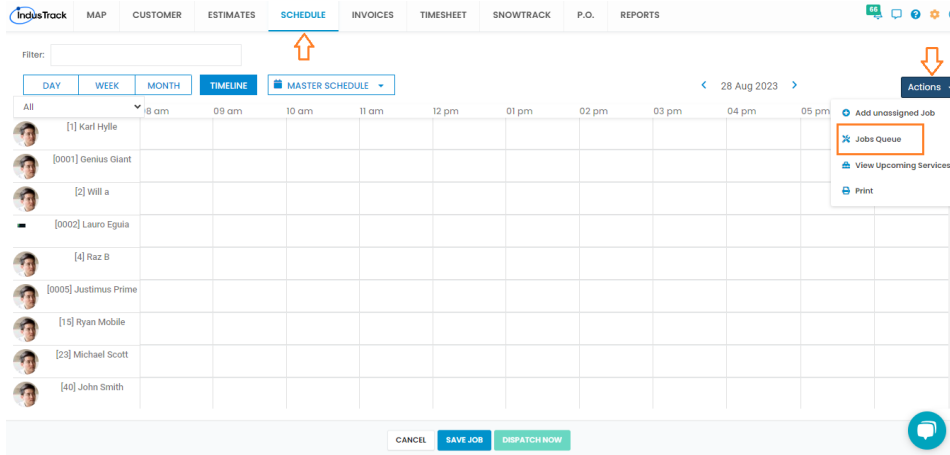
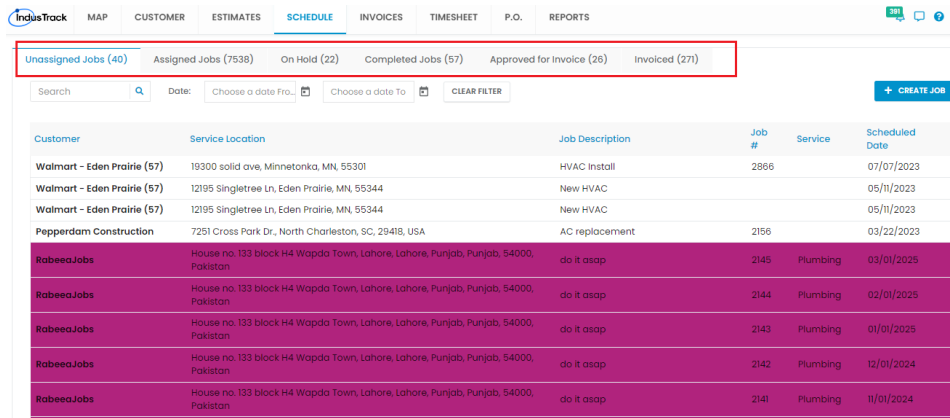


# Jobs Queue

Jobs Queue is the page from where you can view all your unassigned, assigned, on hold, completed and invoiced jobs in one place. To access Jobs Queue, navigate to **Schedule** module, hit **Actions** button and select **Jobs Queue** option.



At a glance, you can view several tabs across the top that display the jobs with different statuses.



The **Unassigned Jobs** section has jobs that do not have field employees assigned yet. To assign a field employee, double click on any job and the Edit Job window will be displayed and you can add a field employee.

IndusTrack MAP CUSTOMER ESTIMATES **SCHEDULE** INVOICES TIMESHET P.O. REPORTS

Unassigned Jobs (40) Assigned Jobs (7538) On Hold (22) Completed Jobs (57) Approved for Invoice (26) Invoiced (271)

Search [ ] Date: Choose a date Fro. [ ] Choose a date To [ ] CLEAR FILTER [ ] + CREATE JOB [ ]

Customer	Service Location	Job Description	Job #	Service	Scheduled Date
Walmart - Eden Prairie (57)	19300 solid ave, Minnetonka, MN, 55301	HVAC Install	2866		07/07/2023
Walmart - Eden Prairie (57)	12195 Singletree Ln, Eden Prairie, MN, 55344	New HVAC			05/11/2023
Walmart - Eden Prairie (57)	12195 Singletree Ln, Eden Prairie, MN, 55344	New HVAC			05/11/2023
Pepperdam Construction	7251 Cross Park Dr., North Charleston, SC, 29418, USA	AC replacement	2156		03/22/2023
RabeaaJobs	House no. 133 block H4 Wapda Town, Lahore, Lahore, Punjab, Punjab, 54000, Pakistan	do it asap	2145	Plumbing	03/01/2025
RabeaaJobs	House no. 133 block H4 Wapda Town, Lahore, Lahore, Punjab, Punjab, 54000, Pakistan	do it asap	2144	Plumbing	02/01/2025
RabeaaJobs	House no. 133 block H4 Wapda Town, Lahore, Lahore, Punjab, Punjab, 54000, Pakistan	do it asap	2143	Plumbing	01/01/2025
RabeaaJobs	House no. 133 block H4 Wapda Town, Lahore, Lahore, Punjab, Punjab, 54000, Pakistan	do it asap	2142	Plumbing	12/01/2024
RabeaaJobs	House no. 133 block H4 Wapda Town, Lahore, Lahore, Punjab, Punjab, 54000, Pakistan	do it asap	2141	Plumbing	11/01/2024

Edit Job

↓

Job info Employee(s) (0) Tasks (0) Job history Tags: Assign Collection Maintenance customer

Select Customer \* Walmart - Eden Prairie (57) Actions

Company: Walmart - Eden Prairie (57) (33333) Address: 12195 Singletree Ln, Eden Prairie, MN, 55344  
 Contact Name: Joe smith  
 Phone: 234567891  
 E-mail: joewalmart@email.com

Select Service Location: Main Location, 12195 Singletree Ln, Eden Prairie, MN, 55344  
 Contact Name: Main Location, Joe smith  
 Phone: 234567891  
 E-mail address: joewalmart@email.com

Job Description \* New HVAC Job Status: Not Started

Job Number: Auto increment Service Type:

Parts/Services/Equipment [3]  
 Existing Customer Equipment [0]  
 Attachments [0]  
 Forms [0]  
 Purchase Orders [0]  
 Notes

**Assigned Jobs** section, you can view those jobs to which the field employees are assigned. This section contains both saved jobs and dispatched jobs. You can view the field employee(s) assigned to each job and the status for each job. Dispatched job is the one to which field employee(s) has been assigned and the job was dispatched to their mobile devices. Double click on a job to open the Edit Job window from where you can make changes.

IndusTrack MAP CUSTOMER ESTIMATES **SCHEDULE** INVOICES TIMESHET P.O. REPORTS

Unassigned Jobs (40) Assigned Jobs (7538) On Hold (22) Completed Jobs (57) Approved for Invoice (26) Invoiced (271)

Search [ ] Date: Choose a date Fro. [ ] Choose a date To [ ] CLEAR FILTER [ ]

Customer	Service Location	Job Description	Job #	Service	Schedule Date	Field Employee(s)	Status
ABC Company	10700 West Highway 55 Suite 27, Plymouth, MN, 55441, USA		123		01/01/2048	Anton Grip	Not Started
ABC Company	10700 West Highway 55 Suite 27, Plymouth, MN, 55441, USA		123		01/01/2047	Anton Grip	Not Started
ABC Company	10700 West Highway 55 Suite 27, Plymouth, MN, 55441, USA		123		01/01/2046	Anton Grip	Not Started
ABC Company	10700 West Highway 55 Suite 27, Plymouth, MN, 55441, USA		123		01/01/2045	Anton Grip	Not Started
ABC Company	10700 West Highway 55 Suite 27, Plymouth, MN, 55441, USA		123		01/01/2044	Anton Grip	Not Started
ABC Company	10700 West Highway 55 Suite 27, Plymouth, MN, 55441, USA		123		01/01/2043	Anton Grip	Not Started
ABC Company	10700 West Highway 55 Suite 27, Plymouth, MN, 55441, USA		123		01/01/2042	Anton Grip	Not Started

The **On Hold** section will allow you to view those jobs that were put on hold by your field employees or by the office users. You can view the job hold reason for each job. Click on 3 dots to View Job Report which has all the details about the job including the notes.

Customer	Service Location	Job Description	Job #	Service	Schedule Date	Field Employee(s)	Hold Reason
ABC Company	400 S 4th St., Suite 1000M, Minneapolis, MN, 55415, USA	Yea	2883		09/13/2023	Raz B	
Anderson Lawn Maintenance Inc	5605 Town Hall Drive, Loretto, MN, 55357	Replace heat pumps	2845		06/08/2023	Rabeesa Anwar	Parts ordered
Anderson Lawn Maintenance Inc	5605 Town Hall Drive, Loretto, MN, 55357	Plumbing issues		Plumbing	04/25/2023	Ryan Arellano	View Job Report
Curb Masters, Inc.	496 Farwell Ave, South St Paul, MN, 55075, USA	Electrical Installation and Replacement		Electrical Installation	04/25/2023	Brannen Hall	Customer not available
Brush Hill Plaza	1232 W. Ogden Ave., 1250, Naperville, IL, 60563	It's the cosmetic work mostly.	081	02 Site Work	04/25/2023	Rabeesa Anwar	Parts ordered
Get Plowed Snow Removal	9749 Sheltering Oaks, Brighton, MI, 48114, USA	On hold job test	2056		09/14/2022	Brannen Hall	Parts pricing
Walmart - Eden Prairie (57)	12195 Singletree Ln, Eden Prairie, MN, 55344	Testing hold	2001		03/21/2022	Brannen Hall	Parts ordered

All the completed jobs are under the **Completed Jobs** tab. To view the job details, approve the job for an invoice, view an estimate, click 3 dots in the far-right corner.

- View Job:** To make changes to the job info or to view the job history, select View Job option.
- Approve:** To convert a completed job into an invoice, you must approve the job first. This option will allow you to approve the jobs and then convert them from **Approved for Invoice** tab.
- View Job Report:** To view the field notes, images, attachments, parts and task details, you can view job detail report.
- View Estimate:** If a job was converted from an estimate, you can view the estimate details. If View Estimate is greyed out, it means no estimate is associated with that job.

Customer	Service Location	Job Description	Job #	Service	Schedule Date	Field Employee(s)	Amount
ABC Company	10700 West Highway 55 Suite 27, Plymouth, MN, 55441, USA	new	2835		06/01/2023	Rabeesa Anwar	\$2.63
Anderson Lawn Maintenance Inc	5605 Town Hall Drive, Loretto, MN, 55357	New Electrical Installations	2834	Electrical Installation	06/01/2023	Abdul H	\$918.00
BAY TO BAY BOAT CLUB	135 Lakeview Ave, Excelsior, MN, 55331, USA	42	2827		06/01/2023	Rabeesa Anwar	\$1,013.20
Complete Air& Heat inc	1395 South Patrick Dr, Satellite Beach, FL, 32937, USA	This is a test	2825		06/08/2023	Rabeesa Anwar	\$592.50
Anderson Lawn Maintenance Inc	5605 Town Hall Drive, Loretto, MN, 55357	AC service	2820		05/26/2023	Rabeesa	
Anderson Lawn Maintenance Inc	5605 Town Hall Drive, Loretto, MN, 55357	Lawn Wires Sparking	2819		05/26/2023	Rabeesa	
ABC Company	400 S 4th St., Suite 1000M, Minneapolis, MN, 55415, USA	Test job on hold	2815		06/01/2023	Brannen	
ABC Company	400 S 4th St., Suite 1000M, Minneapolis, MN, 55415, USA	Inspection job	2808		05/24/2023	Raz B	\$570.00
Complete Air& Heat inc	1395 South Patrick Dr, Satellite Beach, FL, 32937, USA	it's a new job.	2187	WH Gas Valve replacement	05/26/2023	Rabeesa Anwar	\$0.00

From the **Completed Jobs** section, you can approve a single or multiple jobs to be converted into an invoice.

IndusTrack MAP CUSTOMER ESTIMATES **SCHEDULE** INVOICES TIMESHHEET P.O. REPORTS

Unassigned Jobs (40) Assigned Jobs (7538) On Hold (22) **Completed Jobs (57)** Approved for Invoice (26) Invoiced (271)

Search: [ ] Date: Choose a date From... Choose a date To... CLEAR FILTER

**APPROVE**

<input type="checkbox"/>	Customer	Service Location	Job Description	Job #	Service	Job Completion	Field Employee(s)	Total \$
<input checked="" type="checkbox"/>	ABC Company	400 S 4th St., Suite 1000M, Minneapolis, MN, 55415, USA	test	2882		09/06/2023	Multiple Crew	\$0.00
<input checked="" type="checkbox"/>	ABC Company	400 S 4th St., Suite 1000M, Minneapolis, MN, 55415, USA	AC Service	2877		08/23/2023	Sharon f	\$0.00
<input checked="" type="checkbox"/>	Acal Super Malls	Clifford High Way, Waldorf, MN, 30104, USA	job with more work	2871		08/12/2023	Raz B	\$250.00
<input checked="" type="checkbox"/>	ABC Company	400 S 4th St., Suite 1000M, Minneapolis, MN, 55415, USA	Test for new hold	2849		06/12/2023	Raz B	\$0.00
<input type="checkbox"/>	ABC Company	400 S 4th St., Suite 1000M, Minneapolis, MN, 55415, USA	oh hold	2846		08/23/2023	Brannen Hall	\$0.00
<input type="checkbox"/>	Walmart - Eden Prairie (57)	19300 solid ave, Minnetonka, MN, 55301	Drain clog	2844		06/07/2023	Peter Lambert	\$0.00
<input type="checkbox"/>	ABC Company	10700 West Highway 55 Suite 27, Plymouth, MN, 55441, USA	new	2835		06/01/2023	Rabeesa Anwar	\$2.63

**Approved for Invoice** section contains all the completed jobs that are now ready to be invoiced. Click 3 dots to see more options:

- Convert to Invoice:** Convert a single job into an invoice.
- View Job Report:** To view notes, parts, equipment, pictures, attachments and task details, you can view job detail report.
- View Estimate:** If a job was converted from an estimate, you can view the estimate details. If the View Estimate option is greyed out, it means no estimate is associated with that job.

IndusTrack MAP CUSTOMER ESTIMATES **SCHEDULE** INVOICES TIMESHHEET P.O. REPORTS

Unassigned Jobs (40) Assigned Jobs (7538) On Hold (22) **Completed Jobs (57)** **Approved for Invoice (26)** Invoiced (271)

<input type="checkbox"/>	ABC Company	400 S 4th St., Suite 1000M, Minneapolis, MN, 55415, USA	Test	2872		08/03/2023	Raz B	\$5.50	Raz Bajwa
<input type="checkbox"/>	ABC Company	400 S 4th St., Suite 1000M, Minneapolis, MN, 55415, USA	Warranty Work	2868		07/12/2023	Peter Lambert	\$3,462.00	Peter Lambert
<input type="checkbox"/>	ABC Company	400 S 4th St., Suite 1000M, Minneapolis, MN, 55415, USA	Trghjh	2859		06/22/2023	Raz B	\$250.00	Raz Bajwa
<input type="checkbox"/>	Anderson Lawn Maintenance Inc	5605 Town Hall Drive, Loretto, MN, 55357	Install Natural Gas Furnace	2826		05/30/2023	Rabeesa Anwar	\$1,329.33	Raz Bajwa
<input type="checkbox"/>	BAY TO BAY BOAT CLUB	135 Lakeview Ave, Excelsior, MN, 55331, USA	ac units replacement	2821		05/26/2023	Rabeesa Anwar	\$2.50	Rabeesa Anwar
<input type="checkbox"/>	Camp Rock	400 S 4th Street, Unit 1000M, Minneapolis, Minnesota, 55415, United States	New Electrical Installations	2828	Electrical Installation	05/30/2023	Ryan Arellano	\$587.00	Rab
<input type="checkbox"/>	ABC Company	400 S 4th St., Suite 1000M, Minneapolis, MN, 55415, USA	This test for Ryan			05/05/2023	Raz B	\$0.00	Rab
<input type="checkbox"/>	Walmart - Eden Prairie (57)	12195 Singletree Ln, Eden Prairie, MN, 55344	Install new devices	12345		05/04/2023	Multiple Crew	\$0.00	Rabeesa Anwar

**Convert to Invoice**  
 View Job Report  
 View Estimate

Using **Approved for Invoice** tab, you can convert a single job into an invoice or even you can create one invoice for multiple jobs for the same customer.

IndusTrack MAP CUSTOMER ESTIMATES **SCHEDULE** INVOICES TIMESHHEET SNOWTRACK P.O. REPORTS

Unassigned Jobs (41) Assigned Jobs (171) On Hold (2) Completed Jobs (57) **Approved for Invoice (4)** Invoiced (66)

Search: [ ] Date: [Choose a date From] [Choose a date To] CLEAR FILTER

CREATE ONE INVOICE FOR MULTIPLE JOBS CONVERT TO INVOICE(S)

Customer	Service Location	Job Description	Job #	Service	Job Completion	Field Employee(s)	Total \$	Office User
<input checked="" type="checkbox"/>	2 wheels club 71 A Lopez St, Cebu, PH, 39746	f	2715		08/22/2023	Will a	\$0.00	Chris M
<input checked="" type="checkbox"/>	2 wheels club 71 A Lopez St, Cebu, PH, 39746	Test	2882	007 Electronics Communication	08/23/2023	Chris m	\$0.00	Chris M
<input type="checkbox"/>	ABC Company 4117 32nd Ave S, Chicago, Illinois, 60647	sdasdasdas	2432		06/23/2023	Multiple Crew	\$0.00	Chris M
<input type="checkbox"/>	Grant Helwig 3542 washburn ave n, minneapolis, MN, 55412	lotnvd			04/28/2023	Karl Hylle	\$0.00	Ryan Harris

Items per page: 50 1 - 4 of 4 < >

From the **Invoiced** tab, you can view all jobs that were converted into invoices. You can search for a particular job by entering the job number in the Search field. Click 3 dots to see more options:

1. **View Invoice:** Select this option to view the details of an invoice.
2. **View Job Report:** To view detailed information about notes, parts, pictures, attachments, task details, you can view job detail report.
3. **View Estimate:** If a job was converted from an estimate, you can view the estimate details. If the View Estimate option is greyed out, it means no estimate is associated with that job.

IndusTrack MAP CUSTOMER ESTIMATES **SCHEDULE** INVOICES TIMESHHEET P.O. REPORTS

Unassigned Jobs (40) Assigned Jobs (7538) On Hold (22) Completed Jobs (57) Approved for Invoice (26) **Invoiced (27)**

Search: [ ] Date: [Choose a date From] [Choose a date To] CLEAR FILTER

Customer	Service Location	Job Description	Job #	Service	Job Completion	Field Employee(s)	Total \$	Office User
ABC Company	400 S 4th St, Suite 1000M, Minneapolis, MN, 55415, USA	This is for Steve and Lisa test	2873		08/07/2023	Brannen Hall	\$382.28	Raz Bajwa
Walmart - Eden Prairie (57)	Walmart- Minnetonka, 19300 solid ave, Minnetonka, MN, 55301	HVAC TEST TIME 123	2867	02.10 Demo	07/21/2023	Multiple Crew	\$1,558.20	
ABC Company	400 S 4th St, Suite 1000M, Minneapolis, MN, 55415, USA	HVAC Install	2864		06/26/2023	Peter Lambert	\$2,824.50	Peter
Walmart - Eden Prairie (57)	12195 Singletree Ln, Eden Prairie, MN, 55344	HVAC Install	2863		06/23/2023	Multiple Crew	\$1,799.60	Peter Lambert
Walmart - Eden Prairie (57)	12195 Singletree Ln, Eden Prairie, MN, 55344	Maint Hoses	2860		06/22/2023	Peter Lambert	\$1,831.94	Peter Lambert
ABC Company	400 S 4th St, Suite 1000M, Minneapolis, MN, 55415, USA	Estimate new air Condition	2858		06/20/2023	Raz B	\$1,095.78	

View Invoice View Job Report View Estimate