
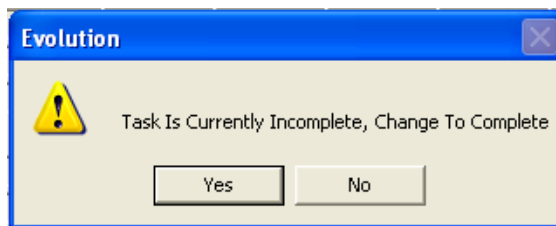


## Manually Completing a Job

- Select TRIM.
- Select Job Enquiry & Update.
- Enter the required job number or click the magnifying glass to search for and select the required job.



Job Nr <input type="text" value="A06070260"/> / <input type="text" value="RJ02OUH,FORD,MONDEO"/>	
Customer <input type="text" value="MRS JANNETTE SMITH,35 VALLEY VIEW ROAD"/>	
Task	<input type="text" value="STRP"/> <input type="text" value="REPR"/> <input type="text" value="PNT1"/> <input type="text" value="ANTI"/> <input type="text" value="RFIT"/> <input type="text" value="VAL1"/>
Recorded	<input type="text" value="0:00"/> <input type="text" value="0:00"/> <input type="text" value="0:00"/> <input type="text" value="0:00"/> <input type="text" value="0:00"/> <input type="text" value="0:00"/>
Status	<input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/>
Current Job Status <input type="text" value="LiveJob"/>	Date Estimated <input type="text" value="28/07/2006"/>
<input type="text" value=""/>	Booked In Date <input type="text" value="19/04/2007"/>
	Due Out Date <input type="text" value=""/>
Status Key : Blank Not Started, COMP Task Completed, INPRG Inprogress & IDLE	

- Click the task status button .
- Double click on the task to be completed.



- Click Yes to change the task to complete.
- Repeat this for all tasks until they are all completed.

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Customer <input type="text" value="MRS JANNETTE SMITH,35 VALLEY VIEW ROAD"/>	
Task	<input type="text" value="STRP"/> <input type="text" value="REPR"/> <input type="text" value="PNT1"/> <input type="text" value="ANTI"/> <input type="text" value="RFIT"/> <input type="text" value="VAL1"/>
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Status	<input type="text" value="COMP"/> <input type="text" value="COMP"/> <input type="text" value="COMP"/> <input type="text" value="COMP"/> <input type="text" value="COMP"/> <input type="text" value="COMP"/>
Current Job Status <input type="text" value="LiveJob"/>	Date Estimated <input type="text" value="28/07/2006"/>
<input type="text" value=""/>	Booked In Date <input type="text" value="19/04/2007"/>
	Due Out Date <input type="text" value=""/>
Status Key : Blank Not Started, COMP Task Completed, INPRG Inprogress & IDLE	

- Click the Job Status button .
- Click the Set as Complete button .
- Click the door twice to exit from the screen.