

# Create Quote Job - Single Screen View

To create a Quote Job using the Single Screen View, simply click the “Create Job” tab then the "Create Quote Job" button and follows these steps:

It is possible to perform the create process on a single screen. Instead of using tabs, each section pops up one after another. Each section works in the same way however they are just displayed differently. Below is an example of how the page looks:

Create Quote Job

Building

Building: CREWE (120)

Task

Task: Cold Rooms, Chilled Cold Room  
Reason: Wear and Tear Breakdown

Asset(s)

No assets selected

Location

Location: Default Level, Default Area, Default Location

Contact

Contact: IT Helpdesk(120)

Response

Required by: 25/04/2016 11:00

Specification

Specification: Water leaking from inside.

Change

Confirm

Before final submission please review and confirm all information is correct

Submit Job

It is only possible for this process to be used if the User has the permission "Can Use Single Screen Work Order Creation" turned on against their Profile. With the permission off, the usual tabbed creation process will be used.

Online URL: <https://ostarasystems.knowledgebase.co/article.php?id=531>