

New Marked for Deletion Method of Safeguarding Against Accidentally Deleting Existing Contract Jobs or Quotes

In order to make the permanent deletion of a Contract Job or Contract Quote more stringent, and to prevent accidental deletion, Software for Hardware has designed a new job deletion method called *Marked for Deletion*. If a Contract Job or Quote is marked for deletion it will be cordoned off and cannot be deleted through the active list of Contract Jobs or Quotes. To mark a job for deletion then delete the job you **must** have Admin privileges within SFH. To setup SFH privileges, please go to *File—Administrative Functions*.

How it works:

Viewing an Active Contract Job List:

1. Launch Software for Hardware.
2. Click the *Contract Jobs* menu selection at the top of the screen.
3. A listing of all active Jobs will appear.

Training Job	BB0304001	Bill Bevins	Ongoing	Blue Mountains Contractors and Builders	06/01/2010	12/01/2011
VE-3	JP1003.3	Grant Seiber	Complete	Ace Construction Company	06/02/2017	
Volunteer Enterprises	JP1003	Grant Seiber	Complete	Ace Construction Company	07/15/2010	07/25/2010
Zoo Auditorium	BL-124-2	Bill Bevins	Complete	Blue Mountains Contractors and Builders	08/04/2016	

View Add Copy Print Archive Close View Jobs Marked for Deletion

4. The *Delete* button is now invisible.
5. A new button called *View Jobs Marked for Deletion* is now visible to Admin users only. (The function of this button will be fully explained later in this document.)

Marking a Contract Job for Deletion:

1. From the Contract Job list open an existing job. In our example, we will open job number BL-124-2, Zoo Auditorium.

Contract Job

Change Orders Notes PaK Slips Pic Tics POs Preamble Pricing Provision Reports Search/Repl Job Info

Job Number
BL-124-2

Job Name
Zoo Auditorium

Project Location

Address #1: 123 First Ave.

Address #2: _____

Address #3: _____

City: Richland State: _____

Zip Code: 99339 USA WA

Architect
Top Notch Architects

Mark Job for Deletion

Project Status
Complete

Date Awa
/ /

Doors/Frames

Door#	Leaf#	Arch. Set#	HW. Set#	Hand	Width	Height	Thickness	Door Material	Frame Ma
100	1	Set 1		N/A	3-0	7-0	1 3/4	CRS	CRS
100	2	Set 1		N/A	3-0	7-0	1 3/4	CRS	CRS

2. The new checkbox on the left side of the Project screen entitled, *Mark Job for Deletion* is now visible to Admin users only.

Contract Job

Change Orders Notes PaK Slips Pic Tics POs Preamble Pricing Provision Reports Search/Repl Job Info

Job Number: BL-124.2 Job Name: Zoo Auditorium

Project Location

Address #1: 123 First Ave.
 Address #2:
 Address #3:

City: Richland State:
 Zip Code: 99339 USA WA

Architect: Top Notch Architects

Job Marked for Deletion

Red Cells Mean On Hold

Project Status: Complete Date Av: / /

Door#	Leaf#	Arch. Set#	HW. Set#	Hand	Width	Height	Thickness	Door Material	Frame
100	1		Set 1	N/A	3-0	7-0	1 3/4	CRS	CRS
100	2		Set 1	N/A	3-0	7-0	1 3/4	CRS	CRS

- In checking the box you are marking the Job for deletion. **Note:** The box color changes to misty rose and the wording has changed to *Job Marked for Deletion*.
- Click the *Save* button to designate that the Contract Job is now marked for deletion.
- Click the *Close* button.
- Back on the Contract Job list notice that the Zoo Auditorium job is no longer listed.

Training Job	BB0304001	Bill Bevins	Ongoing	Blue Mountains Contractors and Builders	06/01/2010	12/01/2011
VE-3	JP1003.3	Grant Seiber	Complete	Ace Construction Company	06/02/2017	
Volunteer Enterprises	JP1003	Grant Seiber	Complete	Ace Construction Company	07/15/2010	07/25/2010

View Add Copy Print Archive Close View Jobs Marked for Deletion

- Again, if you have SFH Admin privileges then the *View Jobs Marked for Deletion* button is visible. **Note:** the *Delete* button is still invisible.
- To view all jobs marked for deletion, simply click the *View Jobs Marked for Deletion* button.

List of Contract Jobs Marked for Deletion

Job Name	Job Number	Salesperson	Job Status	Contractor
Building 3	102	Bill Bevins	Cancelled	Blue Mountains Contractors and Builders
Misc. Acc	0802-2011	Bill Bevins	Complete	BLUE MOUNTAIN CONTRACTORS AND BUILDERS
Zoo Auditorium	BL-124.2	Bill Bevins	Complete	Blue Mountains Contractors and Builders

- The Contract Job list refreshes and displays only those jobs already marked for deletion.
 - If you want to make this job active again, simply open it and uncheck the *Job Marked for Deletion* box.
 - Click the *Save* button.
 - Click the *Close* button.
 - The Contract Job can once again be found on the active Contract Job list.
- Note:** the buttons at the bottom of the screen have changed.

View Print Archive Delete Close View Active Jobs

11. The *Delete* button is now visible. The Contract Job can be permanently deleted from this screen only.
12. **Note:** The *Add* and *Copy* buttons are not visible as they are not valid functions when Viewing Jobs Marked for Deletion.
13. **Note:** The new button now says, *View Active Jobs*. By clicking this button you can now toggle back to the Active Contract Job list where the *Delete* button will be invisible again and the new button says, *View Jobs Marked for Deletion*.

Changing a Contract Job back to Active:

1. From the Contract Job list click the *View Jobs Marked for Deletion* button.
2. Select the Contract Job in the grid you wish to move back to the active list. Then, click the *View* button.
3. You will see the following screen:

The screenshot shows a web application interface for a Contract Job. At the top, there is a navigation menu with options: Change Orders, Notes, PaK Slips, Pic Tics, POs, Preamble, Pricing, Provision, Reports, Search/Repl, and Job Info. The main form contains the following fields:

- Job Number:** GL-124-2
- Job Name:** Zoo Auditorium
- Project Location:**
 - Address #1: 123 First Ave.
 - Address #2: (empty)
 - Address #3: (empty)
 - City: Richland
 - State: WA
 - Zip Code: 99339
- Architect:** Top Notch Architects
- Job Marked for Deletion:**
- Project Status:** Complete
- Date Av:** / /

Below the form is a table titled "Doors/Frames":

Door#	Leaf#	Arch. Set#	HW. Set#	Hand	Width	Height	Thickness	Door Material	Frame
100	1		Set 1	N/A	3-0	7-0	1 3/4	CRS	CRS
100	2		Set 1	N/A	3-0	7-0	1 3/4	CRS	CRS

4. To change the job back to active, simply uncheck the *Job Marked for Deletion* checkbox then click the *Save* button.
5. Your Contract Job will be removed from the Jobs Marked for Deletion list and added to the Active Jobs list.

Note: When adding a new Contract Job or Quote, the *Mark Job for Deletion* check box is invisible. You must first save the new Contract Job or Quote. Subsequent retrievals will then display the checkbox.

Note: Clicking the *Print* button will display the current list. For example, if you are on the *List of Contract Jobs Marked for Deletion* then by clicking the *Print* button you will see the following report:

Contract Jobs Marked for Deletion

By Job Name

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Job Name	Job Number	Salesperson	Job Status	Contractor	Date Created / Date Approved
Building 3	102	Bill Bevins	Cancelled	Blue Mountains Contractors and Builders	01/21/2011 / 12/02/2016
Misc. Acc	0802-2011	Bill Bevins	Complete	BLUE MOUNTAIN CONTRACTORS AND BUILDERS	08/01/2011
Zoo Auditorium	BL-124-2	Bill Bevins	Complete	Blue Mountains Contractors and Builders	08/04/2016

Note: The report will print in either *Job Name*, *Job Number*, *Salesperson*, *Job Status* or *Contractor* order. Simply click on the little triangle/diamond, circled in red below, located on the right side of the field column header. Then, click the *Print* button.

List of Contract Jobs Marked for Deletion

Job Name	Job Number	Salesperson	Job Status	Contractor
Building 3	102	Bill Bevins	Cancelled	Blue Mountains Contractors and Builders
Misc. Acc	0802-2011	Bill Bevins	Complete	BLUE MOUNTAIN CONTRACTORS AND BUILDERS
Zoo Auditorium	BL-124-2	Bill Bevins	Complete	Blue Mountains Contractors and Builders

Note: The above steps and examples are used for marking a Contract Job for deletion. The identical steps are used for Contract Quotes.