

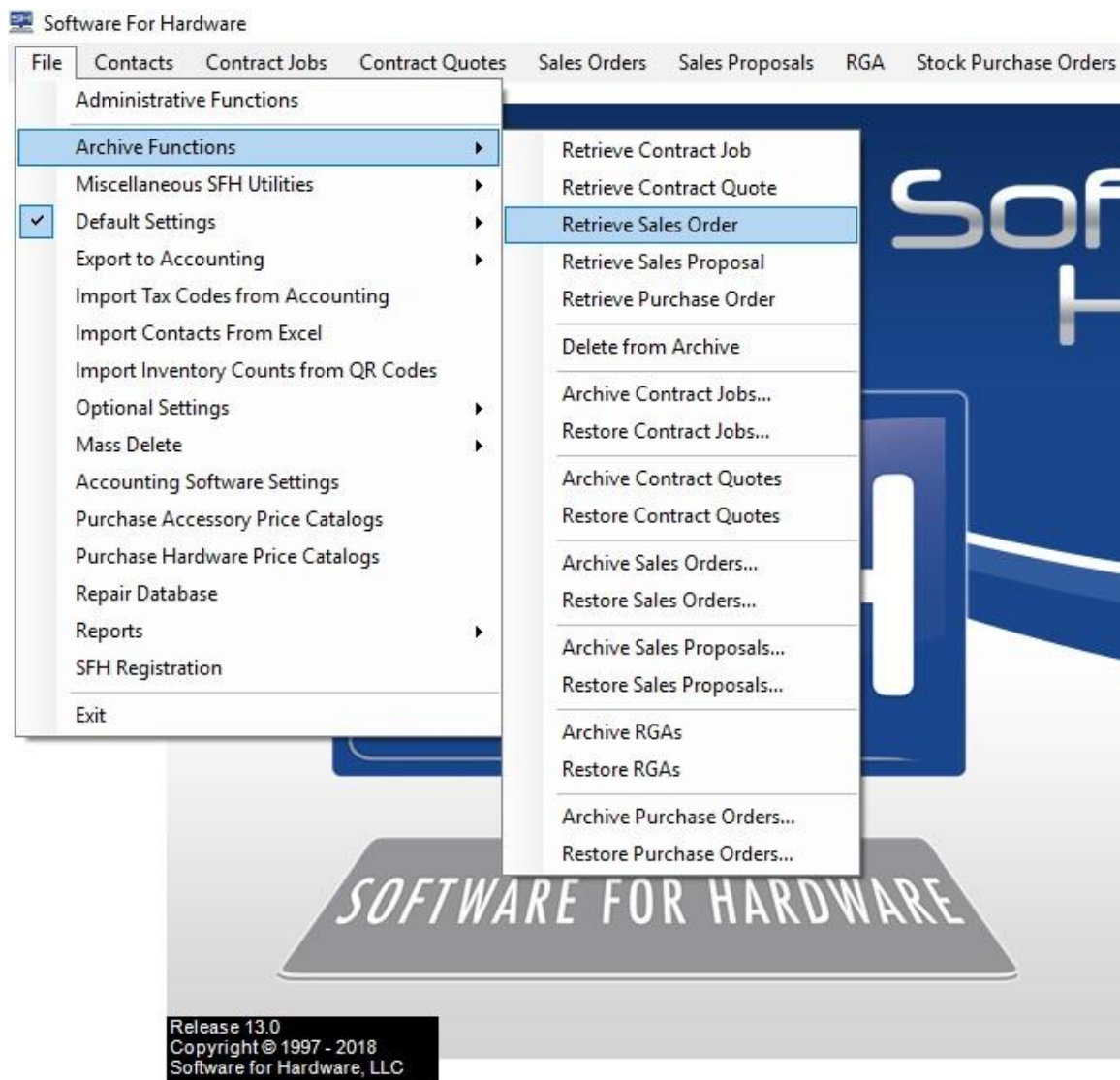
Add Job# Column to Retrieve Sales Order/Proposal Archive

The grid listing Archived Sales Orders, Sales Proposals and Purchase Orders now contains a new column entitled Job#.

How it works:

Retrieve an Archived Sales Order/Proposal, or Purchase Order:

1. Launch Software for Hardware.
2. From the *Logo* screen click the *File* menu.
3. Click *Archive Functions*.
4. Click *Retrieve Sales Order*, or, *Retrieve Sales Proposal*, or *Retrieve Purchase Order*.



5. The revised Retrieve Archive screen appears. Note the *Job#* field.

The screenshot shows a window titled "Retrieve Sales Order" with a light blue background. At the top, the title "Retrieve a Sales Order" is centered. Below it, there are three radio buttons: "Sales Orders" (selected), "Non-Invoiced", and "Invoiced". Below the radio buttons is a table with the following columns: "Number", "Name", "Job#", "Date Created", "Date", and "Sales". The table contains 10 rows of data. The first row has the number 2, name "Bobbish Bridge", job# "2018-13", date created "Superfast Builders, Inc.", date "10/18/2002", and sales "Gran". The second row has the number 3, name "Bobbish Bridge", job# "2018-13", date created "Ace Construction Company", date "02/06/2003", and sales "John". The third row has the number 11, name "Bobbish Bridge", job# "2018-13", date created "Ace Construction Company", date "04/30/2009", and sales "John". The fourth row has the number 12, name "Bobbish Bridge", job# "2018-13", date created "Ace Construction Company", date "04/30/2009", and sales "John". The fifth row has the number 50, name "Bobbish Bridge", job# "2018-13", date created "Blue Mountains Contractor...", date "01/03/2018", and sales "Bill B". The sixth row has the number 68, name "Bobbish Bridge", job# "2018-13", date created "Blue Mountains Contractor...", date "04/13/2018", and sales "Bob I". The seventh row has the number 70, name "Bobbish Bridge", job# "2018-13", date created "Blue Mountains Contractor...", date "04/16/2018", and sales "Bob I". The eighth row has the number 71, name "Bobbish Bridge", job# "2018-13", date created "Blue Mountains Contractor...", date "04/16/2018", and sales "Bob I". The ninth row has the number 72, name "Bobbish Bridge", job# "2018-13", date created "Blue Mountains Contractor...", date "04/17/2018", and sales "Bob I". The tenth row has the number 73, name "Bobbish Bridge", job# "2018-13", date created "Blue Mountains Contractor...", date "04/17/2018", and sales "Bob I". At the bottom of the window, there are two buttons: "Retrieve" and "Cancel".

Number	Name	Job#	Date Created	Date	Sales
2	Bobbish Bridge	2018-13	Superfast Builders, Inc.	10/18/2002	Gran
3	Bobbish Bridge	2018-13	Ace Construction Company	02/06/2003	John
11	Bobbish Bridge	2018-13	Ace Construction Company	04/30/2009	John
12	Bobbish Bridge	2018-13	Ace Construction Company	04/30/2009	John
50	Bobbish Bridge	2018-13	Blue Mountains Contractor...	01/03/2018	Bill B
68	Bobbish Bridge	2018-13	Blue Mountains Contractor...	04/13/2018	Bob I
70	Bobbish Bridge	2018-13	Blue Mountains Contractor...	04/16/2018	Bob I
71	Bobbish Bridge	2018-13	Blue Mountains Contractor...	04/16/2018	Bob I
72	Bobbish Bridge	2018-13	Blue Mountains Contractor...	04/17/2018	Bob I
73	Bobbish Bridge	2018-13	Blue Mountains Contractor...	04/17/2018	Bob I

6. Click on a grid line and either double-click the mouse or click the *Retrieve* button to open the selected Sales Order/Proposal or PO.