

## Add Sales Person to Change Order Logs

A Salesperson column has been added to the Change Order Logs so the Salesperson who created the change order can be easily determined at a glance. Currently, there are two ways to print a log of all Change Orders associated with a Contract Job, from the *Reports* menu and also from the *Change Orders* menu, (example used below). Both reports are identical.

### Contract Jobs:

1. Open a Contract Job and click on the *Change Orders* menu.
2. The following form appears containing all the existing Change Orders displayed in a grid.

| Existing Change Orders |          |             |                      |                       |             |               |
|------------------------|----------|-------------|----------------------|-----------------------|-------------|---------------|
| Change Order           | Status   | Salesperson | Description          | Customer Change Order | Create Date | Approval Date |
| 001                    | INVOICED | Bill Bevins | Changed opening size | BM348900-001          | 05/24/2010  | 05/24/2010    |
| 002                    | INVOICED | Bill Bevins | Changed opening size | Ace2417001            | 05/25/2010  | 05/25/2010    |
| 003                    | PROPOSED | Bill Bevins | Changed Location     |                       | 05/27/2010  |               |
| 004                    | PROPOSED | Bill Bevins | Added.               |                       | 09/16/2015  |               |
| 005                    | PROPOSED | Bill Bevins |                      |                       | 01/07/2016  |               |
| 006                    | INVOICED | Bill Bevins |                      |                       | 03/31/2016  | 03/31/2016    |
| 007                    | PROPOSED | Bill Bevins |                      |                       | 06/15/2016  |               |
| 008                    | PROPOSED | Bill Bevins |                      |                       | 10/20/2016  |               |
| 009                    | PROPOSED | Bill Bevins |                      |                       | 12/02/2016  |               |
| 010                    | PROPOSED | Bill Bevins |                      |                       | 12/09/2016  |               |

- a. Note the new Salesperson column.

### Change Order Log:

1. To print the Log, click the *Print Log* button.

### Change Order Log

#### Training Job

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Job Number: BB0304001

By Change Order Number - Descending Order

| Change Order | Status   | Salesperson | Description | Customer Change Order | Create Date | Approval Date |
|--------------|----------|-------------|-------------|-----------------------|-------------|---------------|
| 055          | PROPOSED | Bill Bevins |             |                       | 09/27/2018  |               |
| 054          | PROPOSED | Bill Bevins |             |                       | 09/27/2018  |               |
| 053          | PROPOSED | Bill Bevins |             |                       | 09/27/2018  |               |
| 052          | PROPOSED | Bill Bevins |             |                       | 09/27/2018  |               |
| 051          | PROPOSED | Bill Bevins |             |                       | 09/27/2018  |               |
| 050          | PROPOSED | Bill Bevins |             |                       | 09/27/2018  |               |
| 049          | PROPOSED | Bill Bevins |             |                       | 09/27/2018  |               |
| 048          | PROPOSED | Bill Bevins |             |                       | 09/27/2018  |               |
| 047          | PROPOSED | Bill Bevins |             |                       | 09/27/2018  |               |
| 046          | PROPOSED | Bill Bevins |             |                       | 09/27/2018  |               |
| 045          | PROPOSED | Bill Bevins |             |                       | 09/27/2018  |               |
| 044          | PROPOSED | Bill Bevins |             |                       | 08/28/2018  |               |
| 043          | PROPOSED | Bill Bevins |             |                       | 07/02/2018  |               |
| 042          | PROPOSED | Bill Bevins |             |                       | 05/11/2018  |               |
| 041          | APPROVED | Bill Bevins |             |                       | 05/02/2018  | 05/28/2018    |