Open Job Tab

Click on the Open Job Tab at the top left of the screen. This will open a drop down box with all of your jobs. You may select a job by double clicking on it or you may use the drop down box on the right side of the screen. This will allow you to narrow your search by Active, Inactive, All Projects or Bids.

You can select Customer by Name and also Active, Inactive, All Projects and All Proposals/Bids

Click on Open Jobs to select customer

File   Bank Transaction   Global Reports   Settings   Window   Layout   Help

New Job   Open Job   Create Transaction   Find Transaction   Check Reconciliation   Check Register   Global Report   Fee Category   Exit

JOB TITLE:

Entries   Reports

Contracts
Notice of Comm
Notice To Owne

Expenses
Change Order

Invoices
Invoice By Num

Misc
Customer Enve

Open Job

Job No/Name: be   Show Active Projects ▼

JOB#	First Name	Last Name / Company	Billing Address	Owner Address	Site Address	Date Rec'd
512	Betty	Darling	5692 Cayman Drive	5692 Cayman Drive		6/28/2016

Open   Return