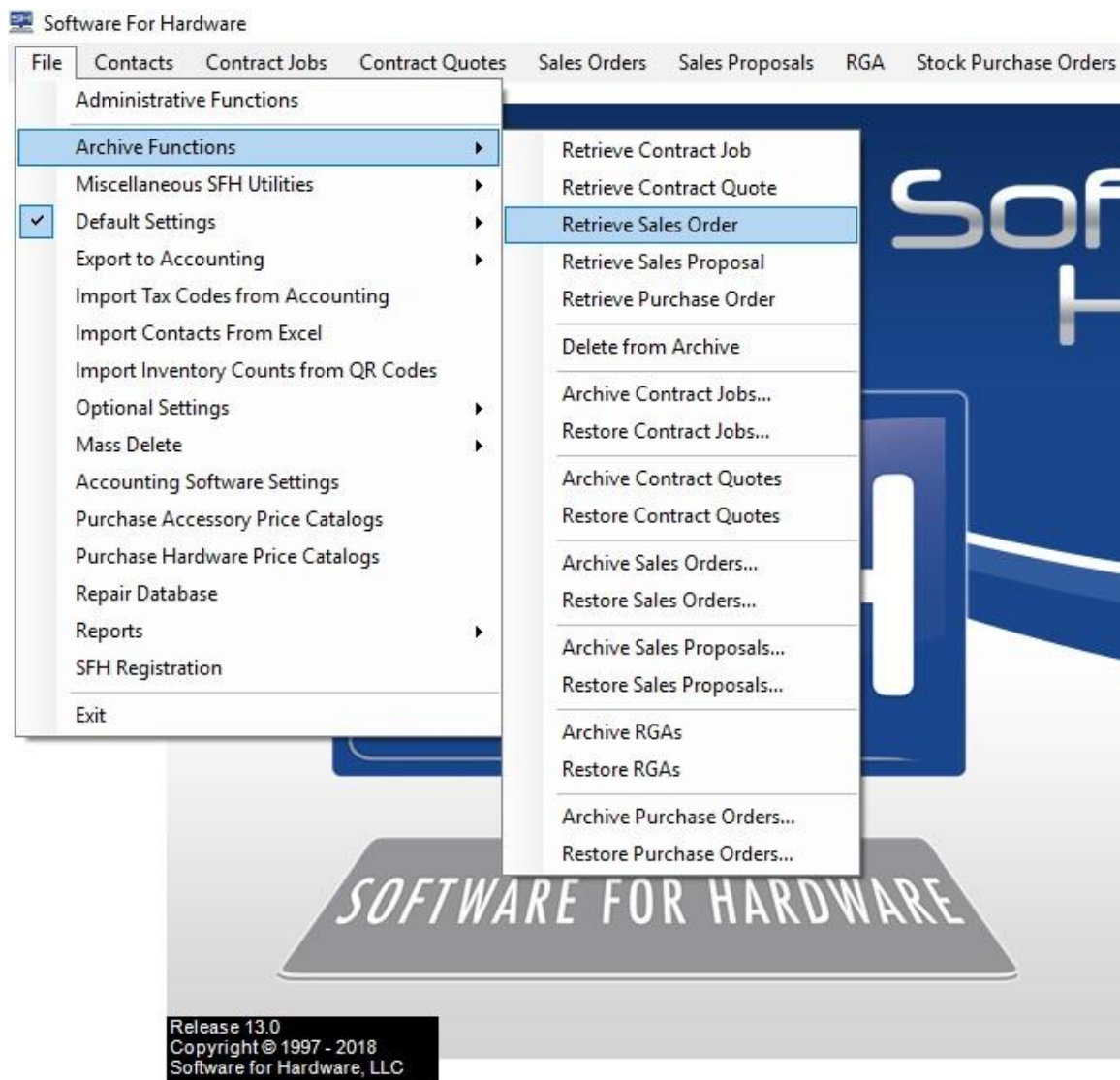# Add Job# Column to Retrieve Sales Order/Proposal Archive

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.

Retrieve Sales Order — □ ✕

Retrieve a Sales Order

○ Sales Orders   ⦿ Non-Invoiced   ○ Invoiced

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

[Retrieve]   [Cancel]

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.