

LISTS OF JOBS - PRINT AND EXPORT

Index-> JL - Jobs Lists Reports

To print lists of jobs OR to export lists of jobs to an Excel spreadsheet, type 'JL' into the Index field on the Navigation/Home window.

OR, click on the Jobs Management Window link on the Navigation/Home window, and use the Jobs Lists button on the window that opens.

On the Basic Jobs Lists and Reports window, use the 'From' and 'To' fields to select the jobs, customers, or types of jobs to display in the jobs list window. Click the 'View All' button to show all jobs.

Use toolbar buttons to print various types of Job Lists reports.

See next page for information about exporting lists to an Excel spreadsheet.

REPORTS--> Sorted Lists Grouped Lists Lists Based on Dates Selected Go To Jobs Management

Basic Jobs Lists and Reports

Use the Toolbar at the top of the window to view CHS Job List Reports.

	From	To	Reset	View All	From	To	Reset
JOBS	3811VISTAV	TEST2	Reset	TYPE	CUSTOM	CUSTOM	Reset
SUBDIVISION	Peaceful Valle	UNKNOWN	Reset	JOB MANAGER	George Browr	Tamara King	Reset
CUSTOMER	BLACKJOHN	SMITHJIMBA	Reset	ACTIVE?	No	Yes	Reset
FLOORPLAN	NONE	Plan B	Reset	WHAT IF?	Yes	No	Reset
STATUS	INVENTORY	SOLD	Reset	DATES	05/01/98	04/26/18	Reset

Save As Excel Spreadsheet

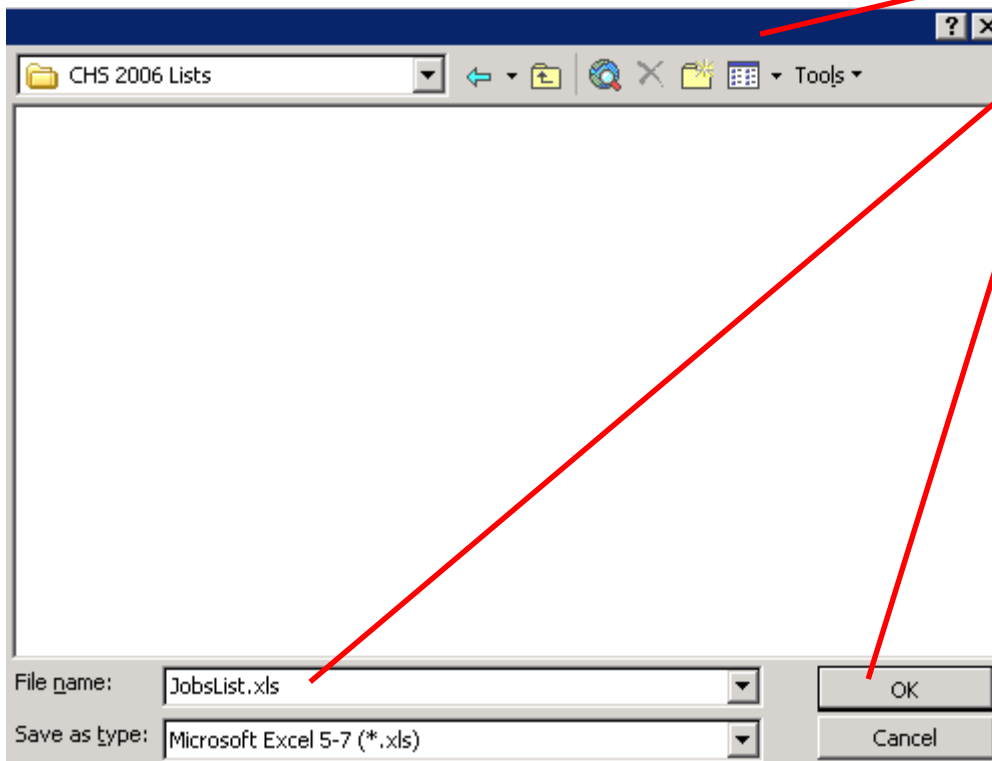
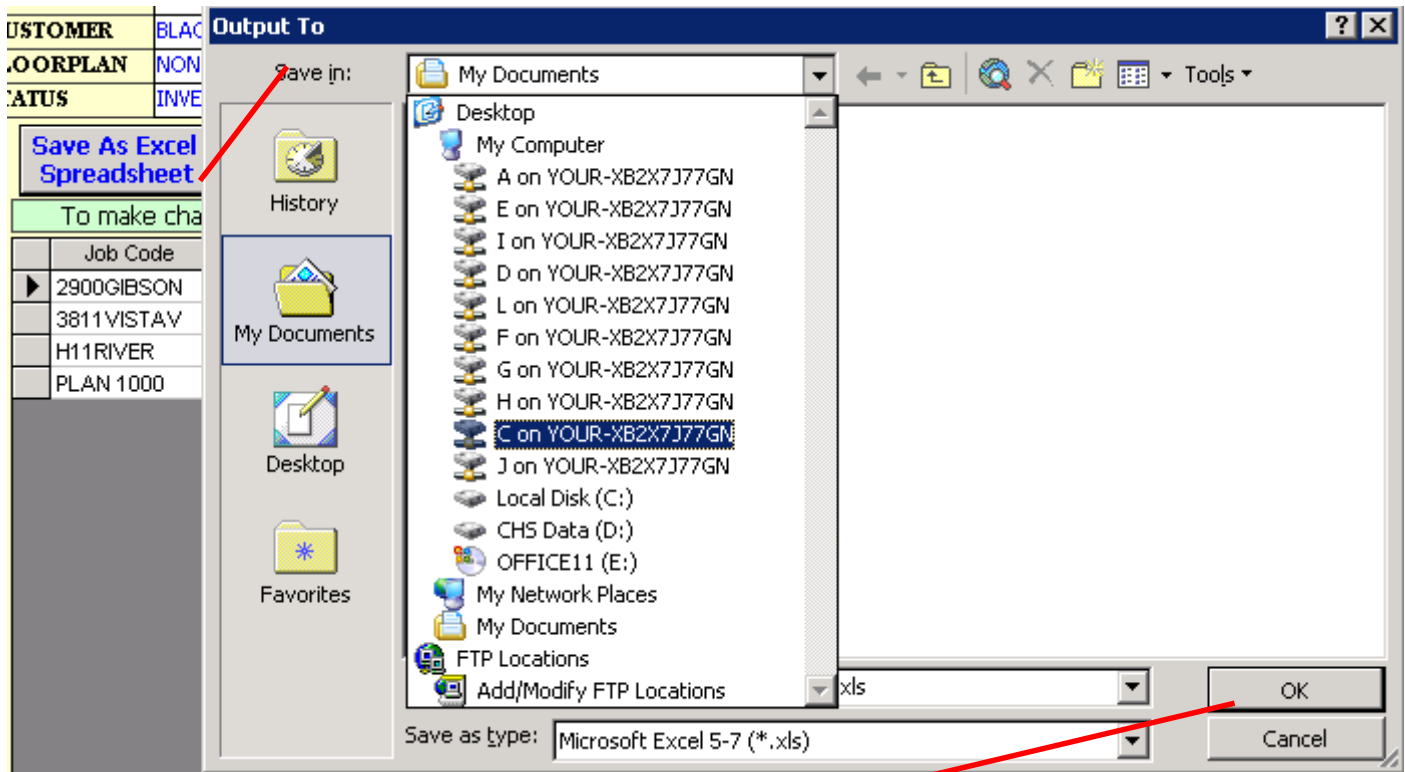
To make changes to the job's setup record, Double Click on the Edit Field for a job in the list below.

	Job Code	Edit	Active	What If	Buyer	Str Num	Str Name	City	St.	Zip	Liv SF	B
▶	3811VISTAV	Edit	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Small, George and Mar	3811	Vista View	Austin	TX	78704-	0	
	DemoJob	Edit	<input checked="" type="checkbox"/>	<input type="checkbox"/>	,	0					0	
	H11RIVER	Edit	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Brown, Jack and Jill	11	RIVER RUN	City of the Hill	TX		0	
	PLAN A	Edit	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Smith, Jim and Barbara	5800	Vista View	Austin	TX	78704-	0	
	TEMPLATE1	Edit	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	,	0	Template - Plan 1				0	
	TEST1	Edit	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Black, John and Sue	2900	Gibson St.	Austin	TX	78704-	0	
	TEST2	Edit	<input type="checkbox"/>	<input type="checkbox"/>	,	1000	Test Job				0	

Record: 1 of 7

EXPORT LIST DATA TO AN EXCEL SPREADSHEET

You can save the list data by clicking the button labeled 'Save As Excel Spreadsheet'.



Assign an appropriate name to the file.

Then click the OK button. When it is finished, you will receive a message that it has been saved. To open the file, open Microsoft Excel, and open the file from wherever you saved it.

NOTE TO REMOTE USERS:

IF you save a file to 'My Documents' on the Remote Server, you will not be able to open it until it is downloaded to your own computer. Please follow the instructions in the 'Remote User Guide' about downloading files from the server to your own computer.

IF you navigate to your own computer to save the file, then downloading as mentioned above will not be necessary. HOWEVER, it CAN be faster to quickly save to My Documents on the server and then download later. This will avoid waiting for the program to calculate AND download at the same time.