





CR 653.926-4EA(t).5 0-6S

DIRECTIONS:

- 3** Upon clicking, the All Tasks screen will open. Because of the size of the report, the default view will be blank.
 - 3a** Enter criteria in any of the search fields beneath each of the column headers.

Initiate the search by pressing the **Enter** key.

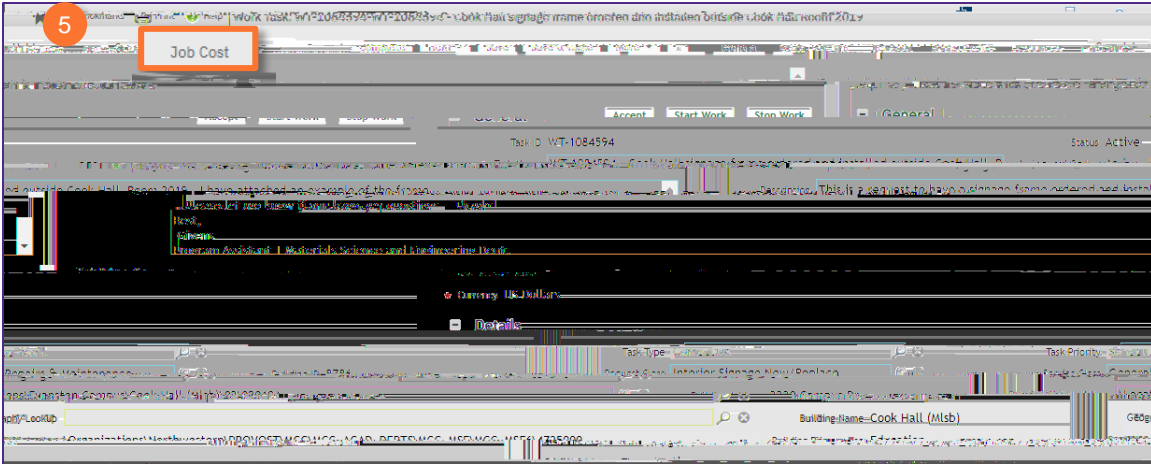
- 4** Once you locate the appropriate Work Task:
 - 4** Click on the **Task Name** to open.

CREATE JOB COST DETAIL ENTRY

DIRECTIONS:

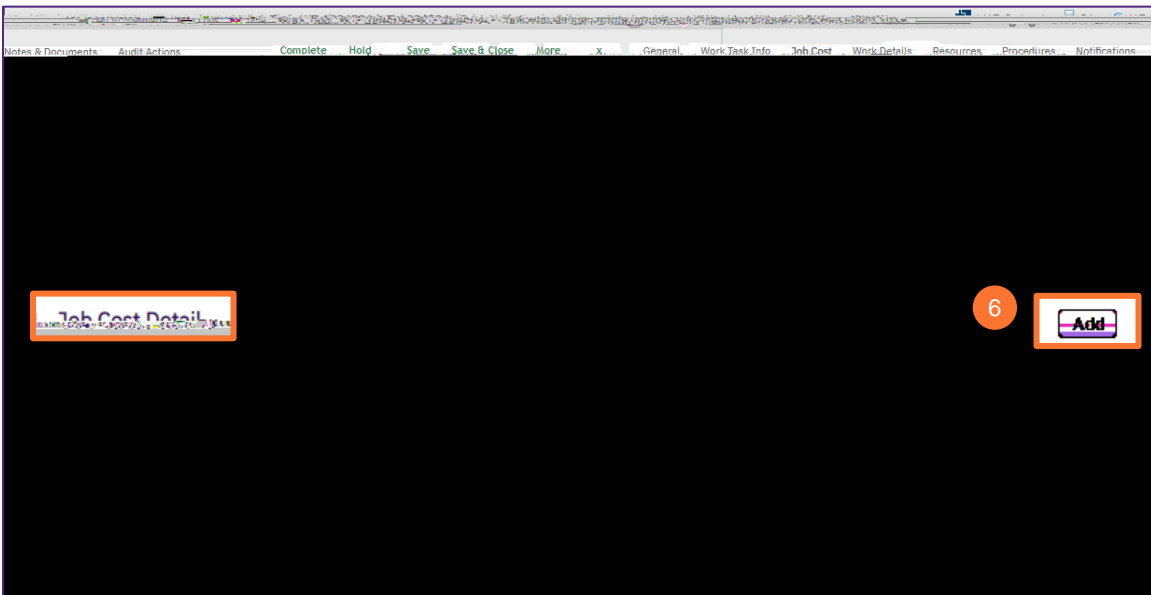
5 Upon clicking, the Work Task Record window will open:

5 Click on the Job Cost tab.



6 Scroll down to the Job Cost Detail section:

6 Click on the Add button.



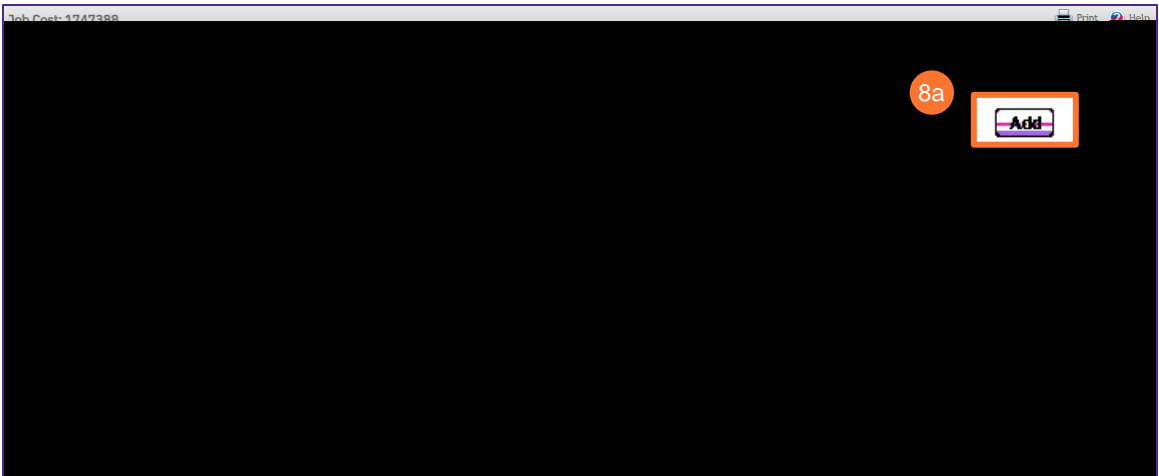


CREATE JOB COST DETAIL ENTRY

DIRECTIONS:

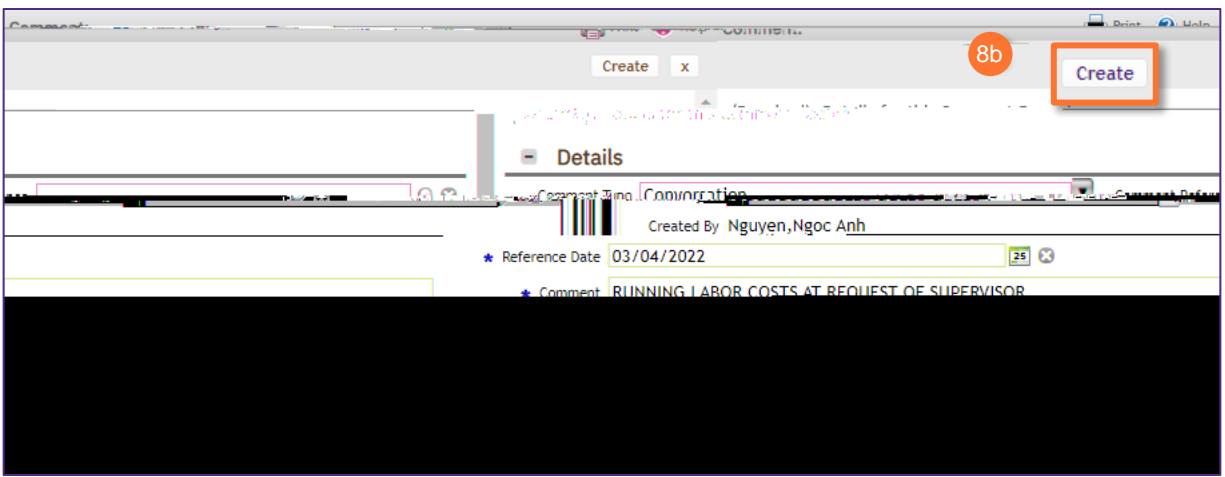
8 If needed, click on the [Notes & Documents](#) tab:

8a Click the [Add](#) button to enter any comments about the Job Cost report.



A new Comment window will open:

8b Click [Create](#) to save the Comment. This will close the comment window.



CREATE JOB COST DETAIL ENTRY

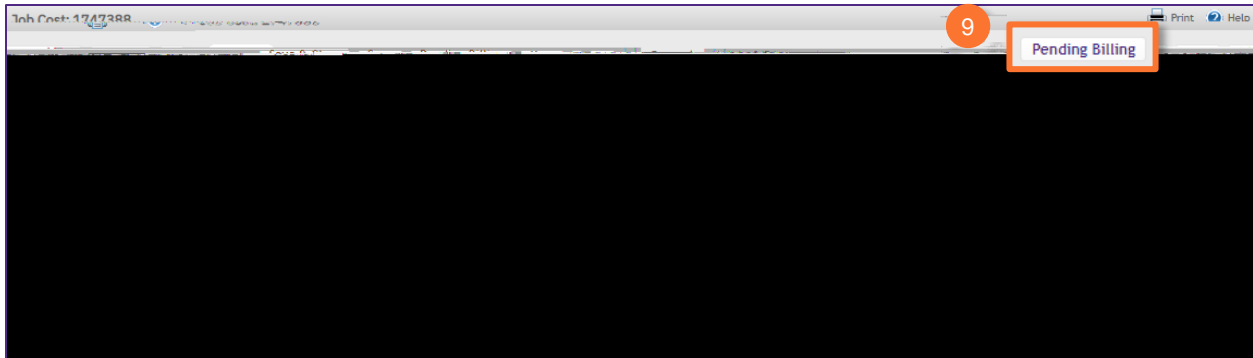
DIRECTIONS:

9

From the Job Cost window:

9

Click the **Pending Billing** button to complete the Draft.



10

To close the Job Cost window:

10

Click the **X** button.

