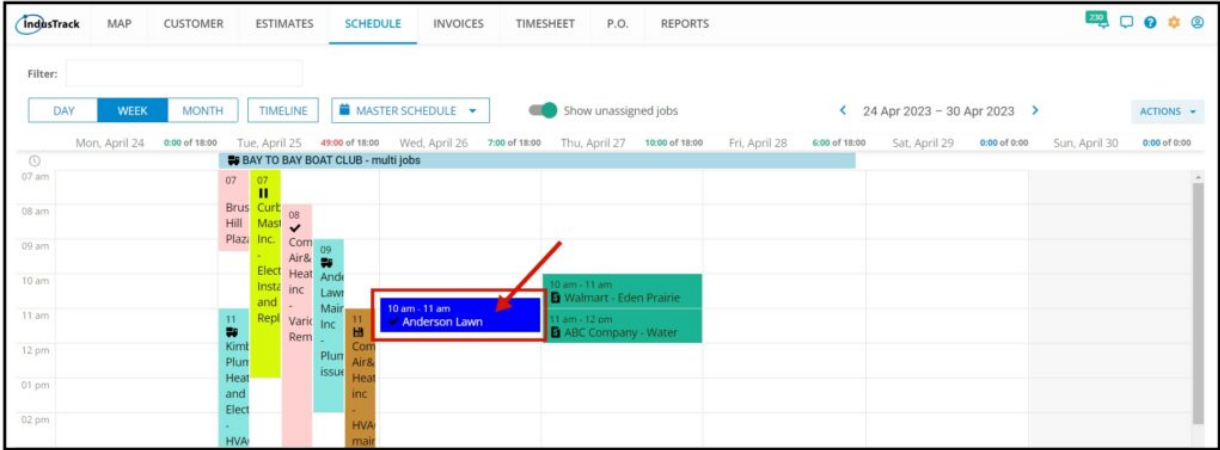


Manage Jobs

Edit a Job

To edit a job, find the job on the calendar and double-click on this.



The **Edit Job** window will come up. Edit the details as may be necessary in the same way that the job was created. Once done, save the changes.

The screenshot shows the 'Edit Job' window in the IndusTrack software. The window has a title bar 'Edit Job' and a close button. It contains several tabs: 'Job Info', 'Employee(s) (1)', 'Tasks (4)', 'Job history', and 'Field Notes'. The 'Job Info' tab is active. It displays a form with the following fields: 'Select Customer *' (Anderson Lawn Maintenance Inc.), 'Company' (Anderson Lawn Maintenance Inc.), 'Contact Name' (Mike Anderson), 'Phone' ((763) 477-3320), 'E-mail' (Mike@AndersonLawn.com), 'Job Description *' (Various Remediation), 'Job Status' (Complete), 'Job Number' (Job Number), 'Job Priority' (None), 'Job Color' (Job Color), 'Address' (5605 Town Hall Drive Loretto, MN, 55357), 'Parts/Services/Equipment [0]', 'Existing Customer Equipment [0]', 'Attachments [0]', and 'Forms [0]'. There are also buttons for 'CANCEL', 'SAVE JOB', and 'DISPATCH NOW'.

Delete a Job

From the **Edit Job** window, click on the **ACTIONS** and select the **Delete Job** button.

Edit Job
 Job Info
Employee(s) (1)
Tasks (4)
Job history
Field Notes

Tags: Assign

Select Customer * Anderson Lawn Maintenance Inc

Company Anderson Lawn Maintenance Inc
 Contact Name Mike Anderson
 Phone (763) 477-3320
 E-mail Mike@AndersonLawn.com

Address 5605 Town Hall DriveLoretto, MN, 55357
 Parts/Services/Equipment [0]
 Existing Customer Equipment [0]
 Attachments [0]
 Forms [0]

Job Description * Various Remediation
 Job Status Complete

Notes

Job Number Job Number
 Service Type
 Job Priority None
 Job Color

CANCEL SAVE JOB DISPATCH NOW

ACTIONS
 Approve for Invoice
 Convert to Invoice
 Job Template
 Delete job

The **Delete Job confirmation window** will come up. Select **Confirm** to continue or **Cancel** to abort the delete action.

Edit Job
 Job Info
Employee(s) (1)
Tasks (4)
Job history
Field Notes

Tags: Assign

Select Customer * Anderson Lawn Maintenance Inc

Company Anderson Lawn Maintenance Inc
 Contact Name Mike Anderson
 Phone (763) 477-3320
 E-mail Mike@AndersonLawn.com

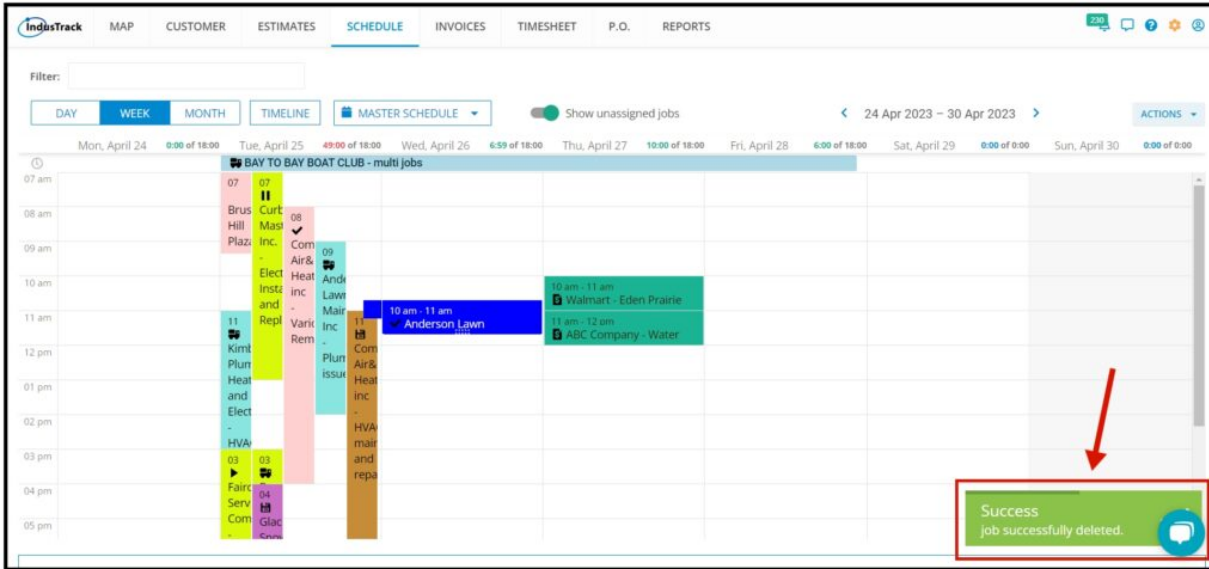
Job Description * Various Remediation
 Job Status Complete

Notes

Job Number Job Number
 Service Type
 Job Priority None
 Job Color

Delete job
 Are you sure you want to delete the job?
 CANCEL CONFIRM

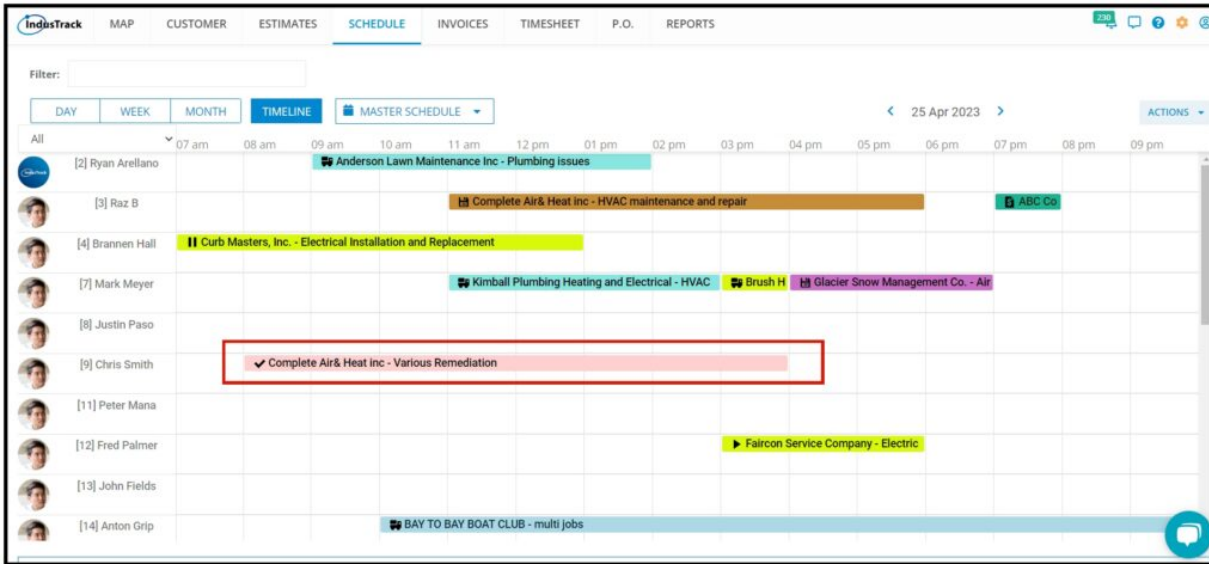
The delete confirmation will come up and the job will be removed from the calendar.



Approve the Job for Invoice

The approved job for the invoice will be **greyed out** if the job is still in progress or if the status is **not marked as complete**.

Select a job that is **marked as completed**. Double-click on the job.



In the ACTIONS, select **Approve for Invoice**.

Convert the Job into an Invoice

Once the job has been approved for invoice, the **Convert to Invoice** option will be available.

Click on **Convert to Invoice**, you will be redirected to the Edit Invoice window. From there you can add, remove, or edit any items in the invoice if necessary.

