Manor Monumental

Appendix C
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The Jobs Screen

User Manual

Jobs Screen

The Jobs Screen (below) is created by a standalone program running on the server

Task	Name	Due Date	Location	G. No	Section	Tc	Inv	Incy
	MRS K GILDEA	04/01/2015	FOIF	390	NS			
	MRS J. OWENS	12/01/2015	KD.FP	660	GEN-1			
	MRS C RILEY	21/01/2015	FO					
	MRS COHEN	27/01/2015	LHL	SEE DJ				
	MR J LYNCH	04/02/2015	FOIF	76	Q			
	MARY EVANS	04/02/2015	FOIF	154	E			
	MR J.F WHITE	24/02/2015	EVKF	549	CH-2			
	MR P BUXTON	06/03/2015	EVKF	75	CH-26			
	SUE WALSH	10/03/2015	EV.FP	414	CH-19			
	MISS M JONES	20/03/2015	ASC		CH-16			
	MRS CORRIGAN	25/03/2015	YT.I	218	1J			
	MR F CHRISTIAN	26/03/2015	AN.KF	325	NS			
	MRS LITTLER	28/03/2015	KD.FP	680	CE-5			
	MRS M RILEY	28/03/2015	AN.KF	822	AS			
	MRS BREW	28/03/2015	AN.FP	144	CH-6			
GA	MR D MYLETT	29/03/2015	YT.I	7A	2H			
	MR F CAIN	30/03/2015	FOIF	12	EX			
	MRS M WALKER	31/03/2015	EV.H	3015	CH-11			
	DR. HARRIS	02/04/2015	EV.H	see do	SEE PICS			
	MISS KELSEY WATTS	03/04/2015	EVKF	366	CH-13			
	MR W HESDON	04/04/2015	WD.FP	778	RC-11			
	MR J MORGAN	04/04/2015	ASC	357	CH-17			
	MISS Y O'KEEFE	13/04/2015	AN.FP	308	GEN-13			
	MISS LABIO	13/04/2015	FO	95	NS			
	MRS M SWATTON	14/04/2015	EV.FP	468	CH-19			
	MRS L CLIFFE	14/04/2015	AN.FP	506	GEN-13			
	MR DOSKIE	15/04/2015	LHL		SEE PHOTO			
	MR SEFTON	15/04/2015		876	CH-24			
	MR J JUMP	15/04/2015	FO.R	13	AF			

It displays information on up to 29 active jobs in due date order, newest first. Jobs are colour coded by urgency, the colours are configured in the Main database system from the tools menu (see 'Job Screen Colours' in the main manual).

The Information displayed for each job is:

- ➢ Task
- ➢ Name
- ➢ Due Date
- ➢ Location
- ➢ G. No
- ➢ Section
- ➢ TC
- ➢ Inv
- ➢ Incy

General Use

Once running the information is forced to update every five seconds, some database events may cause more frequent updates. Information in the database cannot be changed from this screen.

To close the program double click on any row

Task

A Set of characters that indicate what tasks are involved with a job

Task Conditions

The table below shows the conditions that need to be true for each item in the Task Identifier:

Foundation	Pinn	Clean	Stone	Photo Tile	Task
	✓				GA
	✓	✓			GA CL PI
✓	✓	✓	✓	✓	GA N PT
✓	✓	✓			GA CL
✓	✓		✓		GA N
✓	✓	✓		✓	GA CL PT

Name
The Clients Name

Due Date
The date the job is due

Location
The cemetery the job is going to

G. No
The Grave Number the Job is for

Section
The Section the Job is for

TC
Green indicates the order Top Copy has been received, Red indicates it has not been received.

Inv
Green indicates the Invoice has been sent, Red indicates it has not been sent.

Incy
Green indicates the order is an inscription (INCY), Red indicates it is not an INCY order.