

# Searching in the Jobs List

📅 Thu, Jan 18, 2024    📁 My Outstanding Jobs

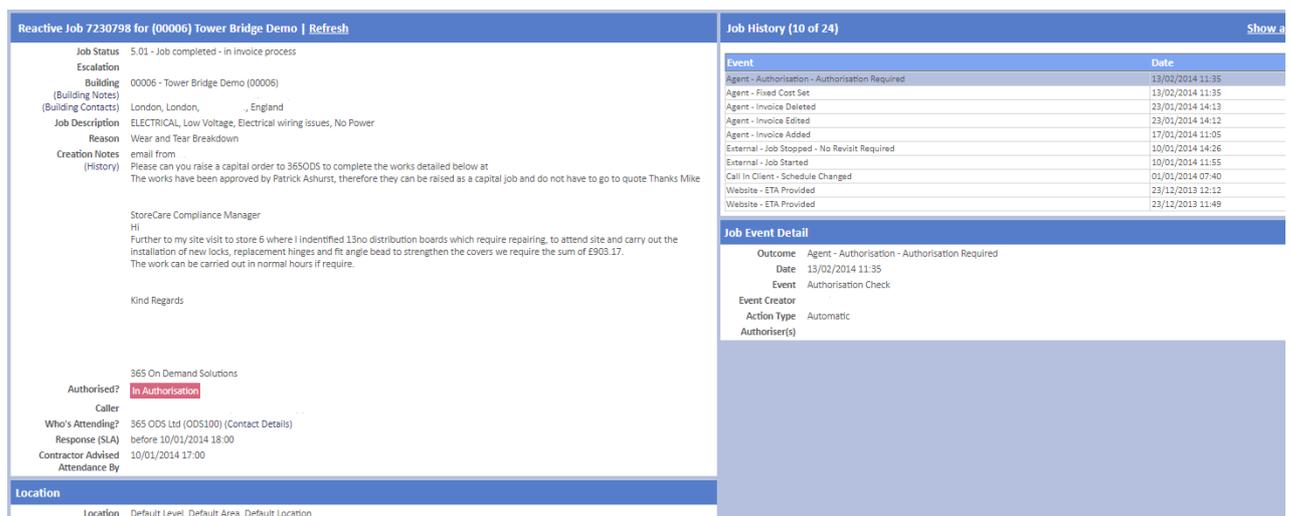
If the job number is already known then, rather than using the "Filter..." option to narrow down the results to find it easier, the "Search..." option should be used. "Search..." allows User to enter the number of the job and locate the job without having to look through the list for it. The "Search..." option can be found on all Job Lists and to use it, follow these steps:

1. Select the "Search..." option on any list of jobs to display the Search screen. All that is required in this screen is the number of the job that the User wishes to view. Once entered, click "Search" to search for the number.

**Note:** The Job Number field will only allow numeric values and will display an error if any non-numerical values are entered.



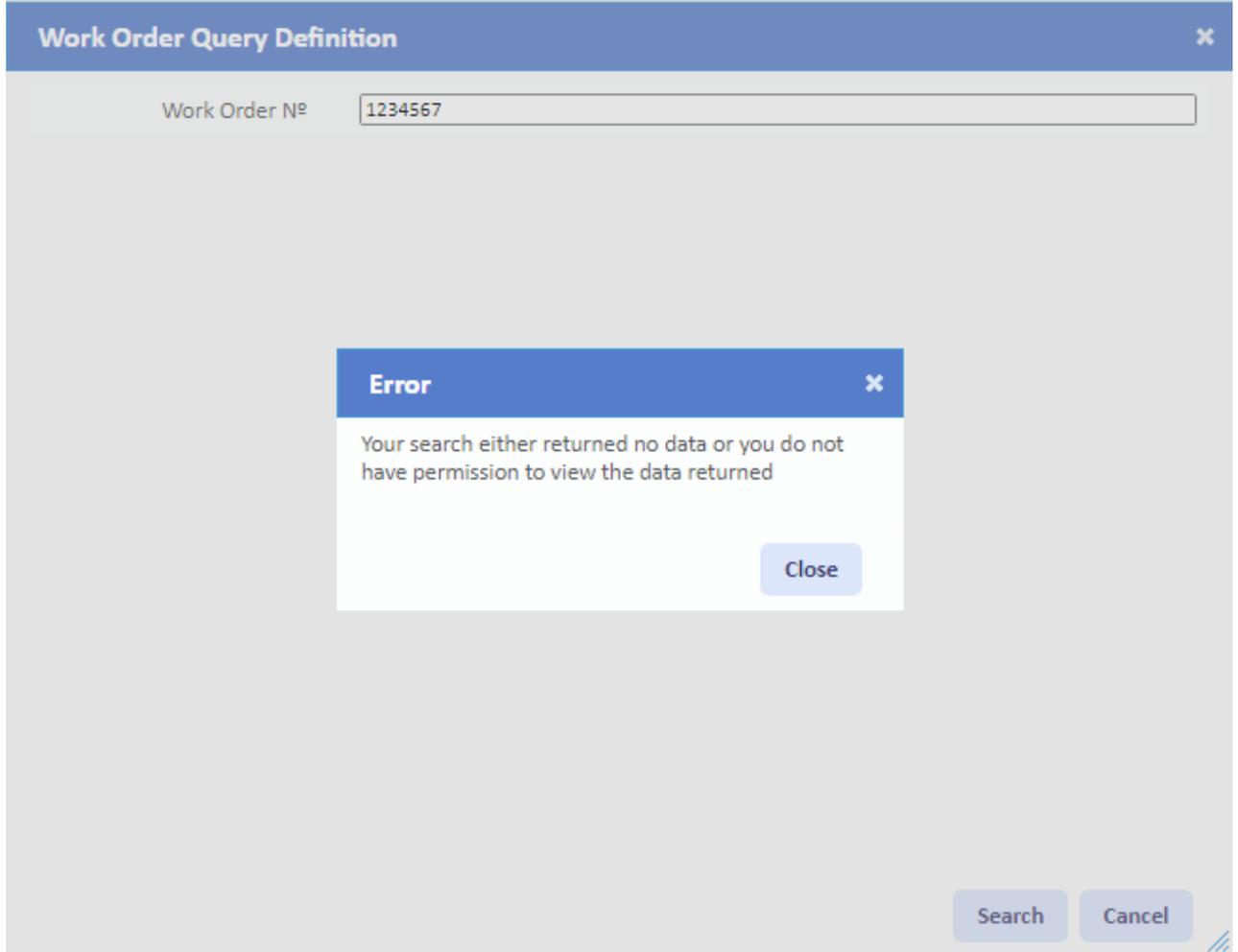
2. If the number was correct, the Job Detail page will be displayed which completely bypasses the Jobs List.



Event	Date
Agent - Authorisation - Authorisation Required	13/02/2014 11:35
Agent - Fixed Cost Set	13/02/2014 11:35
Agent - Invoice Deleted	23/01/2014 14:13
Agent - Invoice Edited	23/01/2014 14:12
Agent - Invoice Added	17/01/2014 11:05
External - Job Stopped - No Revisit Required	10/01/2014 14:26
External - Job Started	10/01/2014 11:55
Call In Client - Schedule Changed	01/01/2014 07:40
Website - ETA Provided	23/12/2013 12:11
Website - ETA Provided	23/12/2013 11:49

Job Event Detail	
Outcome	Agent - Authorisation - Authorisation Required
Date	13/02/2014 11:35
Event	Authorisation Check
Event Creator	
Action Type	Automatic
Authoriser(s)	

If the number was incorrect, a message saying "A job does not exist in the system with the specified ID." is displayed.



If the number was correct but the number entered isn't viewable by the current User, a message stating "You do not have permission to view this Job." is displayed.

Online URL: <https://ostarasystems.knowledgebase.co/article.php?id=486>