



Service Repair 1 Online Training

➤ **Job Entry**

- Header
- Nameplate
 - ◆ Job Type
 - ◆ Mandatory Fields/Field Validation
 - ◆ Speedsearch Fields
- Special Instructions
- Mail To
- Attachments
 - ◆ Job Folder

➤ **Customer Instructions**

- Customer
- Type Work
- Job Type
- Customer Instruction Print
- Customer Instructions VS Special Instructions

➤ **Recording Job Labor**

- Time Clock
- Time Card

➤ **Basic Reporting**

- Job Booking Report
- Active Job Report
- WIP

➤ **Job Inquiry**

- Active OR History: Determined by Job CLOSING
- Job Inquiry VS Job Entry
- What fields can I Change
- What Information Do I Find Here