

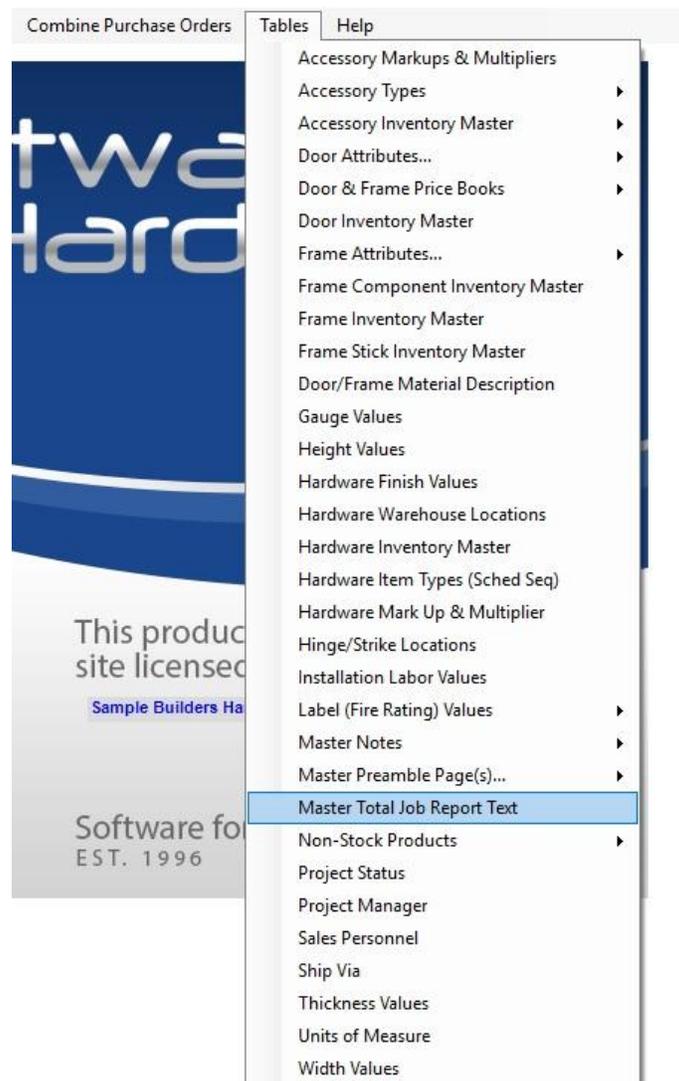
## Add Master Report Text to Total Job Report

Software for Hardware now allows you to save master, (company-wide), Report Text for the upper, middle and lower text areas printed on the *Total Job* report off the *Pricing* menu. In the past if you did not want to use the default notes you were forced to type, or copy and paste, the notes in for every Contract Job. You now have three options: to use the master notes, job level notes unique to the current job, or default canned notes coded into the program.

How it works:

### To set the master Report Text:

1. Launch Software for Hardware.
2. From the *Logo* screen click the *Tables* menu.
3. Click *Master Total Job Report Text*.



4. The *Master Total Job Report Text* screen appears.

Master Total Job Report Text

Master - Upper Report Text.

Master upper report text goes here.

Master - Middle Report Text.

Master middle report text goes here.

Master - Lower Report Text.

Master lower report text goes here.

Use Ctrl+Enter to move to the next line.

Save Close

5. Enter your desired master Report Text in the fields.
6. Click the *Save* button to save the master Report Text.

**To use the master Report Text:**

1. Launch Software for Hardware and open a Contract Job.
2. Click the *Pricing* menu option.
3. Click *Total Job* then select *All Areas* or *By Specific Area(s)*.
4. The *Total Job Price Recap* screen appears:

The screenshot shows a window titled "Total Job Price Recap" with the following content:

Total Job Price:	\$26,658.00
Non-Taxable Labor:	\$11,294.00
Tax: 8%	\$2,132.64
Grand Total:	\$40,084.64

Below the table, there is a section for "Per Plans and Specifications Words" with a text field containing "Master Per Plans and Specs".

There are two text fields: "Attention To" with the value "Don Baines" and "Submitted By" with the value "John Doe".

A checkbox labeled "Print Total Price Only" is present and is currently unchecked.

At the bottom, there are four buttons: "Notes", "Report Text", "Preview", and "Print".

5. Click the *Report Text* button.
6. The *Report Text* screen appears:

The screenshot shows a window titled "Report Text" with the following content:

Job#: 04142017 - Upper Report Text.

Master upper report text goes here.

Job#: 04142017 - Middle Report Text.

Master middle report text goes here.

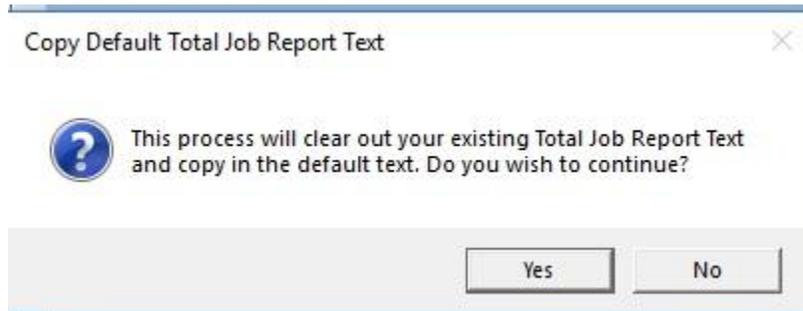
Job#: 04142017 - Lower Report Text.

Master lower report text goes here.

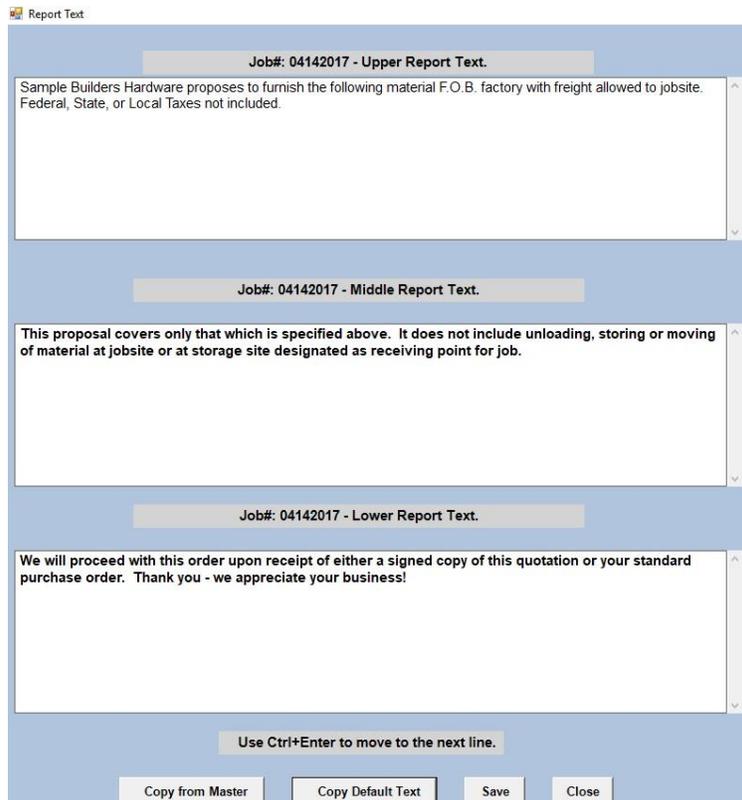
Use Ctrl+Enter to move to the next line.

At the bottom, there are four buttons: "Copy from Master", "Copy Default Text", "Save", and "Close".

7. If the *Master Total Job Report Text* has been entered and saved in Tables then the master text will appear in the above fields when this screen is opened.
8. If the fields are blank then no *Master Total Job Report Text* has been entered and saved in Tables.
9. By entering text here when you click the *Save* button those line notes will be saved at the job level only.
10. Software for Hardware comes with default *Total Job Report Text*. Follow these steps to use the default text:
  - a. Click the *Copy Default Text* button.
  - b. The following message will appear:



- c. If you answer *Yes* then the Default Report Text will be imported into the appropriate fields.



- d. Click the *Save* button to save the changes.
11. To use the Master Total Job Report Text click the *Copy from Master* button and follow the steps outlined in point #10 above.