

Tech Note



Using Multiple Job Lists in Reports

The Labor Tracking Module is being revised by adding a “Target Job List” option to some of the reports. Once this option is selected the button will appear. Click on this button to present the Target Job List form.

A screenshot of a software window titled "Target Job List". The window has a standard Windows-style title bar with minimize, maximize, and close buttons. Below the title bar is a text field labeled "List Identifier:" containing the text "Sample Target Job List". The main area of the window is a table with three columns: "Co. #", "Job Number", and "Description". The first three rows of the table are highlighted in yellow. The first row contains "10", "100", and "Store-A-Lot Warehouse Project". The second row contains "10", "200", and "Crestview Condominiums". The third row contains "10", "1100", and "Open Market Square". The fourth row contains "End of List". There are several empty rows below. To the right of the table are vertical scroll bars. At the bottom of the window is a row of buttons: "Add", "Edit", "Delete", "Print", "Save List", "Retrieve List", "New List", and "Exit".

Co. #	Job Number	Description
10	100	Store-A-Lot Warehouse Project
10	200	Crestview Condominiums
10	1100	Open Market Square
		End of List

Figure 1. The Target Job List Form

This form allows you to build a list of Company Number/Job Number pairs. To start a new list click on the button.

To save the list and enter an identifier click on the button. You will have the opportunity to add or edit the text in the list identifier as shown in Figure 2 below. Also, if you add or delete Company/Job pairs the contents of the list will be updated at this time.

Click the button to retrieve a previously saved list for editing.

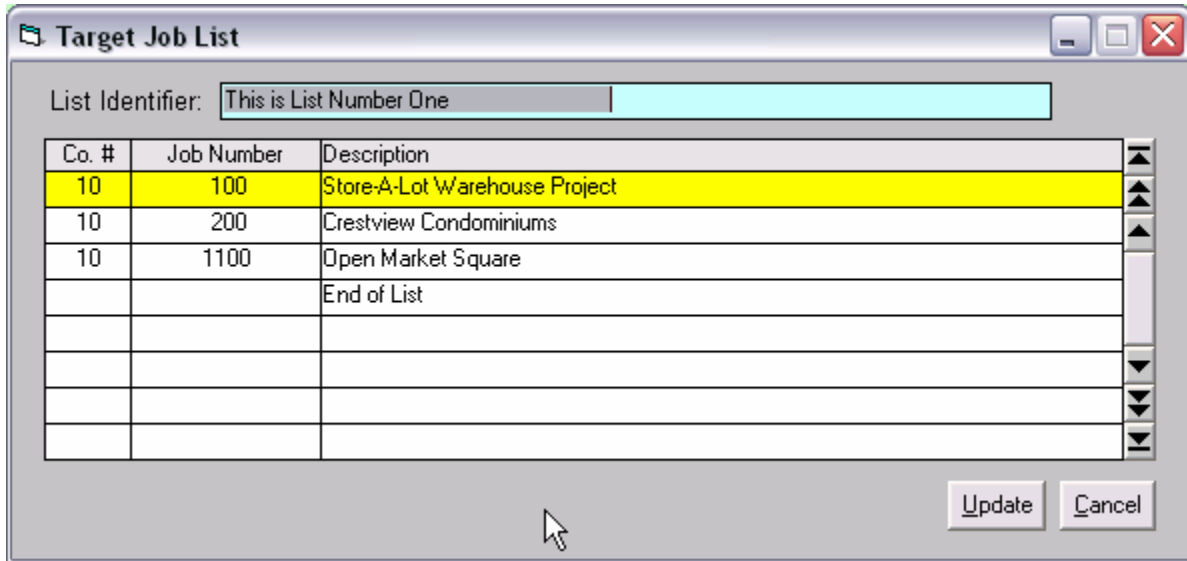


Figure 2. Enter List Identifier Text Prior to Updating the List

Click the button to update the Target Job List table.

When you exit the Target Job List form the list displayed will be the list used for the report you are running.