

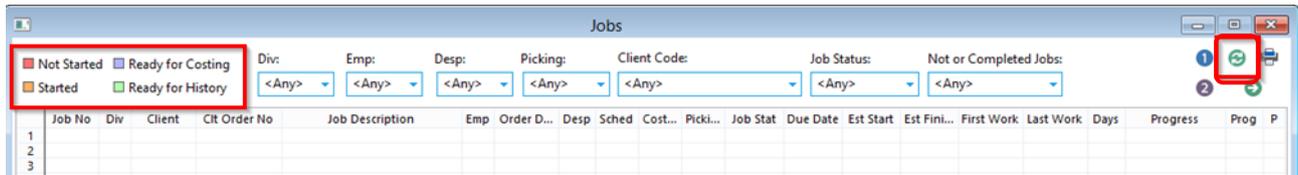
Current Jobs

Overview:

The Current Jobs window displays all the current jobs or a specific current job within the system. The information in this window can be filtered by utilising the drop-down list. The records in the window are colour coded in column to show the status of the job in regards to that field. This list can be printed by **clicking** on the 'Print' icon.

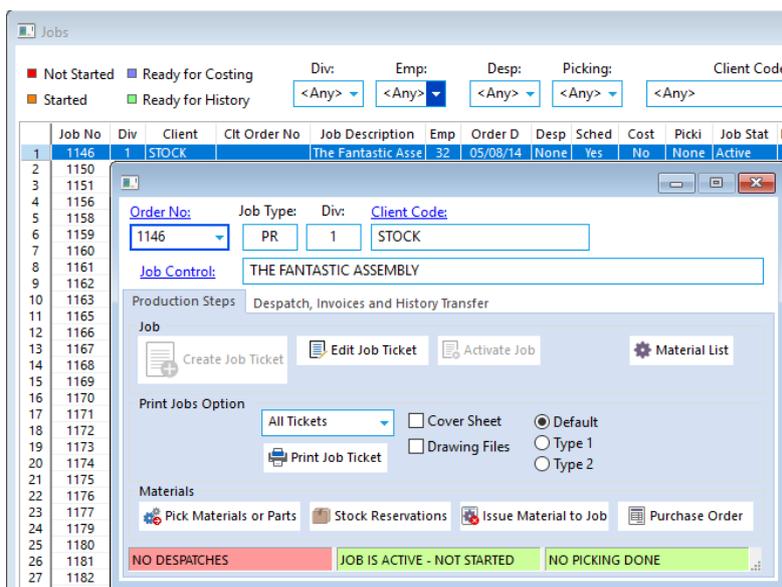
To View Current Jobs

From the OPTO ribbon, select the 'Jobs/Scheduling' tab and **click** on the 'Current Job List' icon to open the 'Jobs' window. To populate the window click on the 'Refresh' icon.



The screenshot shows a detailed view of the 'Jobs' window. The table contains 35 rows of job records. The 'Job No' column is highlighted in blue for job 1146. The 'Job Stat' column shows various statuses like 'Active', 'Not Active', 'Complete', and 'Not Rec'. The 'Progress' column shows a green progress bar for job 1146. The 'E/Sch' column shows 'No' for most jobs. The bottom of the window shows a green bar with the word 'Completed'.

To view specific information windows for a production order, **dbl-click** on the job number in the **Job No** column to display the process sheet for that job.



The 'Client Details' window can be viewed by **dbl-clicking** on the client name in the **Client** field. To view the Total Job Summary for a specific job, **click** in the **P** column to place a cross next to the required records and then **click** on the 'Check' Jobs' icon.

