

Contract Job Management Report

The *Contract Job Management Report* is a new report that provides a management overview that is generated by a user defined date range showing all Contract Jobs booked, amount of Change Orders made on those jobs as well as the number of jobs cancelled, the number of jobs that contain items on hold, and finally the amount of backlog for all booked jobs within the specified date range.

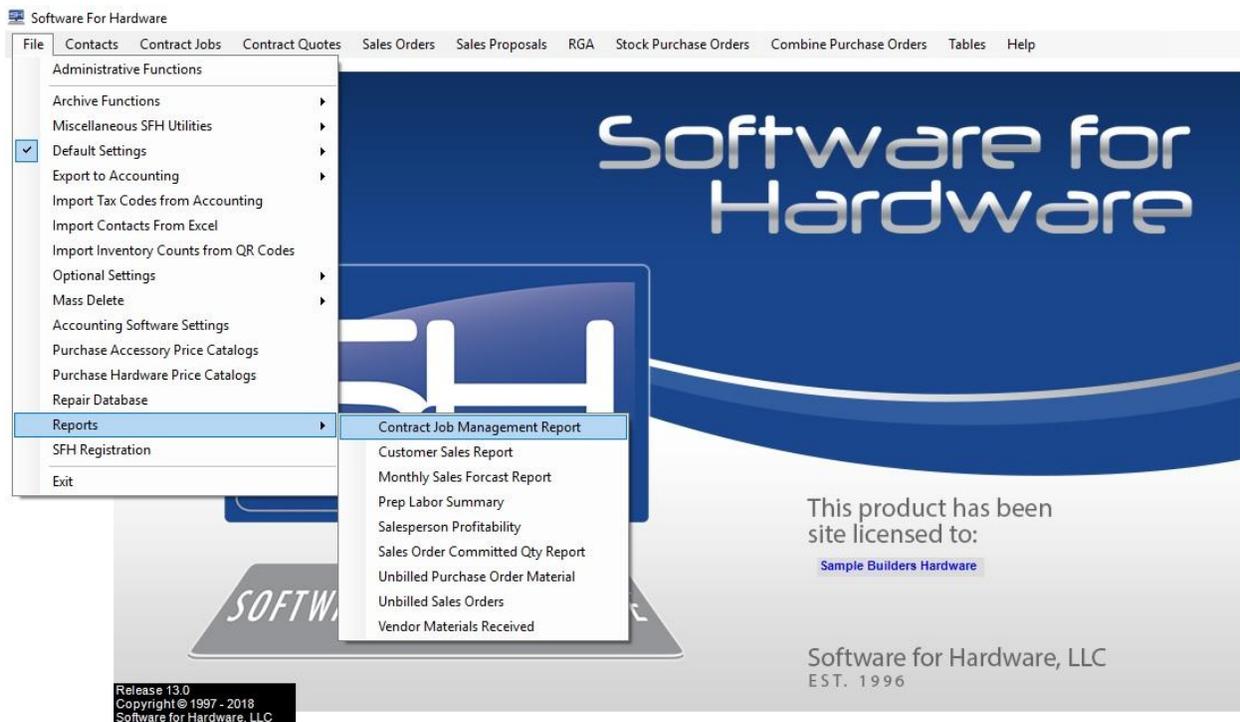
Requirements:

You must have Admin privileges to run this report.

Note: This report crunches a large amount of data – the broader the date range the amount of data being processed rises exponentially. Be patient as it may take some time to generate this report.

How it works:

1. Open Software for Hardware.
2. From the SFH Logo Screen click the *File* menu.
3. Click on *Reports* and a sub-menu will explode to the right.



4. Click *Contract Job Management Report*.

5. A Date screen appears.

Contract Job Management Report

The Contract Job Management Report requires that the Date Awarded field is filled in. If there is no value in the Date Awarded field, that Contract Job will NOT appear on the report.

Begin Date: 01/01/2018

End Date: 08/08/2018

Ok Close

6. Enter the *Begin Date* and *End Date*.
7. Click the *OK* button to generate the report.
8. **NOTE:** Contract Jobs will only show up in the *Contract Job Management Report* if the *Date Awarded* field contains a valid date value. See *Project* screen shot below:

Job Number	Job Name	Salesperson Name	Project Manager Name
BB0304001	Training Job	Bill Bevins	Bob Jones

Project Location

Address #1: Second Floor

Address #2: Reception Area

Address #3: 123 Main Street

City: Portland State: OR

Zip Code: 97230 USA

Architect: Top Notch Architects

Project Status: Ongoing Date Awarded: 07/15/2018

Sales Tax %: 6.000

Schedule Dates: MM/DD/YYYY

Hardware Submittal: 06/15/2010

Door/Frame Submittal: / /

Date Approved: 12/01/2011

Cust PO#: TJ1005

Contractors: Blue Mountains Contractors and Builders

Buttons: Add, Delete, View