

Utilising the Search Jobs Screen

Improvements to the 'Search Jobs' screen – Corporate Edition.

This enhanced search facility is available to all corporate edition customers and sees improvements to the 'Search Jobs' screen available on the desktop edition. Rather than having the data in one long list, search results are now presented in pages with the ability for users to specify the number of records per page. You can also click back and forward to look through pages, or to jump to a specific page.

Like before, results can be exported to excel, you can still select to have the data presented in ascending order or descending, and you can still adjust the format that the results are presented in, but now the revised layout will refresh and appear on screen simply by clicking on an up or down button selecting your preferred style, without the need to re click search.

The screenshot shows the 'Search Jobs' window. At the top left is a search bar with the text 'Enter what you want to search for. You can search by anything.' and a 'Search' button. To the right are checkboxes for 'Quick Search' (checked), 'Show Only New Jobs', and 'Show Only Open Jobs'. Further right are checkboxes for 'Search Notes' and 'Exclude Client Address' (checked). Below these is a dropdown for 'Order By: Job Number' and a checkbox for 'Ascending' (checked). A table with columns: Job #, Name, Site Address, Telephone, Order No, Customer Ref, Due, Completed, Invoiced, Invoice Paid, Status. At the bottom are buttons: 'Load Job', 'Previous Page', 'Next Page', 'Page Size: 100', 'Search Format: 1', 'Export To Excel', and 'Close'. Five callout boxes provide instructions: 1. 'For a faster search utilise Quick Search which allows you to search just data held in the Name, Site Address, and Postcode fields. Alternatively tick to select Exclude Client Address, which will search on all fields except the client address' (points to 'Quick Search' and 'Exclude Client Address'). 2. 'You can still tick here to change between ascending and descending. Once ticked or unticked, click search to refresh the results.' (points to 'Ascending'). 3. 'Once you have clicked search and the records are showing, click previous page or next page to scroll through the pages.' (points to 'Previous Page' and 'Next Page'). 4. 'Alternatively, here just type the number of the specific page you wish to view. Key in the page number you need and hit enter. The results on screen will change to your chosen page.' (points to the '1' in 'Page Size: 100'). 5. 'Click here and select the number of records that you wish to show per page. This can be amended at any time, just click in the field to over key and hit enter.' (points to '100' in 'Page Size: 100').

Figure 1

Enter your search criteria in the 'Search For:' field on the top left of the page as usual. In the 'order by' field, select how you wish to order the results i.e. by address, job number or name. Either tick or untick the ascending field depending on how you want the result presented. At the bottom of the screen, in the 'Page Size' field, you can type in the number of records that you want to appear per page, this can be altered before or after you click search. To amend it afterwards simply type in the number of records that you want shown per page in the 'page size' field and click enter or click search.

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The Quick Search tick box and Exclude Client Address tick boxes allow you to limit your search to exclude or only include certain fields, this will help return your required results quicker.

Search Jobs

Enter what you want to search for. You can search by anything.

Search For:

☒ Quick Search
☐ Show Only New Jobs
☐ Show Only Open Jobs

☐ Search Notes
☒ Exclude Client Address

Exclude Jobs Over days old

Order By: Job Number ☐ Ascending

Job #	Name	Site Address	Telephone	Order No	Customer Ref	Due	Completed	Invoiced	Invoice Paid	Status
2080	Northgate Stadium	Victoria Road		Needs po						
2079	57 Damhall School Lane	57 Damhall School Lane		568752		03/09/2015				
2078	Pennywise Care Home	Pennywise Care Home	01606 2896541	587965		08/09/2015	08/09/2015	08/09/2015		
2077	Town Hall	4 Civic Way		3569		12/02/2015				
2076	Kingsmead Childrens Centre	Kingsmead Way	01244 976100	001488799057		04/09/2015	04/09/2015	04/09/2015		
2075	Stanleys Home Nursing Care	Sutton Street	0151 377 6589	2568206		04/09/2015	04/09/2015			
2074	Hartford Leisure Ctr	Hartford Leisure Ctr	01606783835			30/07/2015		03/09/2015		
2073	Hereford Trust	Heart Street		J054			04/08/2015	04/08/2015	30/08/2015	
2072	47 Civic Way	47 Civic Way	0151 356 6608	6589/1		24/10/2015	28/10/2015	28/10/2015	30/11/2015	
2071	Newstead Town Hall	High Street	0151 3566899	5689-1		23/10/2015	05/11/2015	05/11/2015	30/11/2015	
2069	Tending Primary School	School Road	01255 837130	5689		22/10/2015	06/12/2015	06/12/2015	07/12/2015	
2068	Castle Fields		01928 563839	5898979		10/10/2015	11/11/2015	11/11/2015	07/12/2015	
2067	Alton Park School	Alton Park Road		23546		09/10/2015	23/10/2015	23/10/2015		
2066	Tending Primary School	School Road	01255 837130	5789			23/11/2015	23/11/2015	07/12/2015	
2065	Elijah Community Primary	Elm Street		3568		08/10/2015	08/10/2015	08/10/2015	30/11/2015	
2064	Nunns	Business Centre		568932		08/10/2015	10/10/2015	10/10/2015	30/11/2015	
2063	Niroxo	First Floor, The Square		35568			08/10/2015	08/10/2015	30/11/2015	
2062	Whitehall Bay Primary	Whitehall Bay		9658632		28/08/2015	26/09/2015	26/09/2015	30/11/2015	
2061	County High School	Martlesham Way	01698 986575	567214		03/10/2015	03/10/2015	03/10/2015	30/11/2015	
2060	85 Kingsway Close	85 Kingsway Close		687945		02/10/2015	02/10/2015	02/10/2015	30/11/2015	
2059	55 Cherrycake Road	55 Cherrycake Road		6587		03/10/2015	03/10/2015	03/10/2015	30/11/2015	
2058	Nunns	Business Centre		350360		01/10/2013	01/10/2013	01/10/2013	30/11/2013	
2057	Tripenrod	Business Centre		3698		27/09/2015	27/09/2015	27/09/2015	30/11/2015	
2056	Shop Mobility	Connaught Avenue		45126		30/09/2015	30/09/2015	30/09/2015	30/11/2015	
2055	Universal House	Universal House		57412		06/09/2015	06/09/2015	06/09/2015	30/11/2015	
2054	Tending Primary School	School Road	01255 837130	4125		12/09/2015	13/09/2015	13/09/2015	30/11/2015	
2053	Pier Restaurant	The Pier		445		20/09/2015	20/09/2015	20/09/2015	30/11/2015	
2052	The Old Vicarage	Tending Village	01255 876395	568774		25/09/2015	07/11/2015	07/11/2015	30/11/2015	
2051	Pier Restaurant	The Pier		74084		12/09/2013	12/09/2013	12/09/2013	30/11/2013	
2050	55 Cherrycake Road	55 Cherrycake Road		745		02/01/2015	17/02/2015	17/02/2015	13/07/2015	

Load Job 2000 jobs found. 68 pages

Previous Page 1 Next Page

Page Size: 30

Search Format: 1

Export To Excel

Close

Figure 2

Figure 2 shows a page containing the records for 30 jobs, in descending order by job number.

To change the number of records shown per page simply amend the 'page size' field and hit enter or click search again.

Here you have arrow up and down keys to change the format of the page. You can either use the arrow keys to scroll through the available formats or click in the field and type the number of your preferred format, then click search.

You can amend the number of records shown per page to suit your preferences, screen size etc. You can also still change the format of the results, with 10 different options available. The difference is that now as well as being able to type the number of your preferred format, you can choose to utilise an up or down arrow key to scroll through the various format options available. Once you have your chosen format you still have the option to export that data to Excel at the touch of a button.

Once you have your preferred view on screen you can also amend the column size to suit your needs and preferences. Simply move your mouse arrow up to the column headings, hover over the line in-between the headings and you will see a double headed arrow appear, hold down your left mouse button and move the column width as you choose. (This same principle applies to your data when presented in excel)

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Search Jobs

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Search For:

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☐ **Show Only New Jobs**
☐ **Show Only Open Jobs**

☐ **Search Notes**
☒ **Exclude Client Address**
 Exclude Jobs Over days old

Order By: Job Number
☐ **Ascending**

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2059	55 Cherycake Road	55 Cherycake Road		6587			03/10/2015	03/10/2015	30/11/2015	
2058	Nunns	Business Centre		350350		26/09/2013	01/10/2013	01/10/2013	30/11/2013	
2057	Tripenrod	Business Centre		3698			27/09/2015	27/09/2015	30/11/2015	
2056	Shop Mobility	Connaught Avenue		45126			30/09/2015	30/09/2015	30/11/2015	
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2000 jobs found. 68 pages
 1
 Page Size: 30
 Search Format: 1

Figure 3

Here you can see how many jobs are detailed within your search and also how many pages there are to view. The number of the current page is then shown here.

Using the up and down arrow keys here you can select various formats for the presentation of the data. There are 10 different formats to choose from, some just providing a revised layout and others either providing more or less data. You will see the layout of the data shown in Figure 3 here differs from the details shown in figure 2, both reports show the same jobs.

These changes are designed to make it quicker for you to view and access the records that you need in order to run an efficient business. Like before, once you have the details on screen you can easily access a specific record by either a double click on the appropriate record or highlight the record and click load job.