contact Phone:** 08 8123 4567
- Buttons:** New, (circled in red), Cancel, Print