



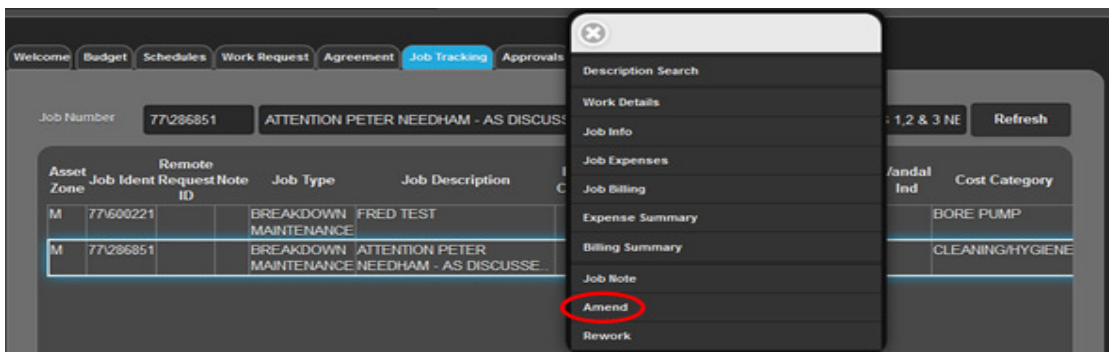
## Work Instruction

### Amending Work Details (Job Tracking Tab)

Work details can also be viewed or amended from the Amend screen within the Job Tracking tab.

To amend work details, complete the following steps:

1. Long left-click on the required job in the Job Tracking tab display window.
2. Select Amend from the sub-menu. (**Note:** The Work Details for XXXXX screen will display).
3. View and/or amend the required details (i.e. Cost Category dropdown list)
4. Select the Submit button to save or select the Cancel button to exit.



The screenshot shows the 'Work Details' form. It has several sections: 'Payment Details' with a Customer dropdown (TAF000 - DFEEEST); 'Job Details' with Job Type (BREAKDOWN MAINTENANCE), Work Description (FRED TEST), Cost Category (BORE PUMP, highlighted with a red box), Required Trade (ELECTRICIAN), Job Priority (5), and a Vandal checkbox; and 'Site Contact Details' with Contact Name and Contact Phone fields. At the bottom are Submit, Cancel, and Print buttons.