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:

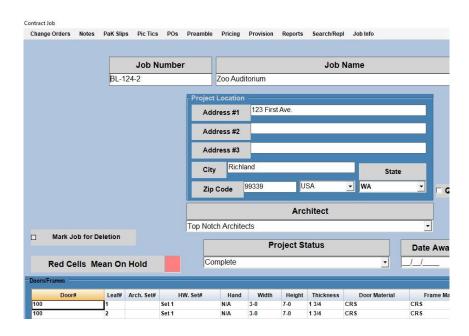**Viewing an Active Contract Job List:**
1. Launch Software for Hardware.
2. Click the *Contract Jobs* menu selection at the top of the screen.
3. A listing of all active Jobs will appear.

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.

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

3. 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*.
4. Click the *Save* button to designate that the Contract Job is now marked for deletion.
5. Click the *Close* button.
6. Back on the Contract Job list notice that the Zoo Auditorium job is no longer listed.

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

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

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:

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 <u>adding</u> 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

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.

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