



# Quality/Information Services and Systems

## Job Management Training Agenda

- Introduction
- Class Purpose
- Topics
  - ENTERING A JOB MANUALLY
  - MERGING AN ESTIMATE
  - ESTIMATE MERGING TERMS
  - COPYING A JOB
  - ENTERING PURCHASE ORDER REQUISITIONS
  - ADDING A PURCHASE ORDER REQUISITION
  - REVIEWING THE PRICING DATA PAGE
  - ENTERING SHIP TO INFORMATION
  - UPDATING SHIP TO INFORMATION
  - REVIEWING AND CHANGING THE JOB SPECIFICATIONS
  - ENTERING GENERAL JOB NOTES
  - USING SUB JOBS
  - ENTERING A SPOILAGE OR CUSTOMER SPOILAGE SUB JOB
  - PRODUCTION TICKET
  - ENTERING INVENTORY RESERVES
  - CREATING A CUSTOMER ALTERATION
  - BUILDING A PRE-INVOICE
  - ENTERING LOCATION CHANGES, RETURNS, AND RUN LOCATIONS DUE REPORT
  - REVIEWING SCHEDULE INFORMATION
  - SCHEDULE BOARD AND SCHEDULE WORKBENCH
  - JOB STATUS REPORT
  - JOBS REPORT
  - PRINTING THE COST SHEET
  - COST SHEET DETAIL ANALYSIS
  - TRACKING AND REVIEWING JOB INFORMATION
- Questions