

Jobs Tab Introduction

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The Jobs tab allows Users to view outstanding jobs in a variety of different groups and statuses. It also provides the option to filter the lists and export the lists to Excel. The Jobs tab usually only appears for System Admins, Authorisers and Resources. Below are the lists that the jobs are separated into in the Jobs Tab (these are displayed when "Jobs List" is selected):

- [Authorisations](#)
- [Outstanding Reactive](#)
- [Outstanding PPM](#)
- [Outstanding Quote](#)
- [Awaiting Actions](#)
- [Completed Jobs](#)
- [Unassigned Jobs](#)
- [Pending Quotes](#)
- [Outstanding Purchasing](#)
- [Pending Authorisation](#)
- [Quote Requests](#)
- [Unallocated Jobs](#)
- [Pending Verification](#)
- [Requiring Remedial Works](#)
- [Search Window](#)

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