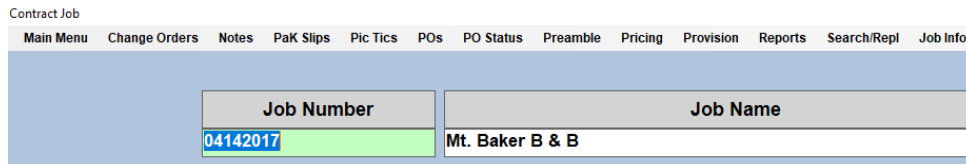


## Jump to Orders/POs/RGAs from within a Contract Job

When working within a Contract Job this enhancement gives the user the ability to jump to Sales Orders, Sales Proposals, RGAs, Purchase Orders, or Combined POs, with the click of a menu selection. No more tedious backing out screen-by-screen! When done working in one of the above, you will return to the job you were currently working in.

### How it works:

1. Launch Software for Hardware.
2. Open a Contract Job or Contract Quote.
3. Click on the *Main Menu* selection at the top left of the Project screen.
4. In our example, select *Sales*.
  - a. A fly out menu appears giving you the choice of either *Order* or *Proposal*.



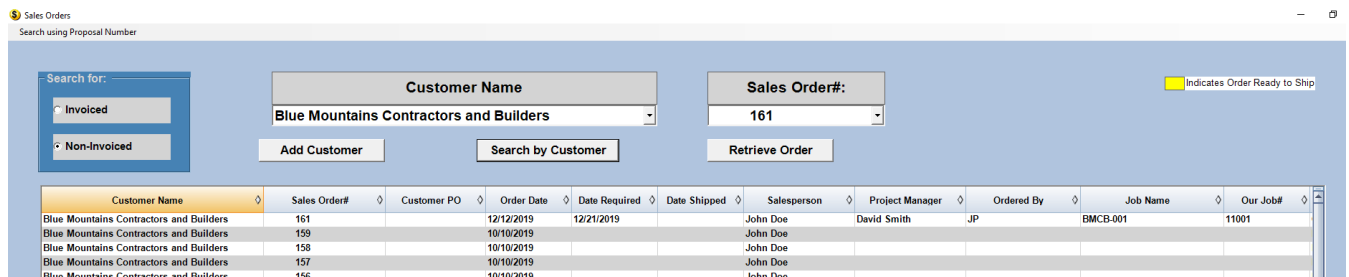
Contract Job

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

Job Number: 04142017

Job Name: Mt. Baker B & B

5. Click *Order*.
6. You jump directly to the order grid.



Sales Orders

Search using Proposal Number

Search for: Invoiced Non-Invoiced

Customer Name: Blue Mountains Contractors and Builders

Sales Order#: 161

Add Customer Search by Customer Retrieve Order

Indicates Order Ready to Ship

Customer Name	Sales Order#	Customer PO	Order Date	Date Required	Date Shipped	Salesperson	Project Manager	Ordered By	Job Name	Our Job#
Blue Mountains Contractors and Builders	161		12/12/2019	12/21/2019		John Doe	David Smith	JP	BMCB-001	11001
Blue Mountains Contractors and Builders	159		10/10/2019			John Doe				
Blue Mountains Contractors and Builders	158		10/10/2019			John Doe				
Blue Mountains Contractors and Builders	157		10/10/2019			John Doe				
Blue Mountains Contractors and Builders	156		10/10/2019			John Doe				

7. From here you can create an order, view and/or edit an existing order, etc.
8. Once you exit the order you will be returned to this grid. Closing the order grid will place you back inside the Contract Job/Quote in which you were working.