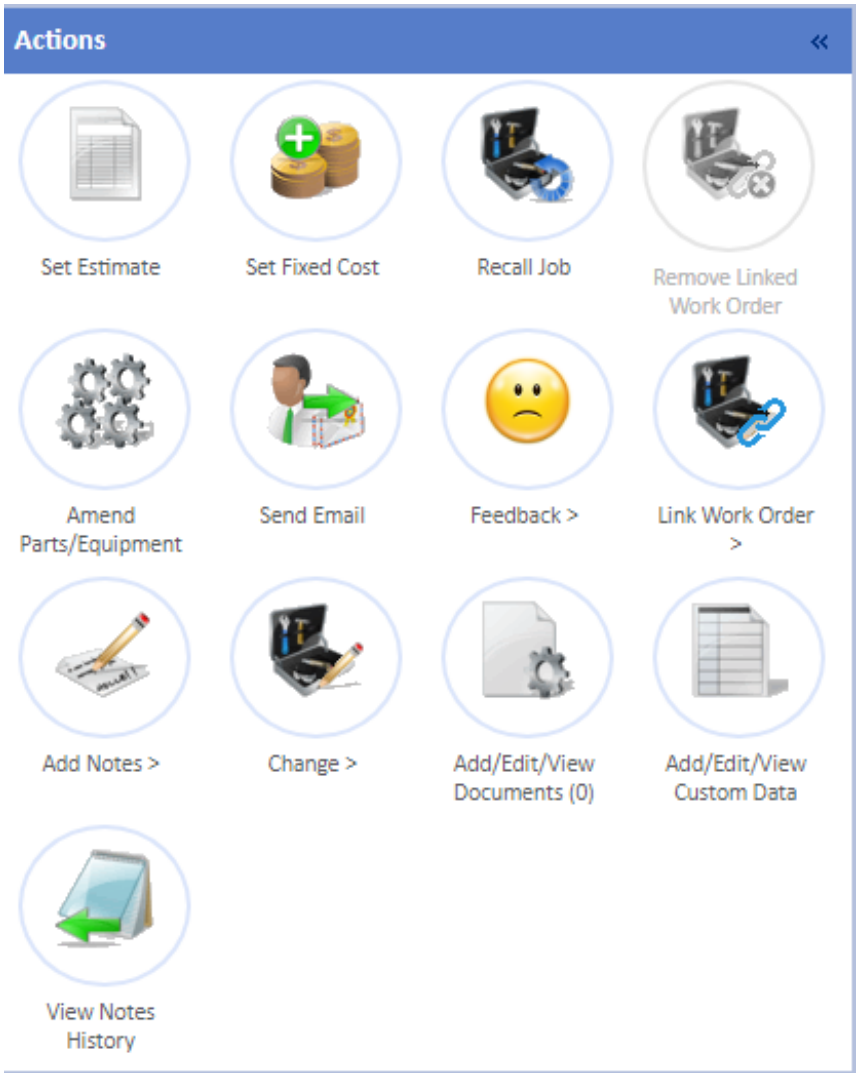
Amending Parts/Equipment/Material

Fri, Jan 19, 2024 Job Detail Actions

When a job is completed, it is possible that there were some Parts missed off during the Stop Job process or were added incorrectly and requires amendment. This can be done using the "Amend Parts/Equipment/Materials" button.

1. On the Job Detail screen (for completed jobs), select the "Amend Parts/Equipment/Materials" button to display the Amend Parts/Equipment/Materials page.



2. The screen will display the Attendance date and time of the job along with a list of Parts/Equipment/Materials that were added to the job (if any) during the Stop Job process. From here, the User can add Parts (either freeform, Contract or Inventory Parts) and remove Parts. To add Parts from the Contract or Inventory, use the "Add Contract/Inventory Part(s)..." button. To add one manually, use the "Add Other Part/Equipment/Material" button. Finally, to clear the list of all Parts click the "Clear List" button.



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3. Once all the necessary amendments and additions have been made, click "Save" to save the changes.

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