

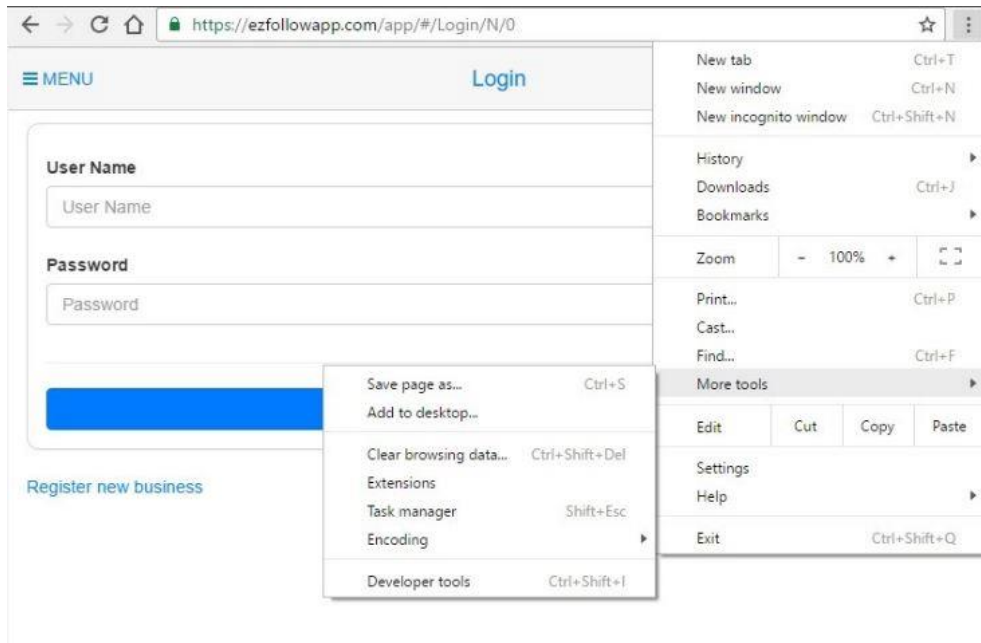
Set up .....	2
Create a shortcut on your desktop .....	2
Setup your company details .....	3
Update the company general details.....	3
Update the company counters .....	3
Update the company statuses and types.....	4
Create/Update Job statuses.....	4
Create/update Job types.....	6
Update the company Timesheet Type.....	6
Upload company logo .....	7
Manage sites.....	8
Create/Update sites.....	8
Create a sales item.....	11
Create a Stock/Material item.....	13
Manage users.....	15
Create a new user .....	16
Manage customers .....	18
Add customer's contacts.....	19
Add "Serviceable units".....	21
Add additional information/fields to "Serviceable unit" .....	22
Manage Suppliers .....	24
Add supplier's contacts .....	25
Manage forms.....	27
Jobs .....	30

## Set up

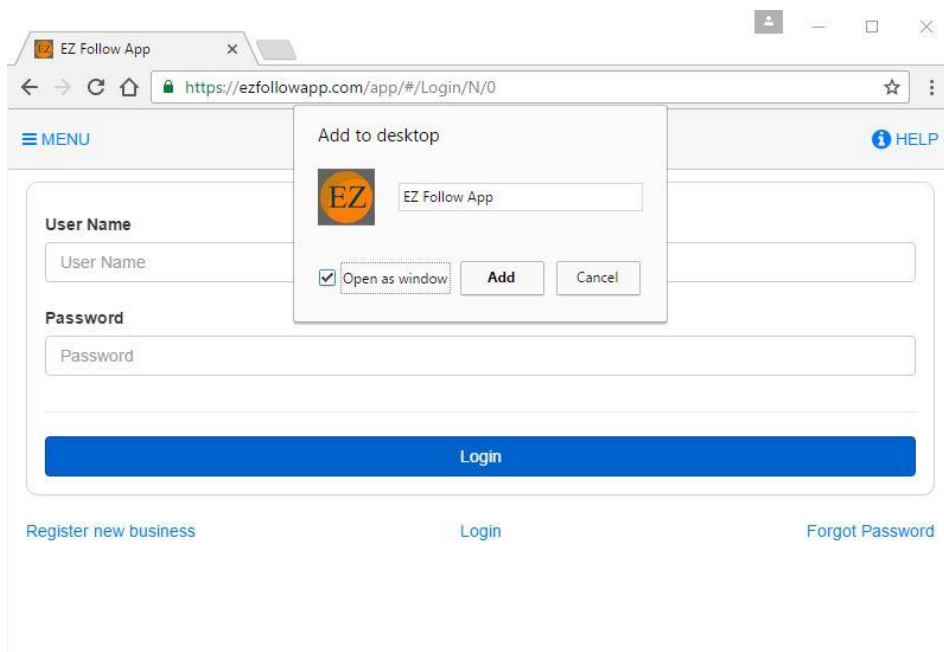
### Create a shortcut on your desktop

We recommend using Google Chrome as a default browser to use the app.

On Chrome browser click on the menu icon click on "More tools" and select "Add to desktop".



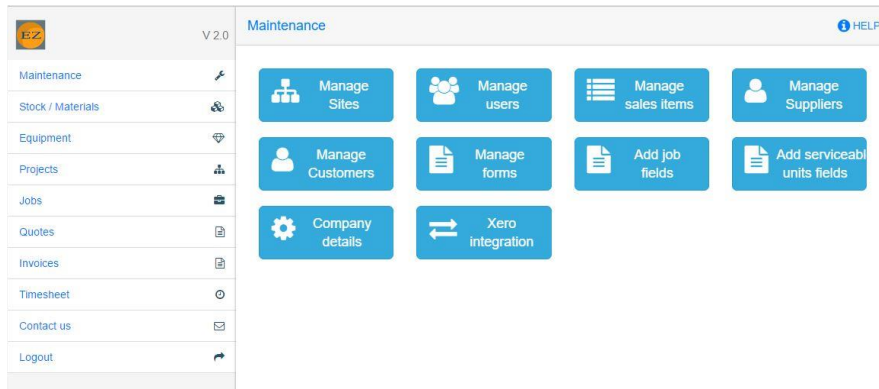
Select "Open as window" and click add.



A shortcut has been added to your desktop. Please use it to open the app.

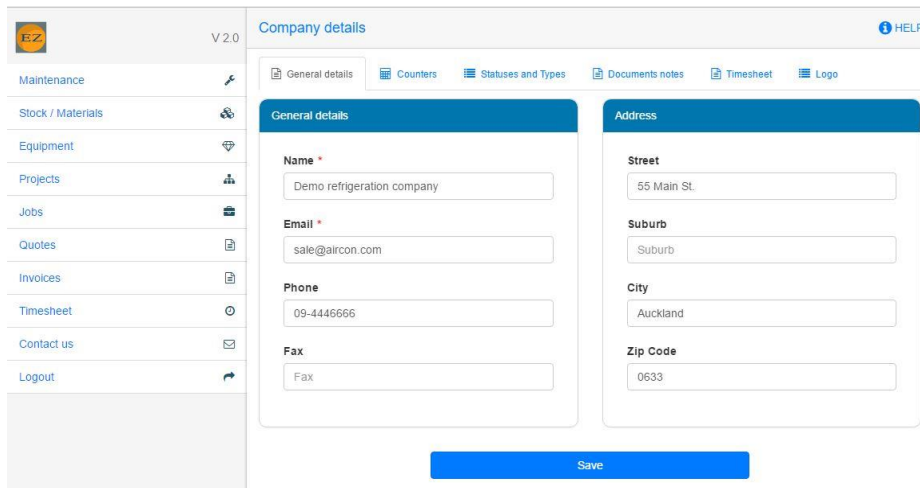
## Setup your company details

From the **Maintenance** menu select "Company details"



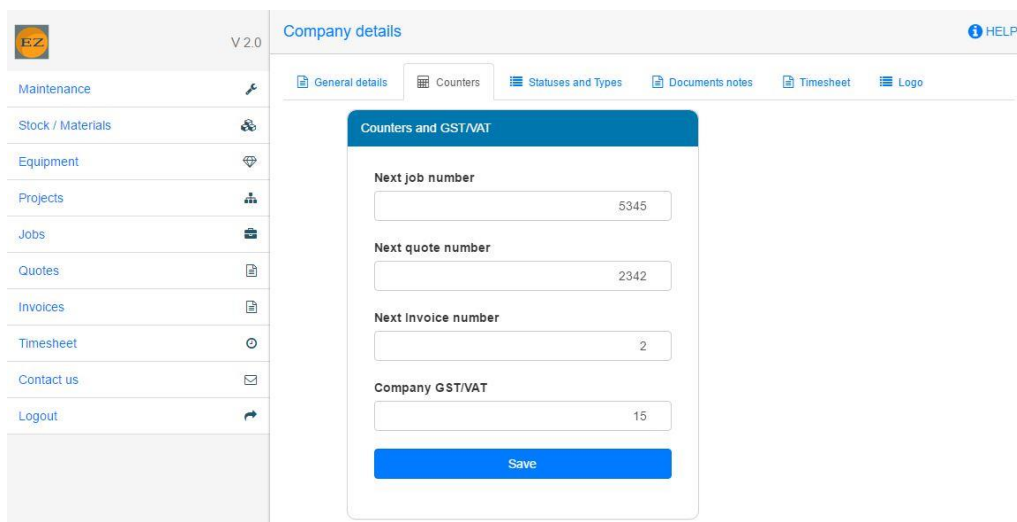
## Update the company general details

In this tab you can setup the company address and contact details. These details will appear on all printed documents.



## Update the company counters

In this tab you can edit the GST and the next document number for all the documents.



## Update the company statuses and types

The screenshot shows the 'Company details' page in a software application. On the left is a sidebar menu with options: Maintenance, Stock / Materials, Equipment, Projects, Jobs, Quotes, Invoices, Timesheet, Contact us, and Logout. The main content area is titled 'Company details' and includes a 'HELP' button. Below the title are tabs for 'General details', 'Counters', 'Statuses and Types', 'Documents notes', 'Timesheet', and 'Logo'. The 'Statuses and Types' tab is active, displaying two sections: 'Job statuses' and 'Job types'. The 'Job statuses' section contains a table with one row: 'In progress' (Order 1, Tech active). The 'Job types' section contains a list of 'Service', 'Repair', and 'Installation', each with an edit icon, and an 'Add a new job type' button.

Active	Order	Description	Tech	
	1	In progress		

Job types
Service
Repair
Installation
Add a new job type

### Create/Update Job statuses

The app has only 3 pre define statuses for jobs: New, Ready for invoice and archive. You can create your own statuses according to your needs. For example: "In progress", "On hold", "Ready for parts" etc.

To create a new status, click on the plus icon.

This is a close-up of the 'Job statuses' table. It has a blue header with a plus icon. The table has five columns: 'Active', 'Order', 'Description', 'Tech', and an empty column with an edit icon. The first row contains: 'In progress' (with a thumbs up icon), '1', 'In progress', 'In progress' (with a thumbs up icon), and an edit icon.

Active	Order	Description	Tech	
	1	In progress		

A form to create a new status will be open.

### Job statuses +

Status order

Status description

Active

Show to technician

When status has been selected send notification to this email:

**Save**

Active	Order	Description	Tech	
	1	In progress		








You can define if the technician will be able to see jobs with this status in his "My jobs" menu.

For example, if you created a status "Waiting for parts" and you do not want the technician to see jobs that have this status you can select this option. If the technician change the job status to this status, this job will not be available for him anymore in his "My jobs" tab.

You can also setup an email alert to notify when the technician change the job to this status.

If you wish to inactive a status, click on the hand icon in the active column. If you wish to hide a status from the technician, click on the hand icon in the tech column. If you wish to update more details click on the edit icon.

## Create/update Job types


Job types		
	Service	
	Repair	
	Installation	
Add a new job type		

To create a new Job type, enter the type description and click on the save icon.

To inactive Job type click on the hand icon. If you wish to edit the type description, change the description and click on the edit icon.

## Update the company Timesheet Type

When the technicians enter their timesheets they can setup a type to it. To create a new timesheet type, enter the type description and click on the save icon. To inactive a timesheet type, click on the hand icon. If you wish to edit the type description, change the description and click on the edit icon.

Timesheet types		
	Warehouse	
	Installment	
Add a new timesheet type		

## Upload company logo

Logo

Only jpeg, jpg and png Images type allowed

No file chosen

Select the logo and click on the upload button. Please note that only images files will be uploaded.

## Manage sites

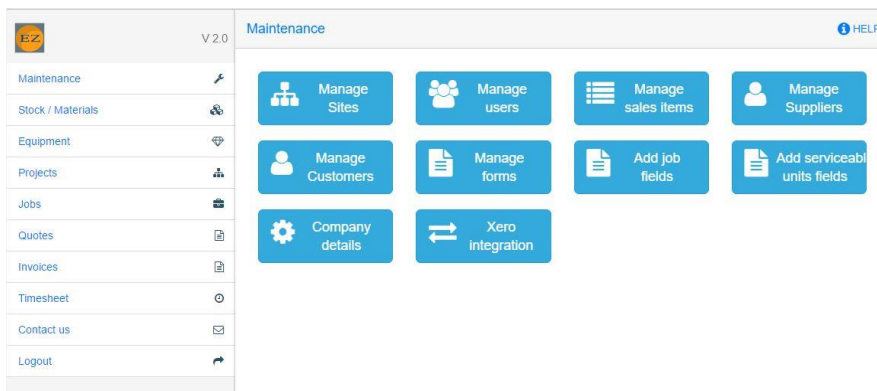
Company sites are used to maintain Stock/Materials or Equipments. A site is an entity that contain a one or multiple locations. A location is the physical place where the material or equipment is.

For example: a warehouse is a site. A shelf in the warehouse is a location.

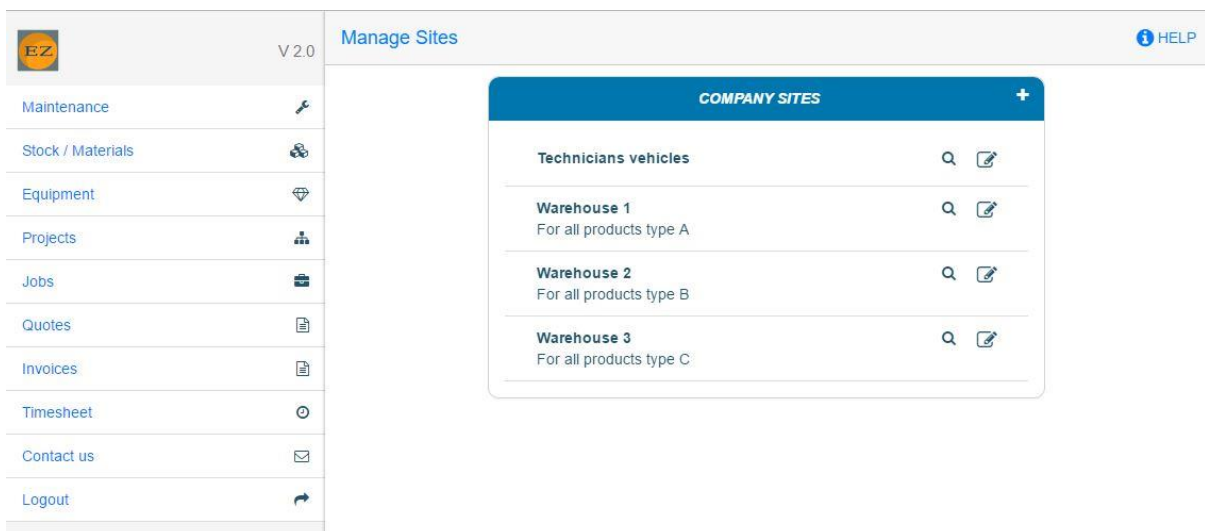
Another example: company vans is a site and each van is a location.

## Create/Update sites

From the **Maintenance** menu select "Manage sites".



You will see a list of existing sites. To add a new site click on the plus icon.





Enter the site name, the site description (optional) and click save.

The screenshot shows the 'Manage Sites' interface. On the left is a navigation menu with items: Maintenance, Stock / Materials, Equipment, Projects, Jobs, Quotes, Invoices, Timesheet, Contact us, and Logout. The main content area is titled 'Manage Sites' and contains a 'SITES LIST' section. A modal window titled 'Add Site' is open, featuring a blue header. Below the header are two text input fields: 'Site name' and 'Description'. At the bottom of the modal are two buttons: a blue 'Save' button and a yellow 'Cancel' button.

To edit the site click on the edit icon.

The screenshot shows the 'Manage Sites' interface with a modal window titled 'COMPANY SITES' open. The modal has a blue header with a plus icon. It contains a list of sites, each with a search icon and an edit icon. The sites listed are:

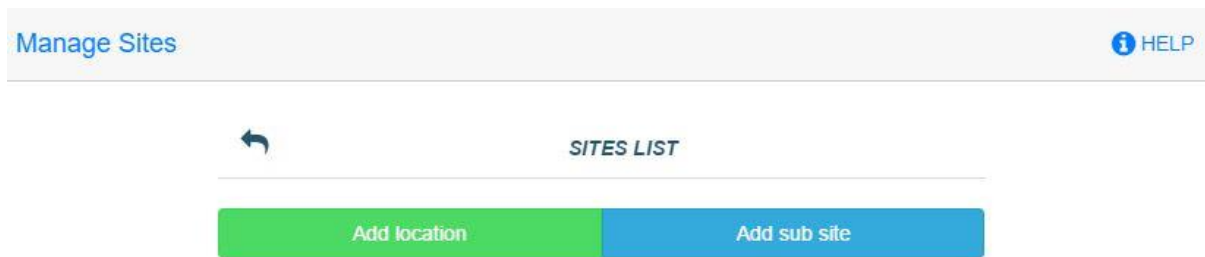
Site Name	Description	Search	Edit
Technicians vehicles			
Warehouse 1	For all products type A		
Warehouse 2	For all products type B		
Warehouse 3	For all products type C		

To add location to the site click on the site name. You will see a list of all the locations of that site. To edit a location click on the edit icon to add a new location click on the plus icon.

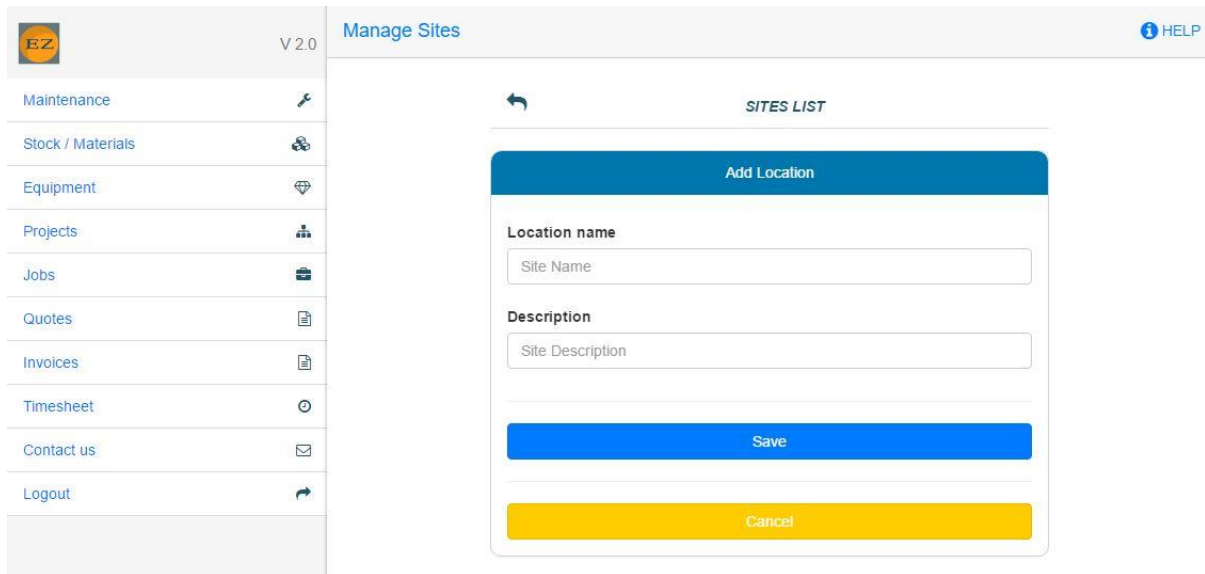
The screenshot shows the 'Manage Sites' interface with a modal window titled 'WAREHOUSE 1' open. The modal has a blue header with a plus icon. It contains a list of locations, each with an edit icon. The locations listed are:

Location Name	Sector	Edit
Row A Cell 1	Sector A	
Row A Cell 2	Sector B	
Row A Cell 3	Sector C	
Row A Cell 4	Sector D	
Row A Cell 5	Sector E	

You have 2 options. To create a sub site or a location. Click on the "Add location" button.



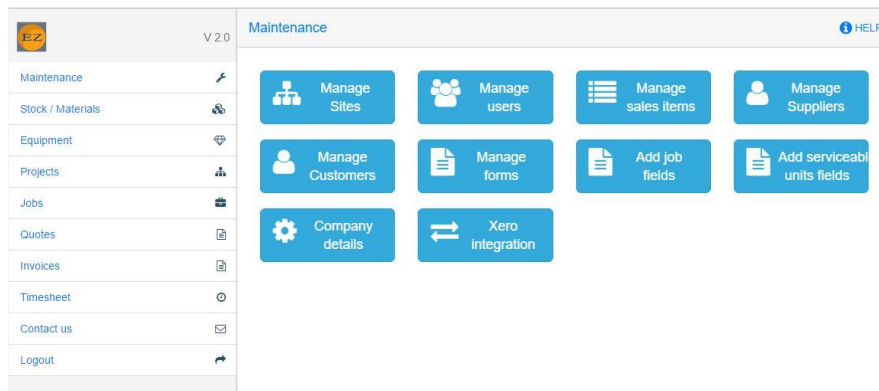
Enter the location name, the location description (optional) and click save.



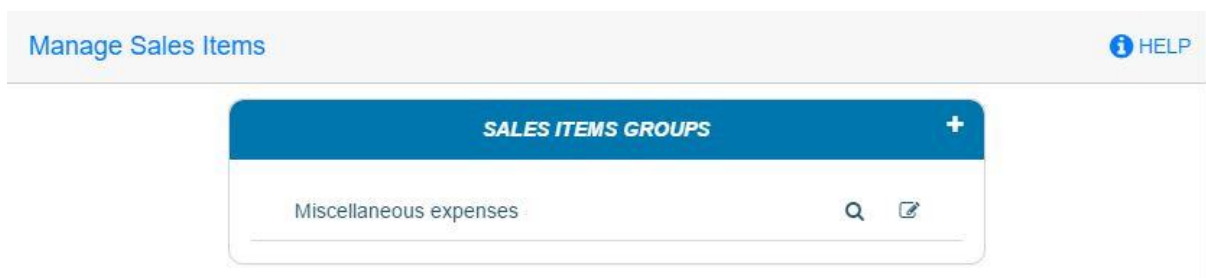
## Create a sales item

Sales item is an item that will be invoiced but it is not a Stock/Material. A good example is "Labour".

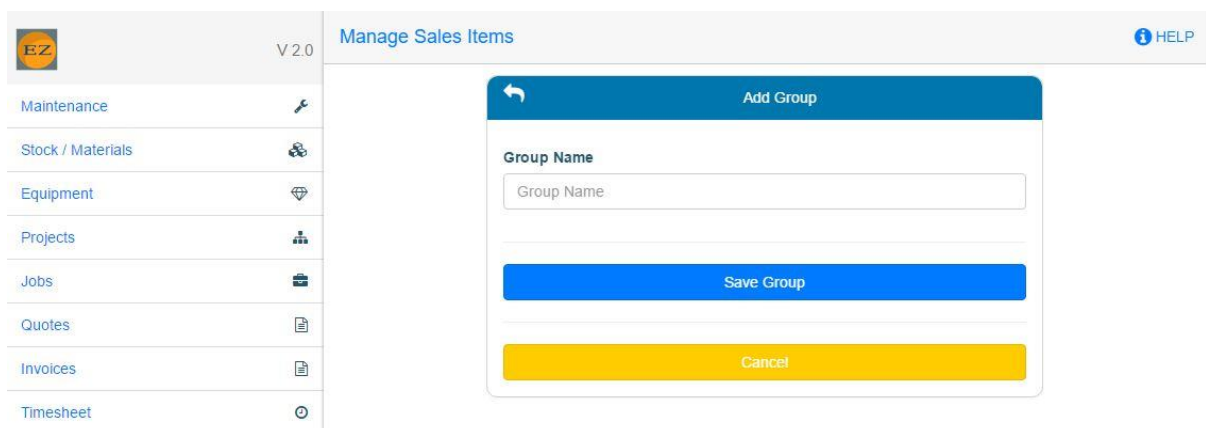
From the **Maintenance** menu select "Manage sales items".



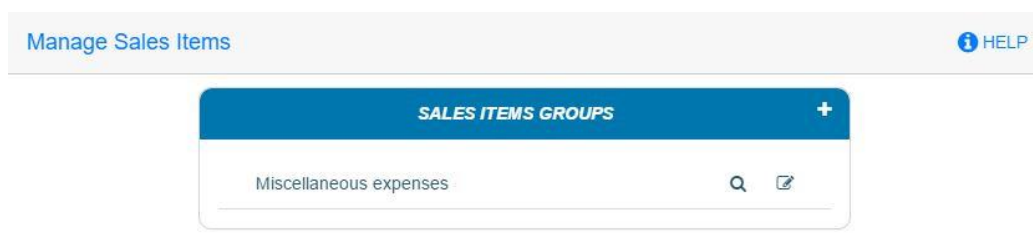
An item must be assigned to an items group. By default the system created a group "Miscellaneous expense". To create a new group click on the plus icon.



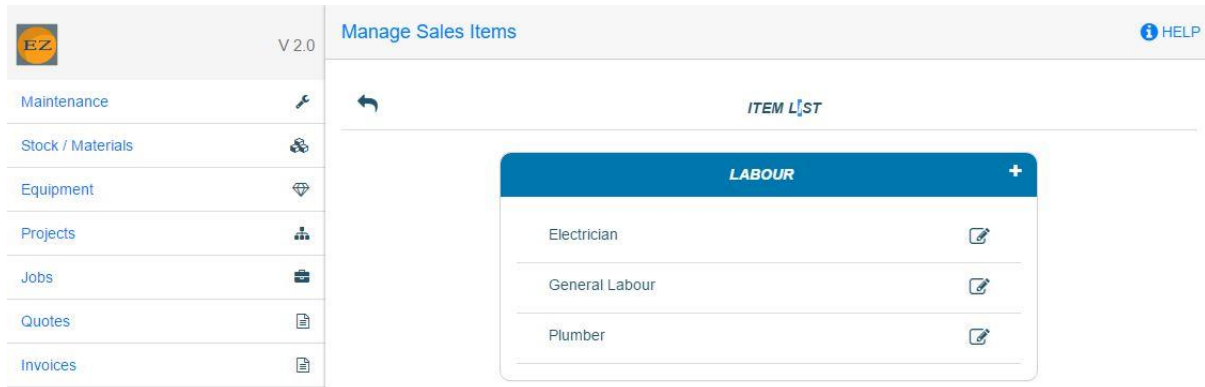
Enter the group name and click "save group".



To add/edit items to the group, click on the group name.

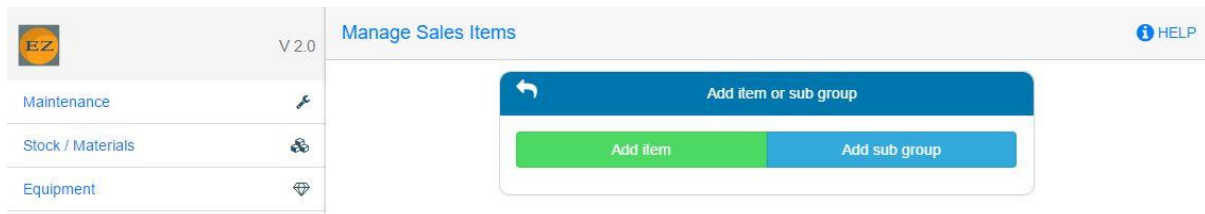


You will see a list of items of the selected group. To edit item click on the edit icon. To add an item click on the plus icon.



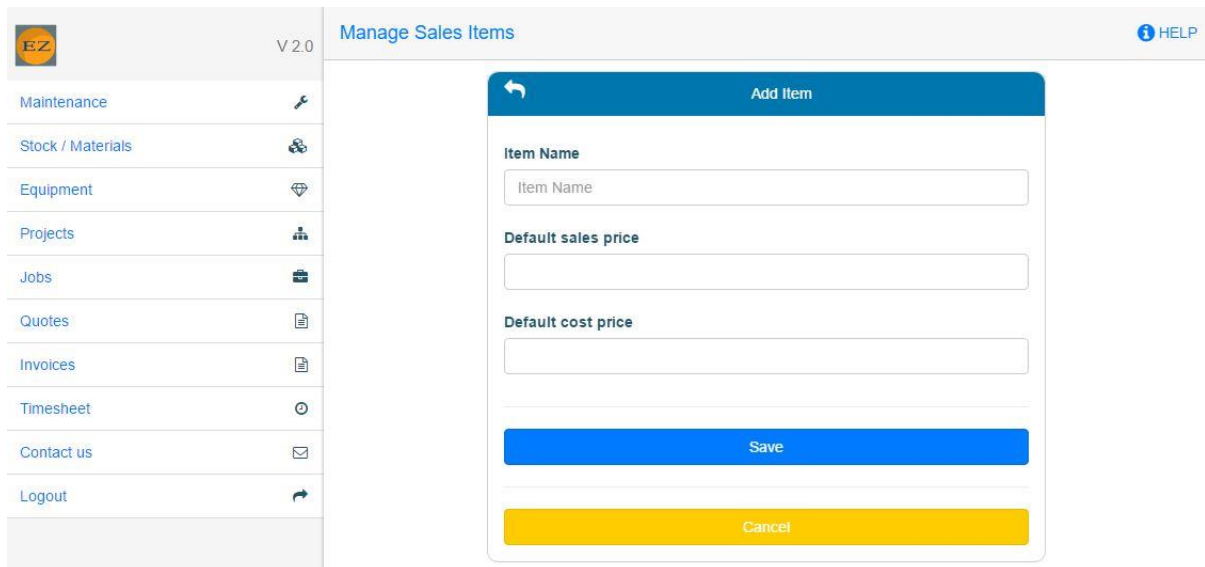
The screenshot shows the 'Manage Sales Items' interface. On the left is a sidebar with a navigation menu containing: Maintenance, Stock / Materials, Equipment, Projects, Jobs, Quotes, and Invoices. The main content area is titled 'ITEM LIST' and displays a list of items under the 'LABOUR' group. The items listed are 'Electrician', 'General Labour', and 'Plumber'. Each item has an edit icon (pencil) to its right. A plus icon is visible in the top right corner of the list header.

You can add a sub group or an item.



The screenshot shows the 'Add item or sub group' dialog box. It has a blue header with a back arrow and the title 'Add item or sub group'. Below the header are two buttons: a green button labeled 'Add item' and a blue button labeled 'Add sub group'.

Enter the item name and you can also add a default sales price and default cost price.

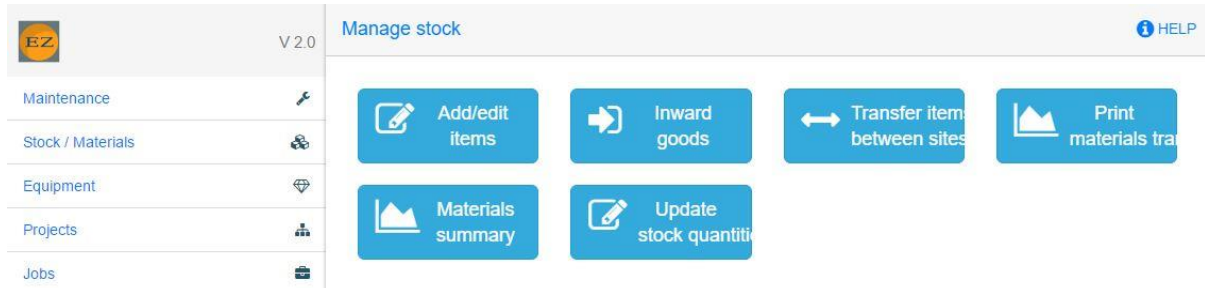


The screenshot shows the 'Add Item' form. It has a blue header with a back arrow and the title 'Add Item'. The form contains three input fields: 'Item Name', 'Default sales price', and 'Default cost price'. Below the input fields are two buttons: a blue 'Save' button and a yellow 'Cancel' button.

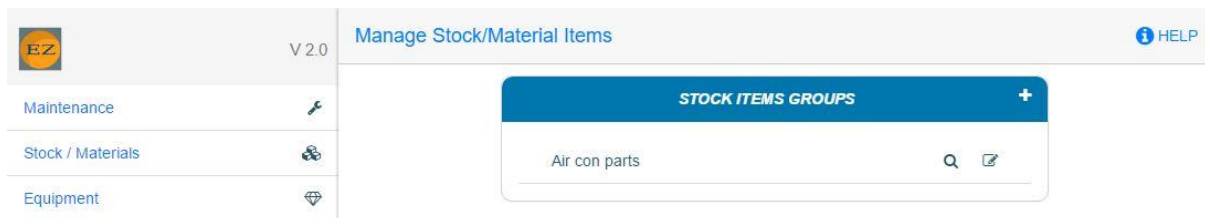
## Create a Stock/Material item

Stock/Material items are items that you can maintain and record their quantities. You can create an item for job costing but you don't have to track its quantity.

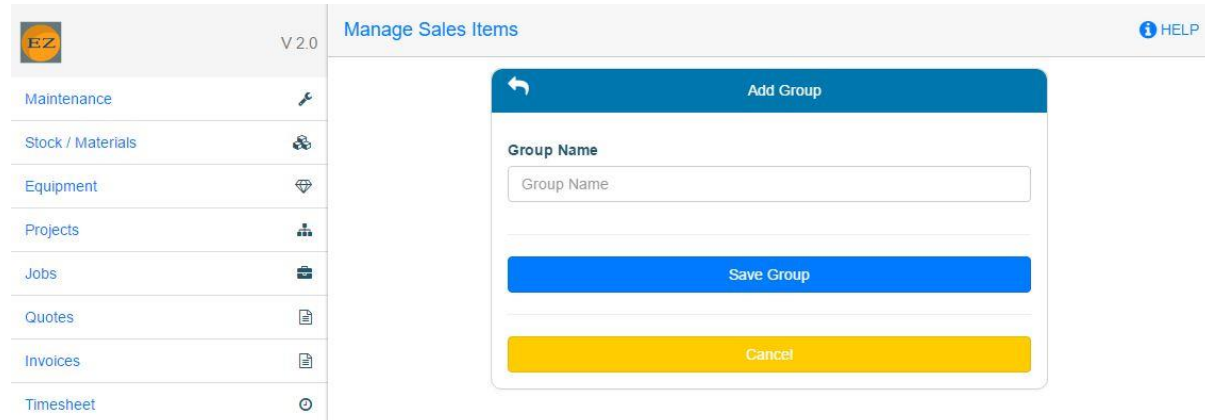
From the **Stock/Material** menu select "Add/edit item".



An item must be assigned to an items group. To create a new group click on the plus icon.



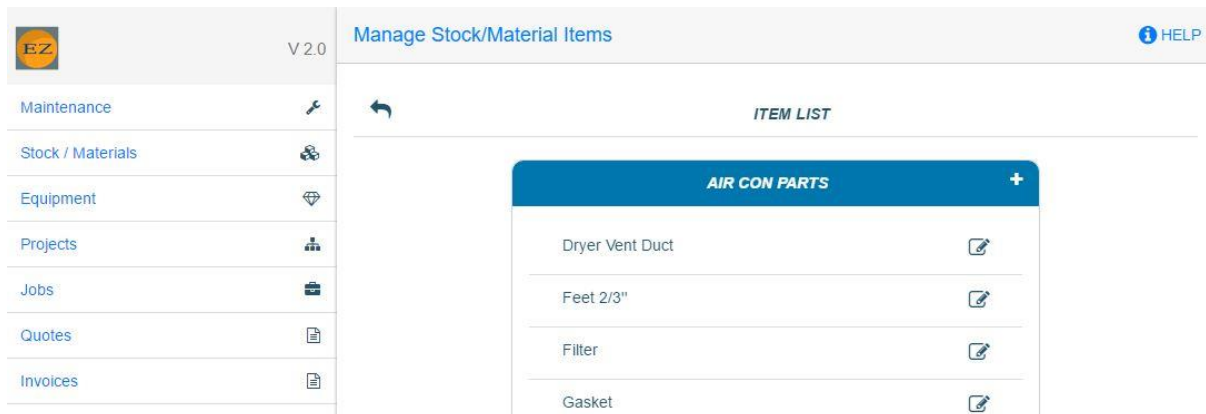
Enter the group name and click "save group".



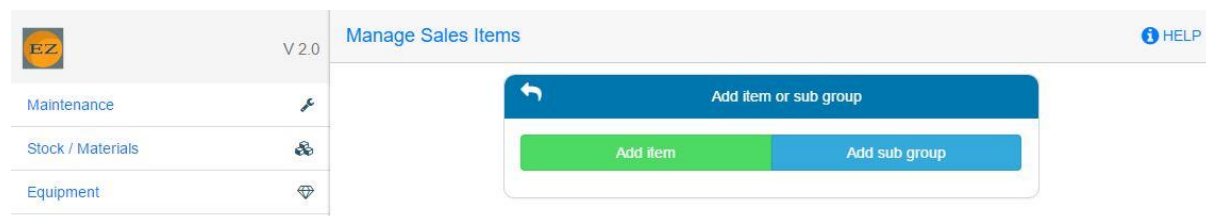
To add/edit items to the group, click on the group name.



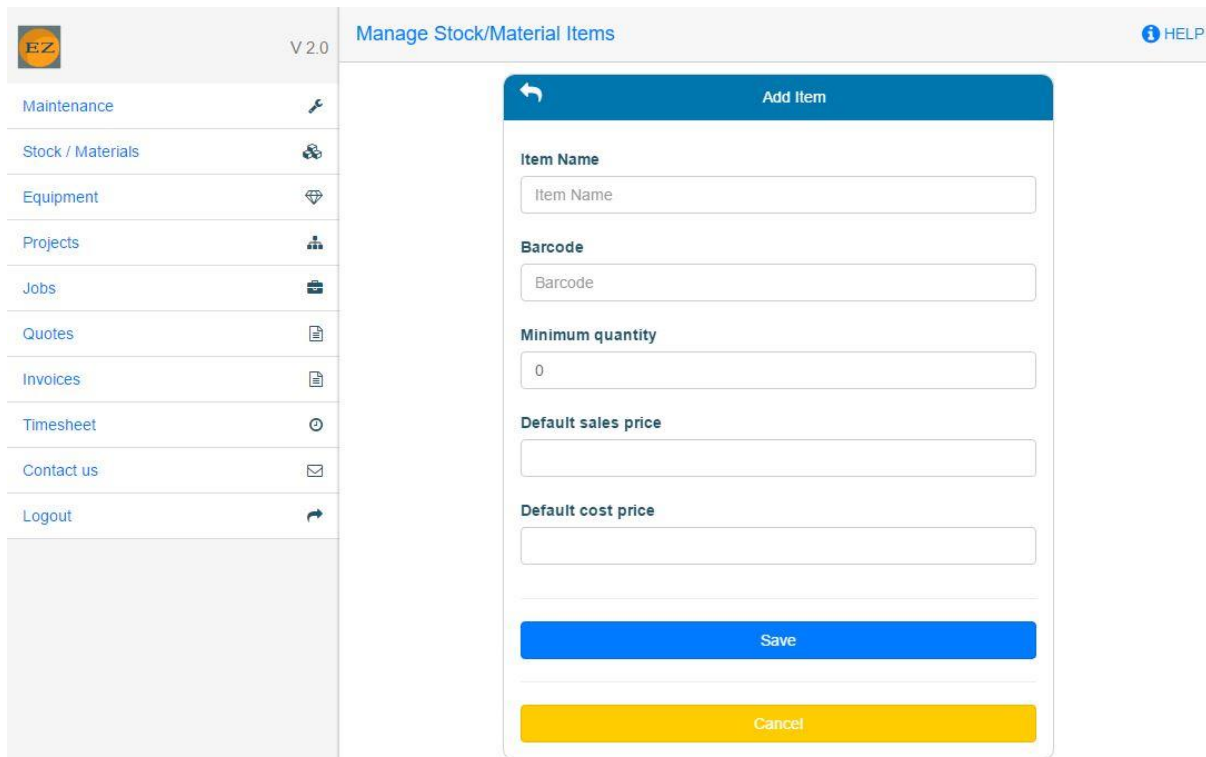
You will see a list of items of the selected group. To edit item click on the edit icon. To add an item click on the plus icon.



You can add a sub group or an item.

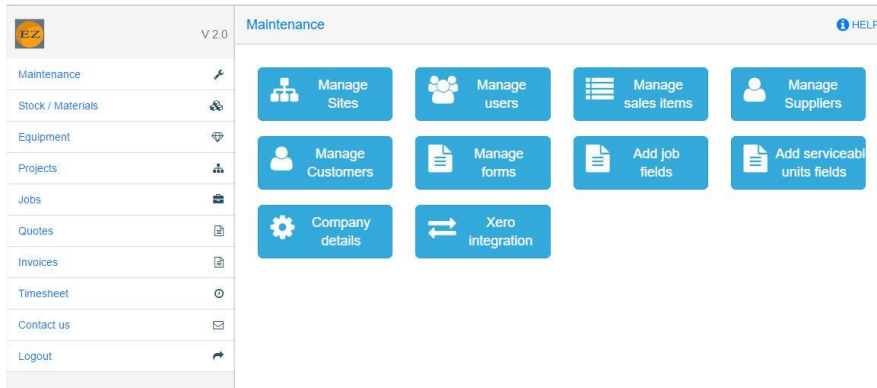


Enter the item name and you can also add barcode, a default sales price, a default cost price and a minimum quantity.

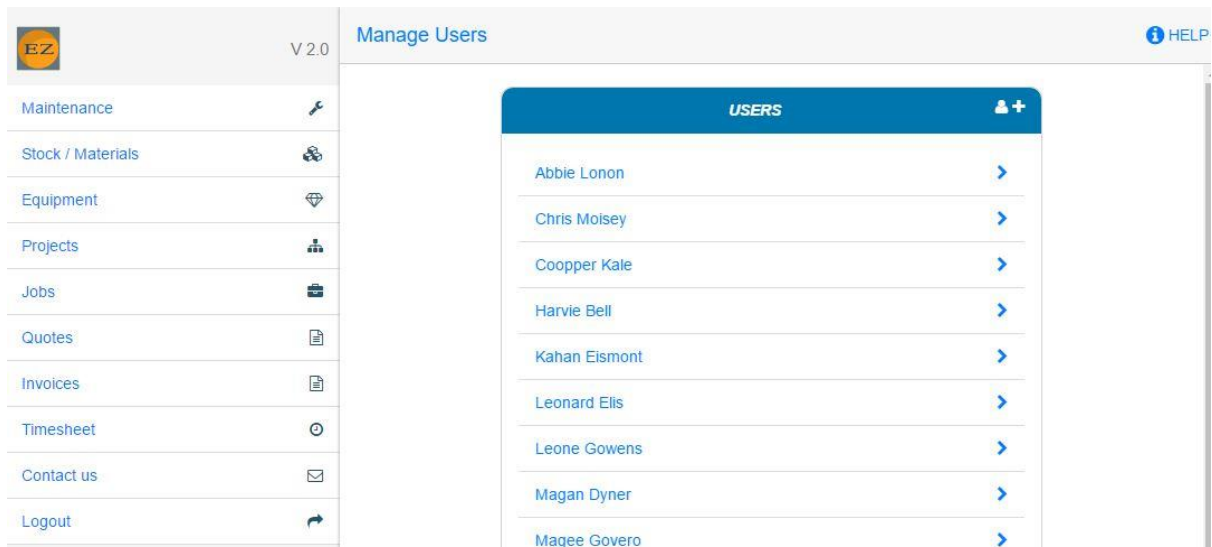


## Manage users

From the **Maintenance** menu select "Manage users".



You will see a list of existing users. To edit a user, click on the user name. To add a new user, click on the plus icon.



## Create a new user

Enter the user details. You can define if the user is active or not. You can add another layer of security by selecting the "Allow login only from approved IP address". If you select it, every time that the user login from a new IP address the system will send an email to the user and the user will have to approve it. This option is only for users that are not using mobile devices.

### User details

**User Name**  
User Name

**Email (User ID)**  
Email address to be used as User ID

**Password**  
Password (minimum 5 chars)

Active

Allow login only from approved IP address

You can link between user to location. Use this option if you maintain stock items/material quantities. With this option if the user use material on a job, the quantities will be deducted from the location that assign to the user.

### Link a user to a stock location

Technicians vehicles >

Warehouse 1  
For all products type A >

Warehouse 2  
For all products type B >

Warehouse 3  
For all products type C >

### Link a user to a stock location

**Selected site:** Technicians vehicles

Van AJX577 (Keren)  
Keren Connerly >

Van BTT679  
Fcitnirt acqsa bpapy >

Van EFI541  
Frcitfui rolny gahir >



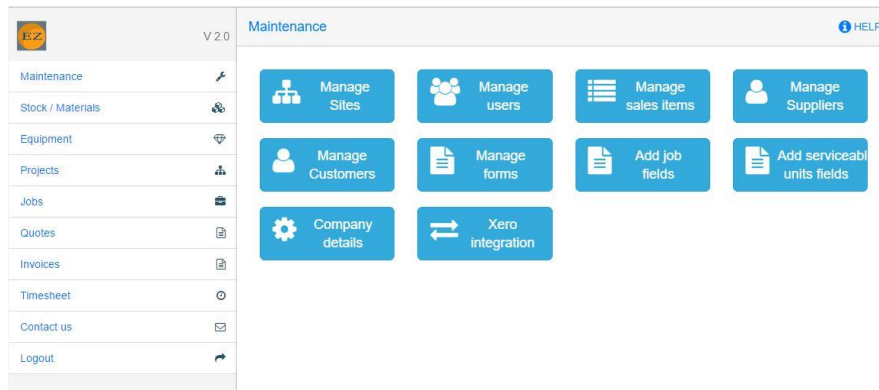
When you create a user you need to assign a menu to the user. With this option you can define what permission that the user have and which menu the user can use.

Assign a menu to user

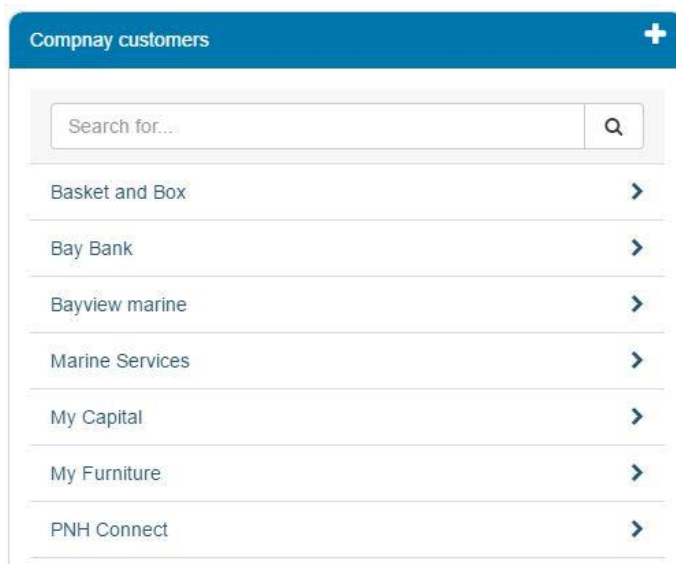
- Maintenance
- Manage Sites
- Manage users
- Manage sales items
- Manage Suppliers
- Manage Customers
- Manage forms
- Add job fields
- Add serviceable units fields
- Company details
- Xero integration

## Manage customers

From the **Maintenance** menu select "Manage customers".



You will see a list of existing customers. To edit a customer, click on the customer name. To add a new customer, click on the plus icon.



Move between the tabs to enter the client's details. In the "Save" tab you will see a summary of the client and a button to save.

The screenshot shows a web interface with a horizontal tab bar at the top containing five tabs: "General", "Mailing Address", "Contacts", "Serviceable units", and "Save". The "General" tab is currently selected. Below the tabs is a form titled "General details" with a blue header. The form contains six input fields, each with a label and a small icon to its left: "Name" (with a person icon), "Tax number" (with a person icon), "Email" (with an envelope icon), "Phone" (with a telephone handset icon), "Mobile" (with a telephone handset icon), and "Comment" (with a document icon). Each field has a placeholder text matching its label.

### Add customer's contacts

To add a contact, click on the plus icon.

The screenshot shows the same web interface as above, but now the "Contacts" tab is selected in the horizontal tab bar. Below the tabs is a form titled "Contact details" with a blue header and a white plus icon in the top right corner. The main body of the form is currently empty.

Enter the contact details and click "Save". Please note, the contact details will be saved temporary to your local computer and only when you save the customer from the "Save" tab it will be saved to the app.

Form fields and labels:

- Name
- Email
- Phone
- Mobile
- Comment

Save Contact

The contact will be added to the contacts list. To add another contact, click again on the plus icon

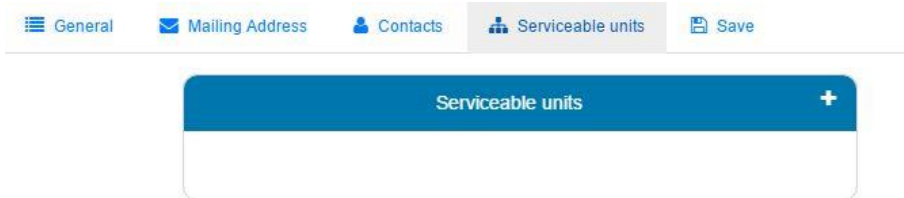
Save Contact details:

- Name:** Jason Mins
- Email:** jmtvq@hdjrlej.com
- Phone:** (09) 676-3929
- Mobile:** (021) 627-2643
- Comment:**

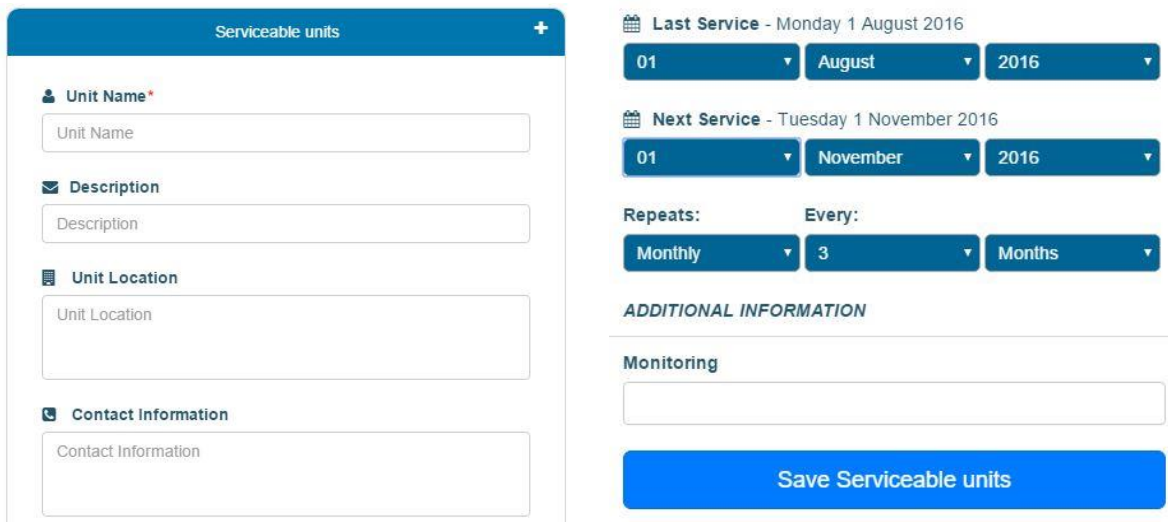
## Add "Serviceable units"

A "Serviceable unit" is a unit that you need to service it repeatedly. When you add a "Serviceable unit" to your customer, EZ Follow App will notify you on upcoming services and record all the services, repairs, jobs, notes and images to that unit.

To add a unit click on the plus icon.



Enter the unit's general details and the service details. Additional information is fields that you can create according to your needs. (Maintenance >> Add serviceable unit fields).



**Serviceable units** +

**Unit Name\***  
Unit Name

**Description**  
Description

**Unit Location**  
Unit Location

**Contact Information**  
Contact Information

**Last Service** - Monday 1 August 2016  
01 August 2016

**Next Service** - Tuesday 1 November 2016  
01 November 2016

**Repeats:** Monthly **Every:** 3 Months

**ADDITIONAL INFORMATION**

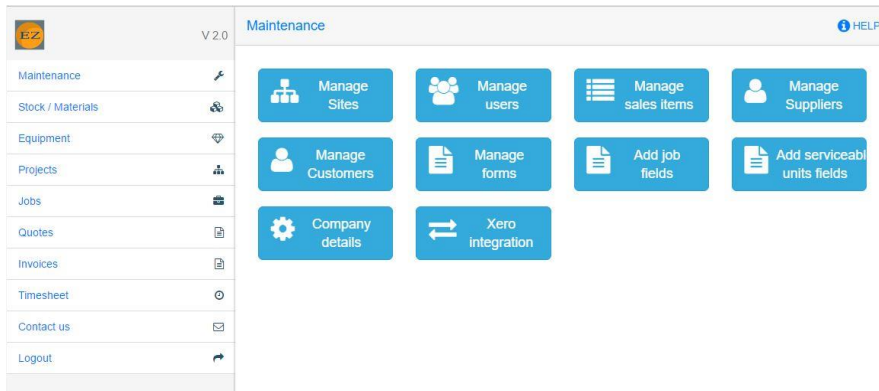
**Monitoring**

**Save Serviceable units**

**Add additional information/fields to "Serviceable unit".**

Additional information is fields that you can create according to your needs.

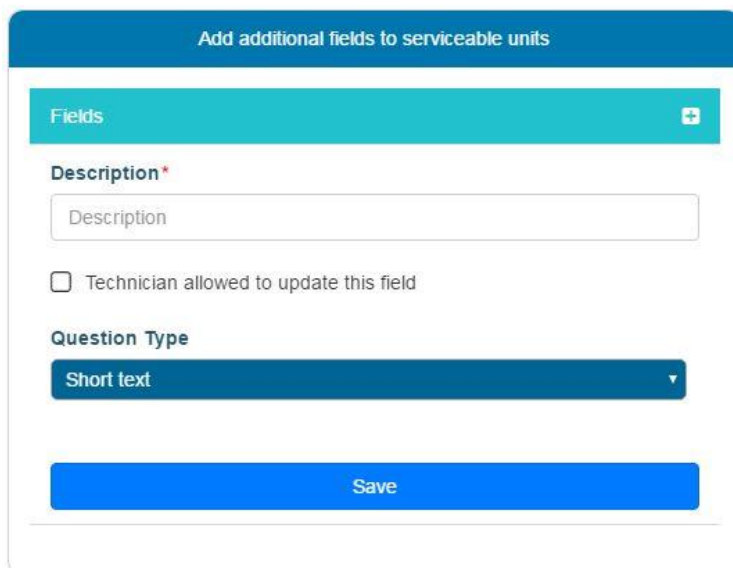
From the **Maintenance** menu select "Add serviceable units fields".



To create a new field, click on the plus icon.



Add the field description. If the technician allows updating this field while he updates the job details, tick the tick box.



You can add a few fields types: Short text, Long text, Number, List with multiple answers, List with one answer.

To add multiple answers field enter the field description and select the field type. Enter the first option and click the edit icon. Repeat entering all options and click save.

Add additional fields to serviceable units

---

Fields +

**Description \***

---

**Question Type**

Select multiple answers ▼

Option 3 ✎

Option 1

---

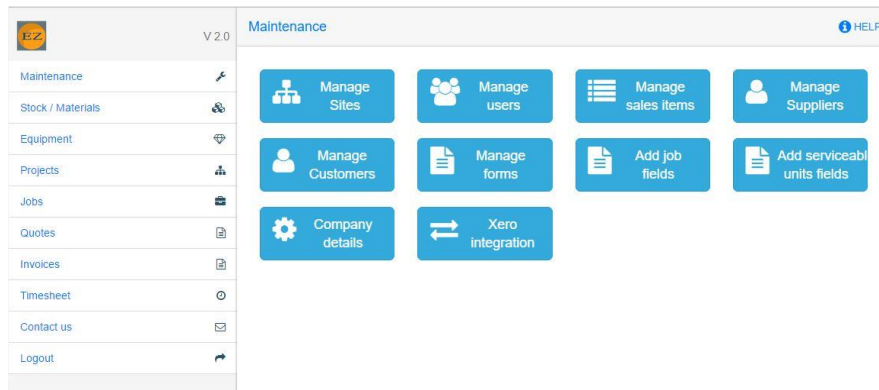
Option 2

---

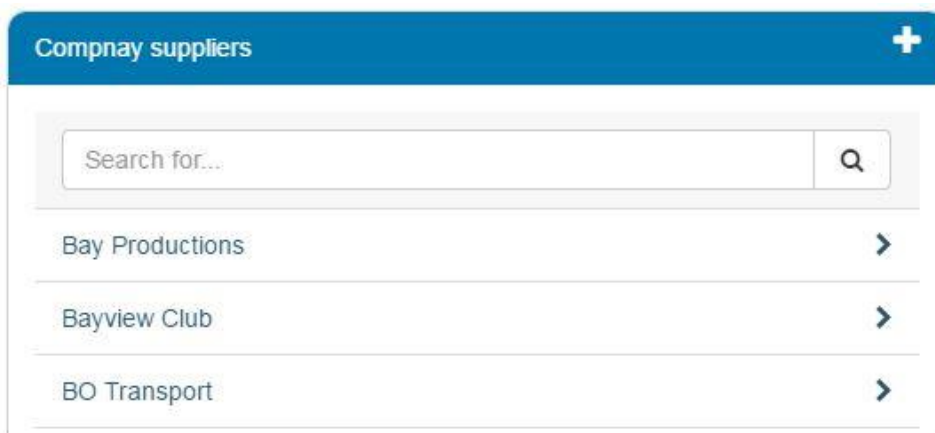
**Save**

## Manage Suppliers

From the **Maintenance** menu, select "Manage Suppliers".



You will see a list of existing Suppliers. To edit a Supplier, click on the Supplier name. To add a new Supplier, click on the plus icon.





Move between the tabs to enter the Supplier's details. In the "Save" tab you will see a summary of the client and a button to save.

General Mailing Address Contacts Save

**General details**

**Name**  
Name

**Tax number**  
Tax Number

**Email**  
Email

**Phone**  
Phone

**Mobile**  
Mobile

**Comment**  
Comment

### Add supplier's contacts

To add a contact, click on the plus icon.

General Mailing Address Contacts Serviceable units Save

**Contact details** +

Enter the contact details and click "Save". Please note, the contact details will be saved temporary to your local computer and only when you save the customer from the "Save" tab it will be saved to the app.

Contact details +

**Name**  
Name

**Email**  
Email

**Phone**  
Phone

**Mobile**  
Mobile

**Comment**  
Comment

Save Contact

The contact will be added to the contacts list. To add another contact, click again on the plus icon

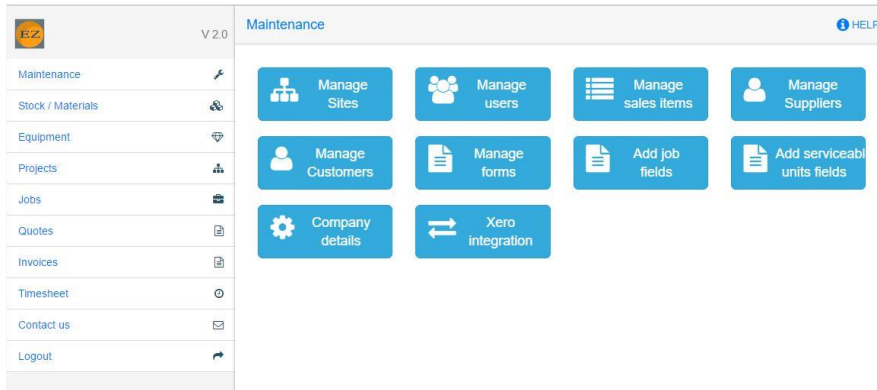
Contact details +

**Name:** Jason Mins  
**Email:** jmtvq@hdjrlej.com  
**Phone:** (09) 676-3929  
**Mobile:** (021) 627-2643  
**Comment:**

## Manage forms

You can create forms according to your needs. Forms can be assigned to jobs or to a serviceable unit. An example to a Job's form is "Hazard report", an example to a Serviceable unit's form is "Maintenance report"

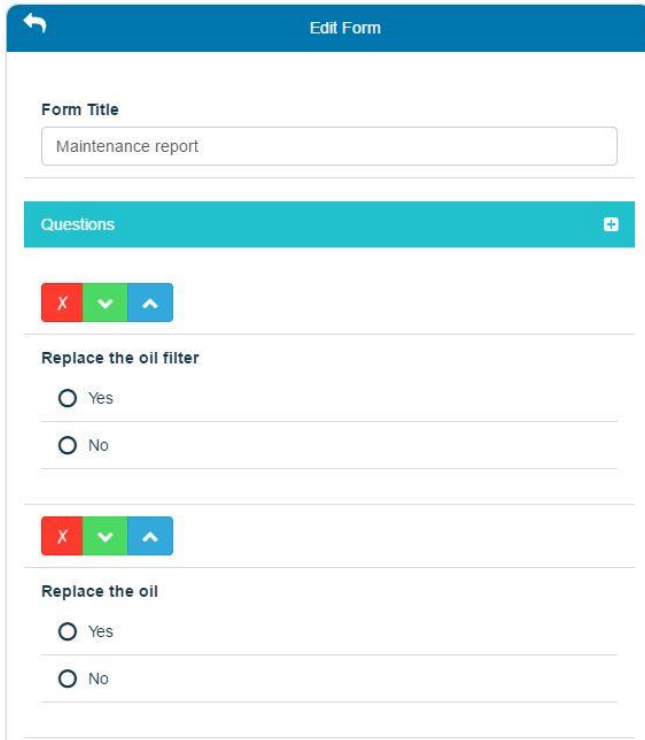
From the **Maintenance** menu select "Manage forms"



You will see a list of existing forms. To add a new form, enter the form name and click on the save icon. To add questions to the form, click on the form name.

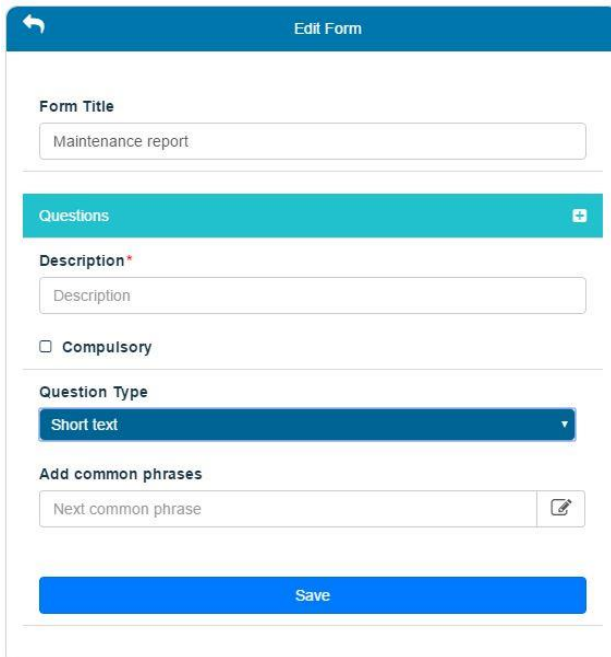
A screenshot of the 'Forms' management interface. At the top, there is a blue header with the word 'Forms'. Below the header, there is a section titled 'Add form' which contains a text input field labeled 'Description' and a save icon. Below this, there is a list of existing forms: 'Hazard report' and 'Maintenance report'. Each form name has a right-pointing arrow next to it, indicating that clicking on the name will lead to editing the form.

You will see a list of existing questions. You can delete a question or move it up or down by using the question's buttons. To add a question, click on the plus icon.



The screenshot shows the 'Edit Form' interface. At the top, there is a blue header with a back arrow and the text 'Edit Form'. Below the header, there is a 'Form Title' field containing 'Maintenance report'. Underneath, there is a teal bar labeled 'Questions' with a plus icon on the right. Below this bar, there are two question entries. Each entry starts with a set of three buttons: a red button with an 'X', a green button with a downward arrow, and a blue button with an upward arrow. The first question is titled 'Replace the oil filter' and has two radio button options: 'Yes' and 'No'. The second question is titled 'Replace the oil' and also has two radio button options: 'Yes' and 'No'.

You can add a few question types: Short text, Long text, Number, List with multiple answers and List with one answer. With open questions, you can add common phrases for the convenience of the technician. You can also define if the question is Compulsory or not.



The screenshot shows the 'Edit Form' interface for configuring a new question. At the top, there is a blue header with a back arrow and the text 'Edit Form'. Below the header, there is a 'Form Title' field containing 'Maintenance report'. Underneath, there is a teal bar labeled 'Questions' with a plus icon on the right. Below this bar, there is a 'Description\*' field containing 'Description'. Below the description field, there is a checkbox labeled 'Compulsory' which is currently unchecked. Below the checkbox, there is a 'Question Type' dropdown menu with 'Short text' selected. Below the dropdown menu, there is an 'Add common phrases' field containing 'Next common phrase' and a small icon of a document with a pencil. At the bottom of the form, there is a blue 'Save' button.

To add a question with multiple answers, enter the question description and select the question type. Enter the first option and click the edit icon. Repeat entering all options and click save. You can set up a rule if the option selected, to add a comment.

The screenshot shows a mobile application interface for editing a form. At the top, there is a blue header with a back arrow and the text "Edit Form". Below the header, there is a section for "Form Title" with a text input field containing "Maintenance report". A horizontal separator line follows. Below that is a teal header for "Questions" with a plus icon on the right. Underneath, there is a "Description\*" field with the text "Description". Below the description field is a checkbox labeled "Compulsory". Another horizontal separator line is present. Below that is the "Question Type" section, which has a dropdown menu currently set to "Select multiple answers". Below the dropdown is a text input field for "Next list item description" with an edit icon on the right. Below this field is another checkbox labeled "If selected - add comment". At the bottom of the form is a large blue button labeled "Save".

# Jobs

## Create a new job

### Customer details

From the **Jobs** menu select "Create a new job".

The screenshot shows a software interface for managing jobs. On the left is a vertical navigation menu with the following items: Maintenance, Stock / Materials, Equipment, Projects, Jobs, Quotes, Invoices, Timesheet, Contact us, and Logout. The main area is titled 'Manage Jobs' and contains a grid of blue buttons with icons and text: 'Create a new job', 'Search Jobs', 'Upcoming jobs', 'My jobs', 'Materials required', 'Materials required-all', 'Repeats jobs', 'unassigned jobs', 'Upcoming serviceable units', 'Job history', 'Materials used', 'Ready to invoice', and 'Customer info'. A 'HELP' icon is located in the top right corner of the main area.

Search for customer by typing the customer name and click enter or click on the search icon. You can type part of the customer name. Click on the customer name to select it.

The screenshot shows a search interface for customers. At the top left, there is a 'Customer' label with a person icon. Below it is a search box with the text 'bay|' and a search icon. A dropdown menu is open, showing two search results: 'Bay Bank' and 'Bayview marine', each with a right-pointing arrow to its right.

When you create the job you can define who will be the billing customer and who will be the service customer if it is not the same customer.

Customer | General | Contacts | Serviceable units | Assign to | Job costing | Forms | Save

### Bill to

Search for a Customer...

**Bay Bank**  
Pn - (021) 733-9587 Mb - (09) 469-4829

### Service to

Same as bill to

By default, the service customer location will be the site address but you can change it according to your needs.

### Site Address

## General details

Select the job type and status, add the job description and the customer order number if applicable.

Customer   General   Contacts   Serviceable units   Assign to   Job costing   Forms   Save

### General

**Job Type**  
Installation

**Job Status**  
New job

**Job description**  
Job description

**Customer order number**  
Customer order number

Select the job's date from the calendar, the start time and the estimate job length.

 Due date- Monday 24 October 2016

<	October - 2016					>
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

**Job start**


08 00 AM

**Estimate job length**

1 Hours



For your convenience, you can click on the "Upcoming jobs" to see the available dates.

 **Upcoming jobs**

◀ Sun 23 October 2016
Sat 29 October 2016 ▶


Tech	Sun 23 Oct	Mon 24 Oct	Tue 25 Oct	Wed 26 Oct	Thu 27 Oct	Fri 28 Oct	Sat 29 Oct
<b>ABBIE LONON</b>							
<b>ANDY BURROWS</b>							
<b>CHRIS MOISEY</b>							
<b>COOPER KALE</b>	09:00 #5191 In progress Installation		09:00 #5193 In progress Installation		09:00 #5195 In progress Repair		09:00 #5197 New job Service
<b>HARVIE BELL</b>		09:00 #5340 In progress Installation	09:00 #5341 In progress Installation		09:00 #5343 In progress Service	09:00 #5344 In progress Repair	09:00 #5345 New job Service

By default, the App set up the job as a one off job. If this is a repeat job, remove the option and set up the preference.


A one off job

**Repeats:**                      **Every:**

Monthly ▼    3 ▼    Months ▼

 **Starts on** - Saturday 1 October 2016

01 ▼    October ▼    2016 ▼

 **Ends on** - Monday 31 December 2018

31 ▼    December ▼    2018 ▼

**Job tasks** - You can create a list of tasks for the technician. Type the task and click on the save icon.

 **Job tasks**

Task 3 

 Task 1

---

 Task 2

---

If the technician needs to link the timesheet to the job, tick this check box.

Record the job's duration

## Job contacts

You can select from your customer's contacts list or add a contact manually.

[Customer](#) [General](#) **Contacts** [Serviceable units](#) [Assign to](#) [Job costing](#) [Forms](#) [Save](#)

*SELECT OR MANUALLY ADD ONE*

### Customer contacts

- Jason Mins**  
(09) 676-3929 - (021) 627-2643  
jmtvq@hdjrlej.com
- Kahan Lerno**  
(09) 145-7668 - (021) 453-1168  
osxge@hikrfuq.com
- Kahan Connin**  
(09) 167-5484 - (021) 865-4663  
vqder@affhytx.com

### Additional contact

**Name**

**Email**

**Phone**

**Mobile**

**Comment**

## Job serviceable units

If you create a job to service or repair a serviceable unit. You can select the unit from a list. In this way the App will record the job, notes and images against the serviceable unit.

If the job is a service and you want the App to update the next service day in the end of the job, tick the check box to update the next service date.

Customer General Contacts Serviceable units Assign to Job costing Forms Save

**SERVICEABLE UNITS**

**Customer Serviceable units**

**Temperzone EUN46**  
Vixdgmby ilngm qlzfwz tzzvn vqt ajhak rjdfpq jzawh mpck qxeulp btpem epbar fwaue  
yyrb fdzto kndbrb qmqd cjbz dgcix hapz kkbwip

**Update next service date when technician finish the job**

**Last Service:** 2016-08-17  
**NextService:** 2016-10-04  
**Location:** The unit is located in kfmhj anlbgf ssdjoh soirpi tekddt pwo sqyok utzar  
xxh ydnvs atf hjthmk psbl npalvo boygj  
**Contact:** Kahan Connin

## Job Assign to

You can assign a job to more than one technician. You can define if the technician will be the leading technician and if the technician can view only. View only means that the technician cannot edit details in the job.

Customer General Contacts Serviceable units Assign to Job costing Forms Save

**Assign to**

Select	Leading	View only	Technician
<input type="checkbox"/>	<input checked="" type="radio"/>	<input type="checkbox"/>	Abbie Lonon
<input type="checkbox"/>	<input checked="" type="radio"/>	<input type="checkbox"/>	Andy Burrows
<input type="checkbox"/>	<input checked="" type="radio"/>	<input type="checkbox"/>	Chris Moisey
<input type="checkbox"/>	<input checked="" type="radio"/>	<input type="checkbox"/>	Cooper Kale
<input type="checkbox"/>	<input checked="" type="radio"/>	<input type="checkbox"/>	Harvie Bell

## Job costing

Job costing is a powerful tool to help you see the profit or loss of the job. You can add sales items like labour or materials to the job and calculate the profit. You can add a predefined item or manually create an item.

To search a predefined item, enter a part or all of the item name and click enter. Change the item quantity and unit price if needed and click on the hand icon to add the item to the job costing list.

Customer General Contacts Serviceable units Assign to Job costing Forms Save

**Job costing**

**Selected items**

Item	Qty	U.Price	Select
Enter free text or search for an item... <span style="float: right; color: #0070c0;">Q</span>			+
Air con parts			
Dryer Vent Duct	200	412.00	+

You can edit the item quantity, cost price or sales price by clicking on it and edit it.

**Job costing**

**Selected items**

Item	Qty	Cost	Sale	T.Cost	T.Sale
X General Labour	22	21	32	462	704
X Dryer Vent Duct	200	288.39	412	57678	82400
X Filter	2	611.79	874	1223.58	1748
<b>Total</b>				<b>59363.58</b>	<b>84852</b>
<b>Profit / Loss</b>					<b>25488.42</b>

Item	Qty	U.Price	Select
Enter free text or search for an item... <span style="float: right; color: #0070c0;">Q</span>			+

## Job's forms

You can assign forms to the job or to the serviceable unit.

Customer General Contacts Serviceable units Assign to Job costing Forms Save

### Job's Forms

- Maintenance report
- Hazard report

### Fujitsu NJY29

Suzirbxg qqhc nztng ucn kiz tyus nveu mosm ktvx jrs livca trhup oytu fnlogi ktjivc tiyyb agvdzu isnlzs rgduse ras xxcuc

- Maintenance report
- Hazard report