

Job Analysis - Search

The screenshot shows the 'InterAcct Demo - [JOB ANALYSIS FILE - search]' window. It features a menu bar (File, Record, Edit, View, Go, Advanced, Menu, Graph, Design, Help) and a toolbar with various icons. The main area contains a search form titled 'Search for ...' with fields for Job No, Customer Name, Job/Project Name, Prj Mgr, A/c Mgr, Job Input, Estimated, Quote Date, Won Date, Start Date, Reqd By, Last Tran, Invoiced, Job Closed, Job Status, Job Type, Job Category, Client Category, Industry, Branch, Region, Origin, Basis, Priority, and P/Code. To the right, there are buttons for 'Power Search' and 'Start Search'. A 'JOB STATUS' table is also visible, listing job statuses from 1 to 7.

Click here for...

Power Search

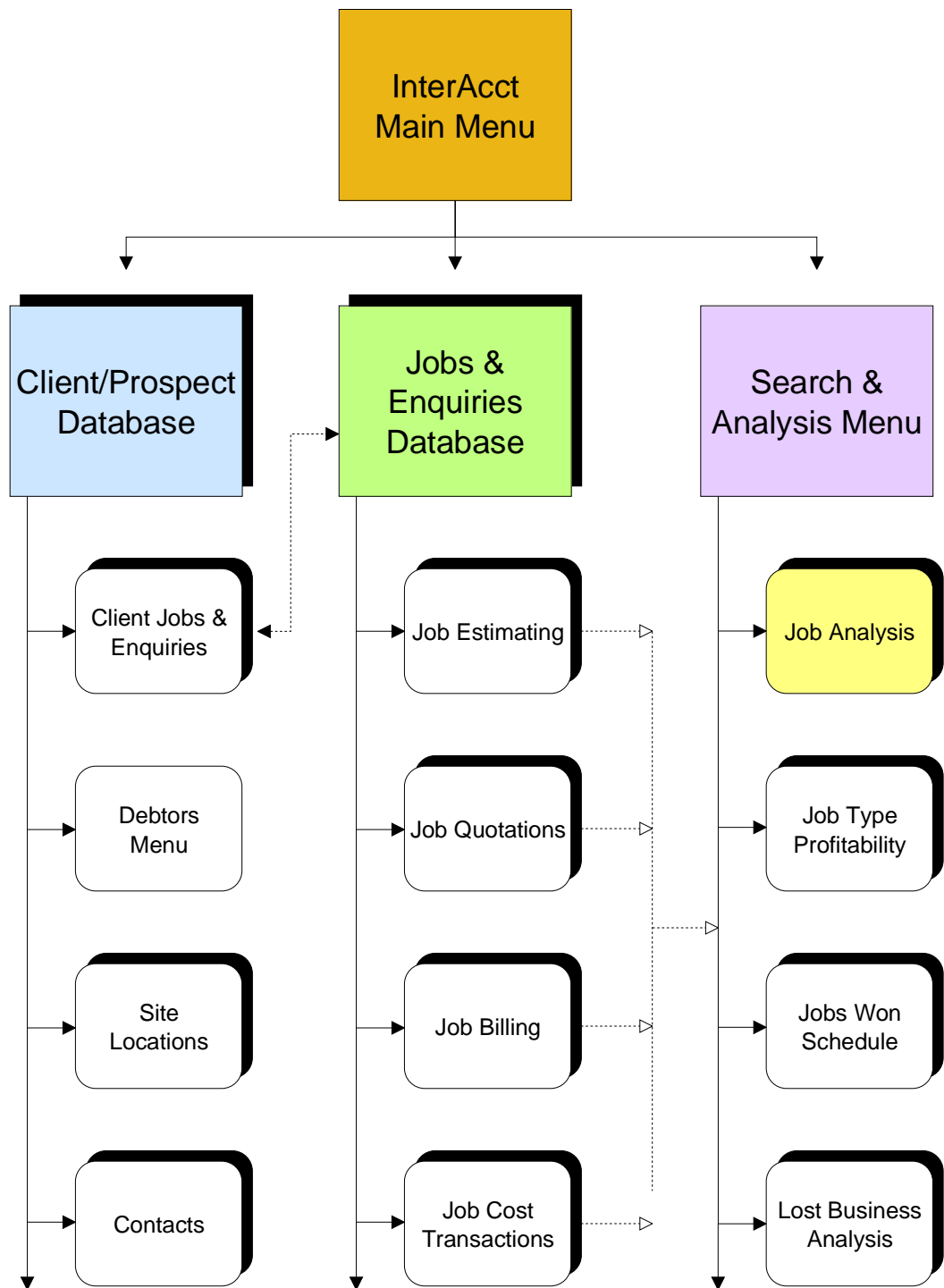
Start Search

JOB STATUS	
	Job Status
1	Enquiry Received
2	Quotation
3	Job Won - Awaiting Commencement
4	Work In Progress
5	Completed, To Invoice
6	Job Completed
7	Job Lost/Foregone

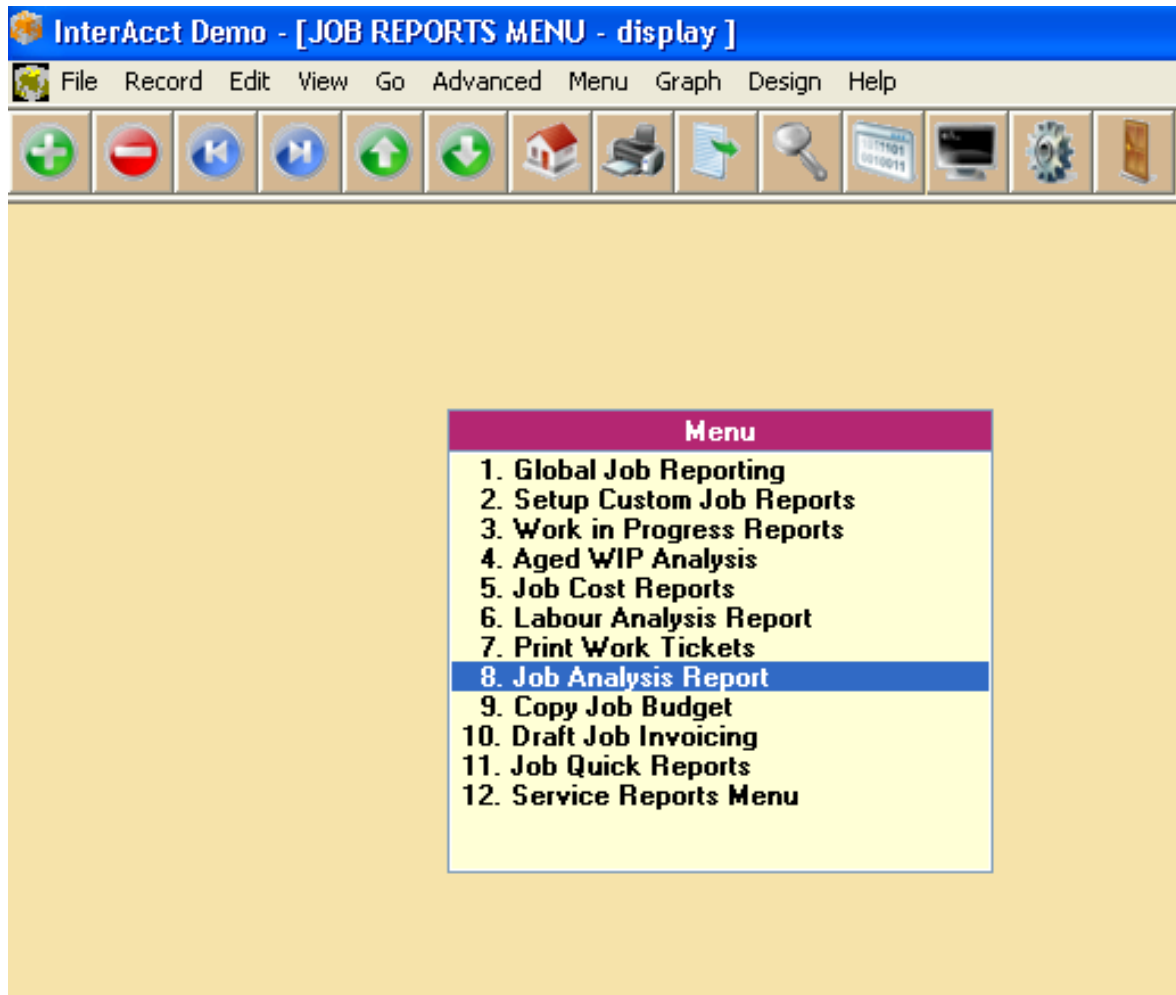
Normally press ENTER to see a list of records. To search, refer help below. To add new record, press ADD button

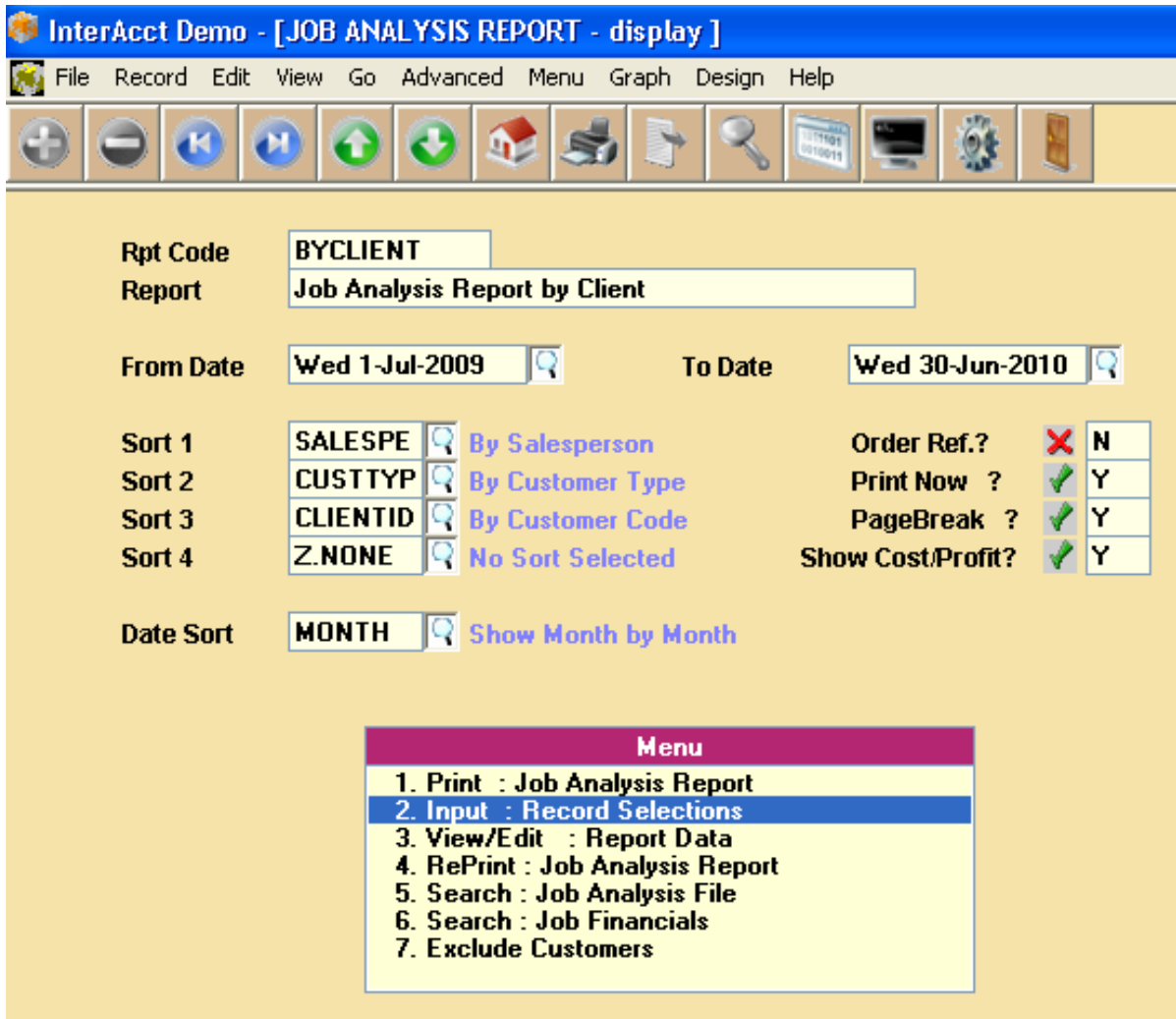
The search facilities on this (and any other file) are –

- You can search on any combination of fields
- ‘Wide card’ searches on any text in a field
- Several search values per field
- Power Search – in (or not in) a range of values
- Table Lookup of Allowed Values on a field



Job Reports Menu





This simple to use Report Generator accesses the new Job Analysis file, plus the Job Financial Totals file.

At this stage, the functions of this Report Generator are quite simplistic, and it is expected that they will be enhanced in the future.

You can define for each report design –

- ✓ Selection Basis
- ✓ Sort Parametres
- ✓ Fields (data columns) to Print

You also need to keep in mind that this new Report Generator is only one of many way in which you can print job related information. Some of these job related reports on shown on the Job Report Menu (see previous page).

There are also “Report Configurators” under each job where you can define the amount of detailed information you want to print about a job.