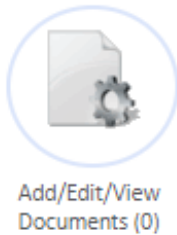


View Documents

Fri, Jan 19, 2024 Authorisation Jobs

Some jobs may information upload to them via a document. This could be documents on the Building, the quote selected or even the job itself and it may be a requirement to view these documents. This can be done using the "View Documents" button.

1. On the Job Detail screen, select the "View Documents" button to display any documents relating to the job.



2. The list of documents displayed are all documents related to the job. This includes Building documents, quotes etc. Each document can be viewed by selecting the "View" button next to the relevant document. By default, this screen shows all documents related to the job but these can hidden by clicking the "(Hide related documents)" button. Once clicked this displays only documents uploaded directly to the job.

Document List [\(Show related documents\)](#)

Job 3200717							
Job Description Plumbing and Drainage, Drainage, Main Drainage, Blocked							
<div>All</div> <div>Building</div> <div>Asbestos Report</div> <div>Certificate</div> <div>Emergency Light Testing</div> <div>Eyebolt and Latchway Inspection</div> <div>Fire Alarm Servicing</div> <div>Fire Extinguisher Servicing</div> <div>Fixed Hard Wire Testing</div> <div>Heating / Gas Safety</div> <div>Portable Appliance Testing</div> <div>Showerhead Sanitise/Descalc</div> <div>Thorough Passenger Lift Examination</div> <div>Water Tank Inspection</div> <div>Link</div> <div>Street View</div> <div>Work Order Estimate</div> <div>Work Order Estimate</div>	Description	Created By	Created Date	Date	Context		
	Estimate	Service Pumps	04/03/2020	N/A		View	
	Estimate 2	Service Pumps	20/03/2020	N/A		View	
	Estimate	Service Pumps	04/03/2020	N/A		View	
	Estimate 2	Service Pumps	20/03/2020	N/A		View	
	Google Street View Image	Ostara	20/06/2016	01/05/2016 - 31/12/2019	Building: Glasgow (Site A)	View	
	Heating / Gas Safety	Ostara	11/10/2016	20/01/2016 - 19/01/2017	Building: Glasgow (Site A)	View	
	V1 Public Areas, Showers, Water Tank	Ostara	11/10/2016	05/01/2016 - 28/01/2017	Building: Glasgow (Site A)	View	
	Fire Alarm Servicing	Ostara	11/10/2016	06/05/2016 - 16/11/2016	Building: Glasgow (Site A)	View	
	V3 Public Areas, Showers, Water Tank	Ostara	11/10/2016	24/07/2016 - 28/07/2017	Building: Glasgow (Site A)	View	
	Emergency Light Testing	Ostara	11/10/2016	06/05/2016 - 16/11/2016	Building: Glasgow (Site A)	View	
	Fire Extinguisher Servicing	Ostara	11/10/2016	03/09/2015 - 30/09/2016	Building: Glasgow (Site A)	View	
	Anchor Points Testing	Ostara	11/10/2016	19/07/2016 - 04/08/2017	Building: Glasgow (Site A)	View	
	Portable Appliance Testing	Ostara	11/10/2016	11/05/2016 - 28/05/2018	Building: Glasgow (Site A)	View	
	Asbestos Report	Ostara	30/11/2016	10/09/2015 - 01/01/2018	Building: Glasgow (Site A)	View	
	Thorough Lift Examination Certificate 00655	Ostara	01/08/2017	05/05/2017 - 02/11/2017	Building: Glasgow (Site A)	View	
	FWT	Jon	22/08/2017	20/06/2013 - 20/05/2018	Building: Glasgow (Site A)	View	

Click to upload a new document, maximum file size 30 MB

Done

When on the list of documents uploaded directly to the job, documents can be viewed by the normal means and the "(Hide related documents)" button reverts to the "(Show related documents)" button. Clicking this will display all documents relating to the job again.

Document List ([Show related documents](#))

Job 3200717

Job Description Plumbing and Drainage, Drainage, Main Drainage, Blocked

All Work Order Estimate Work Order Estimate	Description	Created By	Created Date	Date	Context		
	Estimate	Service Pumps	04/03/2020	N/A		View	
	Estimate 2	Service Pumps	20/03/2020	N/A		View	
	Estimate	Service Pumps	04/03/2020	N/A		View	
	Estimate 2	Service Pumps	20/03/2020	N/A		View	

Click to upload a new document, maximum file size 30 MB

Done

3. When finished viewing the documents, click "Done" to return to the Job Detail page.

Online URL: <https://ostarasystems.knowledgebase.co/article.php?id=664>