Job Management

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1. **Introduction (Summary Diagram)**

Job management consists of tracking the mixes done by the users and creating reports from them. Therefore, the module is composed of three parts: *Customer entry, User Management Mix Tracking* & *Reporting*. The procedure can be resumed in the following chart:
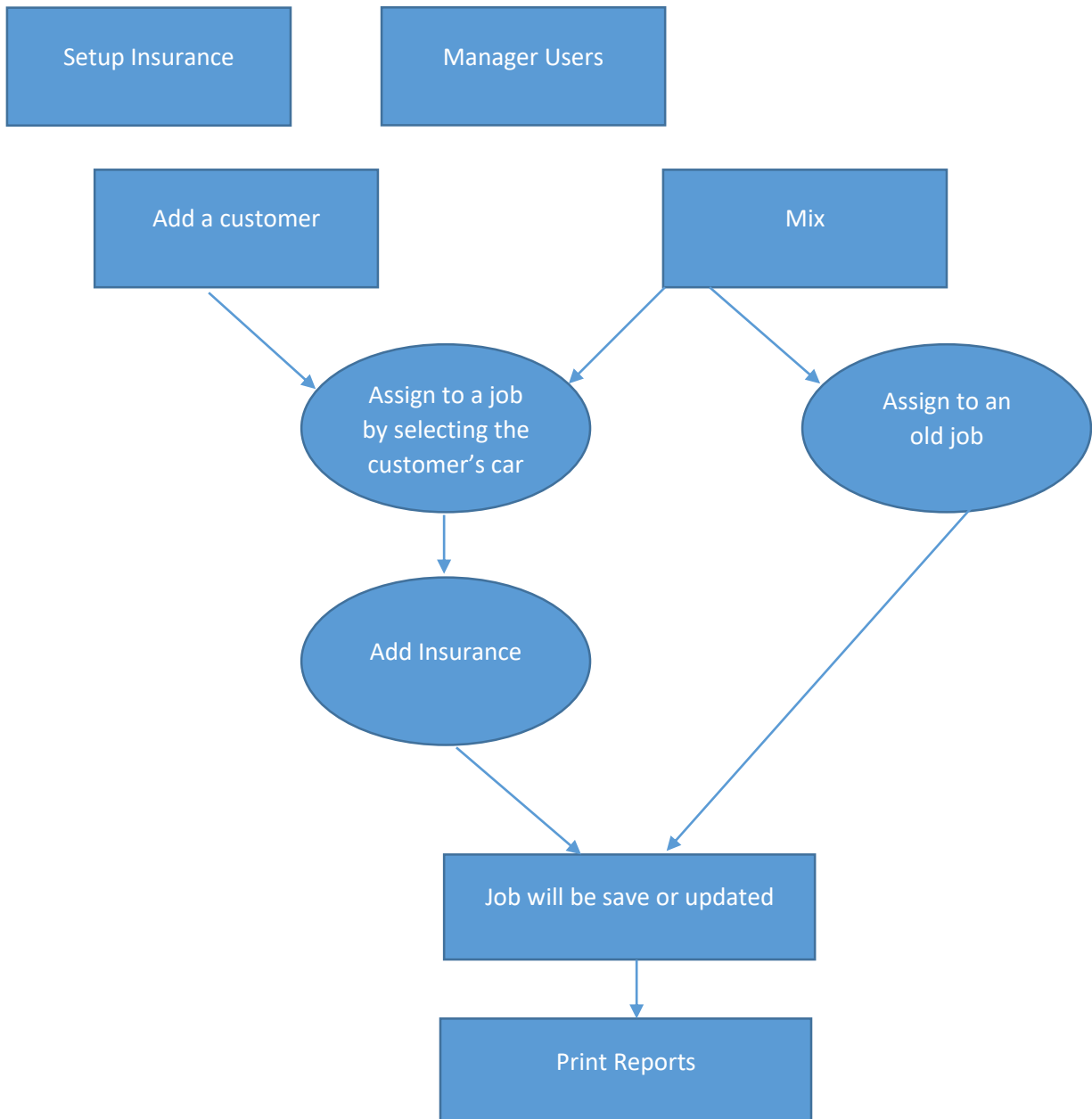
2. **User Management**

  a. Accessing the users' section

This section is accessible by clicking on the **Parameters** button, available on the **Intro** screen.

Then by clicking on **Customers** at the left of the **Parameters** screen:
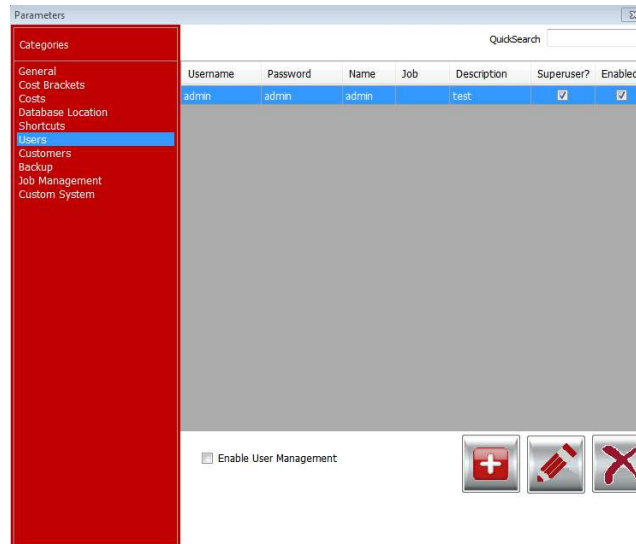
3. **Managing the *users***

The buttons at the bottom of the screen will allow you to perform the different tasks of adding a new user, editing it and deleting it.

  a. Adding a new *user*

When adding a new user, you should fill in all the details available below (user can be enabled or disabled without deleting it, and can be set as SUPER USER, which means that he will be to access everything):

b.   Saving

The *"Floppy"* icon saves the user information.

c.   Permissions

After saving the user, you will be able to set his permissions.

d.   Enabling user management

By clicking on the checkbox below, you will be able to enable the users.

e.   IMPORTANT NOTES:
i.   Administrator

The administrator user cannot be disabled, and his privileges cannot be modified to ensure that access to the software is always available for the administrator. Therefore, always make sure to change the password of the administrator.

The default credentials for the administration are:
Username: admin
Password: admin

ii.   Super User

A user will be able to access all the sections of the software and privileges will not apply if he is marked as SuperUser. Therefore, to activate the privileges for a certain user, uncheck the SuperUser and save the user.

4. Job Management

    a. Accessing the user's section

This section is accessible by clicking on the *Parameters* button, available on the *Intro* screen.
Then by clicking on *Job Management* at the left of the *Parameters* screen:
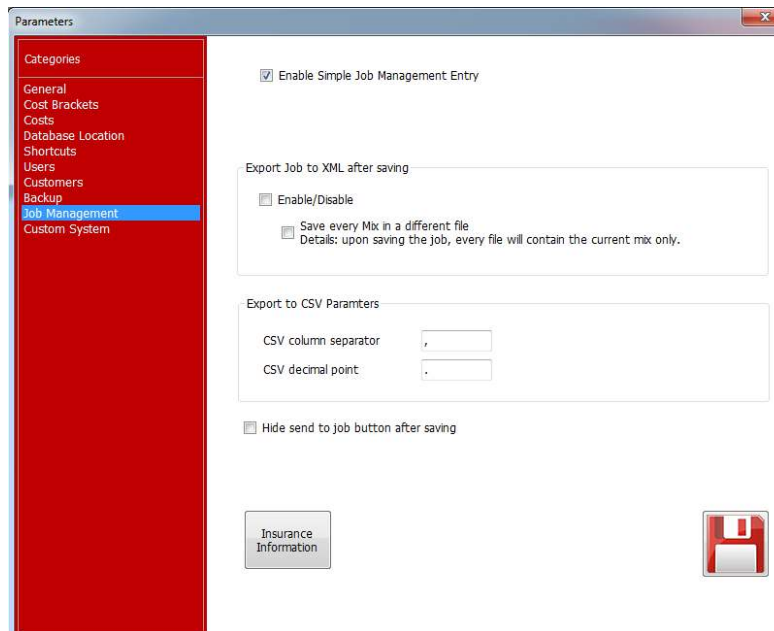
5. Managing Jobs

    a. Enabling the simple Job Management

By ticking this option, you are using the simple mode of Job (Check page 13).

b. Exporting Job to XML after saving

This feature allows you to export the jobs as XML file. When opening this file, you will be able to see all the information related to this job (jobnumber, date, VOC, panelno, make, code, paintline, etc…).

You can also save a Mix in a different file, by ticking the option as shown in the screenshot below:

c. Export to CSV (Comma Separated Values) Parameters

This feature allows you to export some information related to a job (date, title, username, Insurance Company, license Plate, Number of Sprayed panels, etc…).

You can customize the exported CSV according to your Regional Settings:

d. Hide Send to Job button after saving

After saving a Job from the mixing system, you can hide now the button of "Send to Job Management".

e.   Insurance Setup
i.   Accessing the Insurance information section

This section is accessible by clicking on the **Parameters** button, available on the **Intro** screen, then by clicking on **Job Management** to the left of the **Parameters** screen. The insurance setup button can find the button at the bottom of the page.
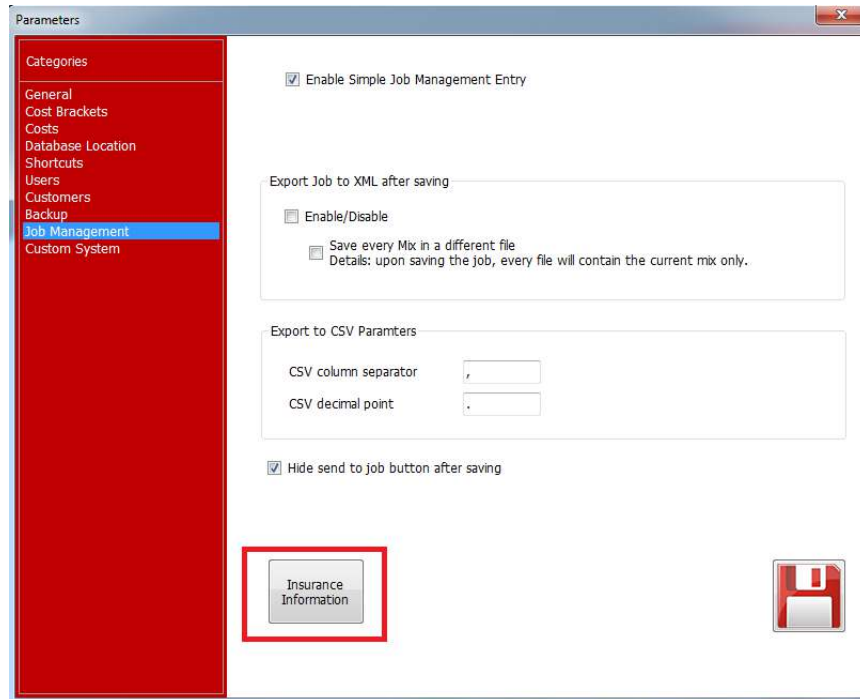
ii.   Adding, Editing, Deleting an Insurance

When accessing the Insurance information, you can find at the bottom of the page the 3 actions that can be performed: Add – Edit – Delete.

iii.   Adding an insurance:

When clicking on the **Add** button, a popup will open. Fill in the needed information related to the new insurance as below:

The **"Floppy"** icon saves the insurance information.

iv.   Using the insurance information:

After creating the insurance information, you can now use it in the **Customers** section.

When creating or editing a customer, move to **"Manage cars"** page, you will be able to set the insurance already created to a car. As a result, the insurance will be linked to a customer, when saving a Job (check page 12).

6. **Customer Setup**

    a.   Accessing the customers' section

This section is accessible by clicking on the ***Parameters*** button, available on the ***Intro*** screen.

Then by clicking on ***Customers*** at the left of the ***Parameters*** screen:
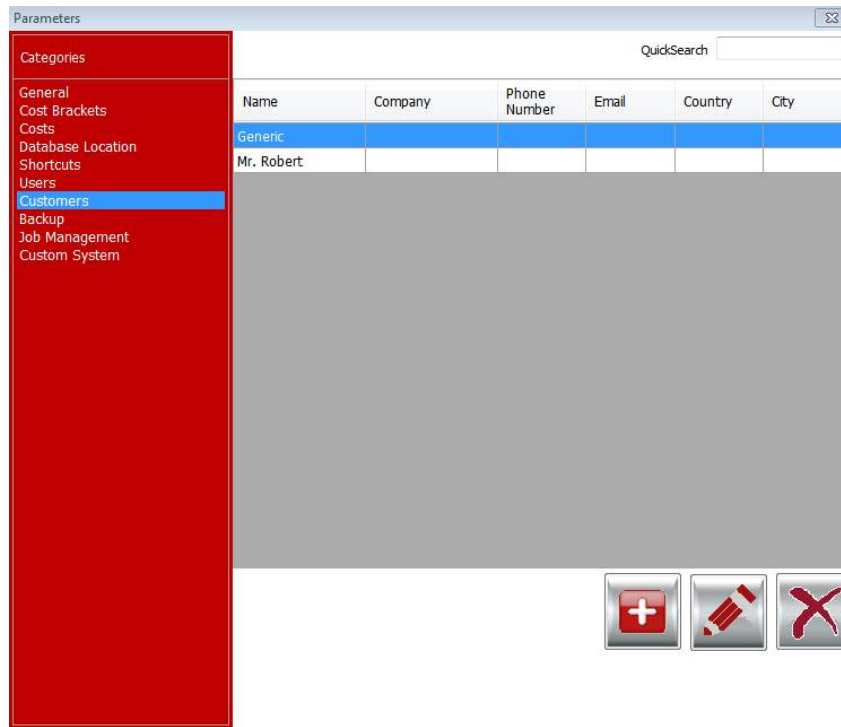
7. **Managing the customers**

The buttons at the bottom of the screen will allow you to perform the different tasks of adding a new customer, editing it and deleting it.

a.   Adding a new *customer*

When adding a new customer, cars can be assigned to him, by clicking on the "+" button as below:

The *"Floppy"* icon saves the customer information.

b.   Assigning cars to a customer

Multiple cars can be assigned to one customer, by clicking on the "+" icon as below, and then entering the required information to add a car.
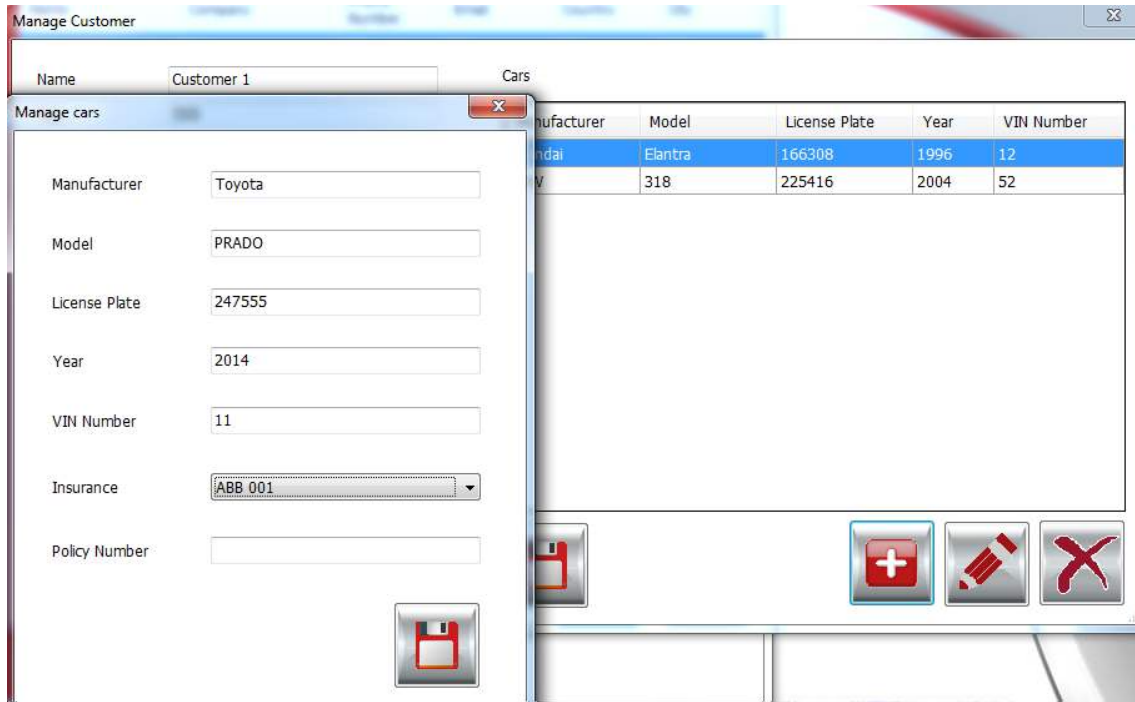
You can link the customer information to a specific **Insurance**, by selecting it from the dropdown. We recommend that you add an insurance called N/A to be used when the insurance is not available.
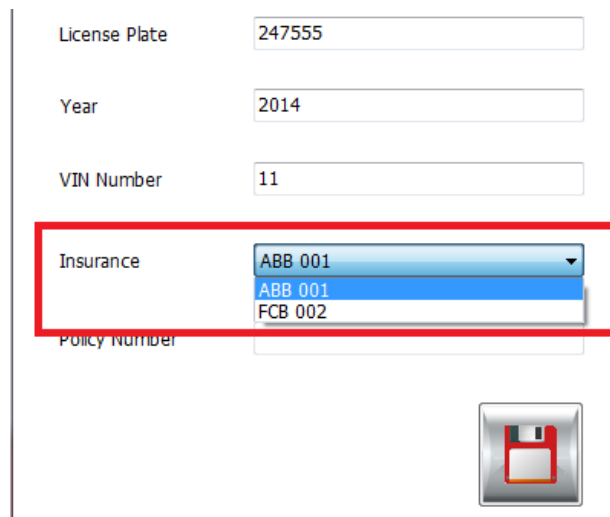
8. **Job Management to Mixing System**

Click on the following link for a complete description of how to proceed to send a formula from *Job Management* to *Mixing System*:

http://generalpaint.biz/userfiles/docs/help/job_management_to_mixing_system.pdf

9. **Job Management to Scale**

Click on the following link for a complete description of how to proceed to send a formula from *Job Management* to *Scale*:

http://generalpaint.biz/userfiles/docs/help/job_management_send_to_scale.pdf

10. **Mix Tracking**

There are two ways to create a Job:

   a.   Typical Job Creation Process

The typical Job Management option means that when creating a new job, the customer (and his vehicle) has to be already created in the parameters section. (Please refer to *"Adding a new customer"* section).

The mix is assigned to a Job either by accessing the ready to spray or by accessing the mixing system and then sending the formula to the ready to spray or by sending a formula to the Scale.
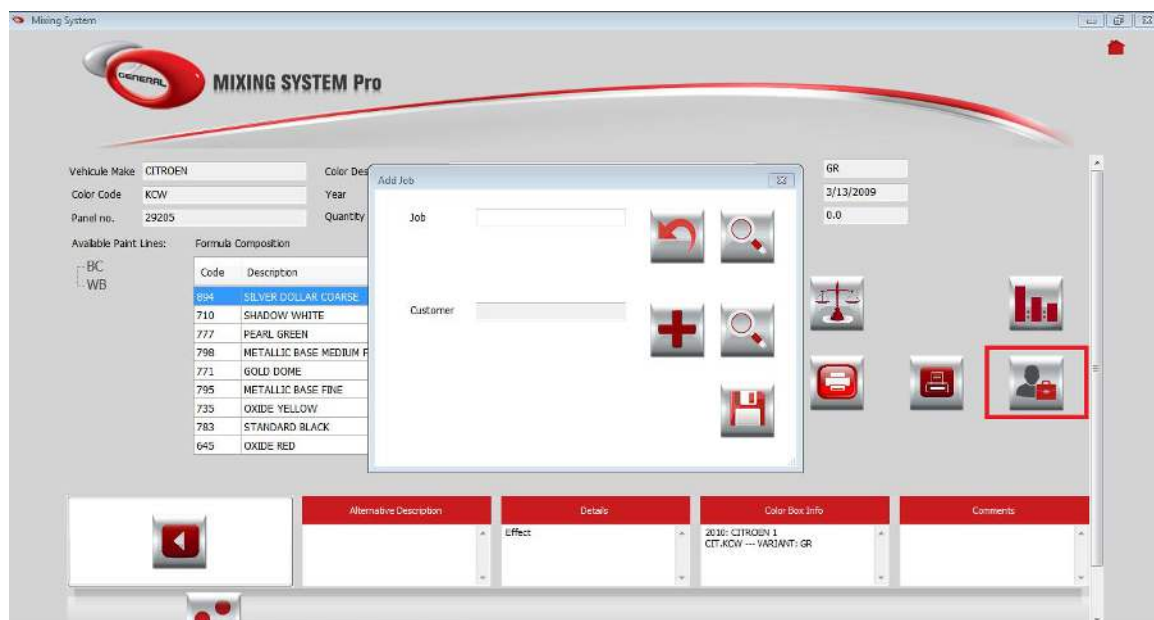
b.   Simple Job Creation Process

The **Simple Job Management** option means that when creating a new Job, some information can be created on the spot, such as the customer information.

To access to this option enable the **Simple Job Management** in the **Parameters** section. (Please refer to the Parameters section for further details).

11. **Reporting:**

The report section, available on the Intro screen, also called Job Management, will allow you to manage your jobs (End Job) and print reports.

    a.   Filter:

While using the **Job Management** module, you can filter all the available jobs with the below criterion:

      i.   By user
     ii.   By date.
    iii.   By insurance.
    iv.   Pending/Ended Jobs

Title	Date/Time	Name	Email	Phone Number	Make	Code	Tone	Panel no.
Job2	July 24, 2019 14:05 PM	Generic			TOYOTA	3L5		11894
Job1	July 24, 2019 13:53 PM	Customer 1	555	555	AUDI	0E		33046

    b.   Quick search:

This feature allows you to find your job quickly, by entering any information related to that job (e.g.: Title, Manufacturer, code, Panel number, Insurance, Phone number, etc…).

This button exists on the top of the **Job Management** page.

c.   End jobs

When a job is ended, it will be marked as finished. With the same screen already open, you can undo the "End Job"

d.   Export:

As we mentioned on page 7, you can export your job as XML or CSV type, by clicking on the buttons at the bottom of the page:

i.   Export to CSV:

This button exports some information related to a job (date, title, username, Insurance Company, license Plate, Number of Sprayed panels, etc...).

You can change the settings of this features from the **Parameters** section (check page 7).

ii.   Export to XML:

This button exports some information related to this job (Job Number, date, VOC, panel number, manufacturer, code, paint line, etc...).

e.   Print Label:

You can print quickly the formula sent to the **Job Management,** by clicking on the "Print to Label" button that exists at the bottom of the page:

NB: the software will print to the default printer.

f.   Reports

There are three different kinds of reports which you can generate from the Reporting screen.

1.   Detailed VOC Report

The following information will be displayed:

GENMIX PRO

Detailed VOC Report
Generated On Jul 27, 2015
From Jul 27, 2010 To Jul 28, 2015

Job ID	Title	Date	Customer ID	Customer Name	Email	Manufacturer	Model	Year	Total VOC (GRAMS)	Total Cost
20	Job test 1	June 17, 2015	2	customer 1	test@test.com	Lexus	LS400	1991	840.31	0.00

Type	Volume (LITERS)	Coatings VOC (GRM/LIT)	Material VOC (GRM/LIT)	Total VOC (GRAMS)	Total Cost	Code	Description	Quantity (LITERS)
Primer	2.000	78625.03	50345.94	840.31	0.00	9700	WASH PRIMER	1105.00
						9732	WASH PRIMER HARDENER	814.00

Job ID	Title	Date	Customer ID	Customer Name	Email	Manufacturer	Model	Year	Total VOC (GRAMS)	Total Cost
17	Jobx123	May 28, 2015	2	customer 1	test@test.com	Lexus	LS400	1991	0.00	0.00

Type	Volume (LITERS)	Coatings VOC (GRM/LIT)	Material VOC (GRM/LIT)	Total VOC (GRAMS)	Total Cost	Code	Description	Quantity (LITERS)
COLOR	1.000	0.00	0.00	0.00	0.00	793	METALLIC BASE VERY COARSE	216.70
						783	STANDARD BLACK	211.70
Formula Details:						898	SILVER DOLLAR FINE	209.20
Make:OPEL/VAUXHALL						860	METALLIC ADDITIVE	184.30
Code:GYL						894	SILVER DOLLAR COARSE	74.70
Tone:						756	PURE MAROON	24.90
Panel no.:32285						710	SHADOW WHITE	19.90
Paint Line:						702	WHITE	10.00
						753	TRANSPARENT OXIDE RED	5.70
						S1918	TOUCH UP BICOAT	1618.80
						S1522	REDUCER FAST	667.90
COLOR	1.000	0.00	0.00	0.00	0.00	793C	METALLIC BASE VERY COARSE	249.60

2. Simple VOC Report

The following information will be displayed:

GENMIX PRO

Simple VOC Report
Generated On Jul 27, 2015
From Jul 27, 2010 To Jul 28, 2015

Job ID	Title	Date		Customer Name	Manufacturer	Model	Year	Total VOC (GRM/LIT)	Total Cost
20	Job test 1	June 17, 2015	2	customer 1	Lexus	LS400	1991	795.23	0.00
17	Jobx123	May 28, 2015	2	customer 1	Lexus	LS400	1991	0.00	0.00
15	Job2	May 25, 2015	2	customer 1	Plymouth	Valiant	1973	163.29	0.00
19	test1	June 11, 2015	3	Customer 2	BMW	X6	2010	618.06	0.00
14	Job1	May 25, 2015	2	customer 1	Lexus	LS400	1991	163.29	0.00
13	Jx	February 16, 2015	2	customer 1	Lexus	LS400	1991	45638.08	0.00
12	bla	February 16, 2015	2	customer 1	Plymouth	Valiant	1973	0.00	0.00
11	J1	February 16, 2015	2	customer 1	Lexus	LS400	1991	41964.28	0.00

Total VOC: 89342.23 GRM/LIT
Total Cost: 0.00

3. Single VOC Report

The following information will be displayed:

GENMIX PRO

Single VOC Report
Generated On Dec 28, 2015
From Dec 28, 2010 To Dec 29, 2015

Job ID	Title	Date	Customer ID	Customer Name	Email	Manufacturer	Model	VIN Number	Year	Total VOC (GRAMS)	Total Cost
24	second	December 21, 2015	5	test	testsw	test	test	test	test	717.88	0.00

Type	Volume (LITERS)	Coatings VOC (GRM/LIT)	Material VOC (GRM/LIT)	Total VOC (GRAMS)	Total Cost	Code	Description	Quantity (LITERS)
Mix	1.000	717.86	717.86	717.88	0.00	872	XIRALLIC WHITE	755.70
						850	BASECOAT BINDER	187.70
Formula Details:						702	WHITE	16.80
Make: TOYOTA						682	MIXING BLACK	1.00
Code: 070								
Tone:								
Panel no.:22950								
Paint Line: BC (S)								

12. Contact information

For more information or comments, please do not hesitate to contact the General Paint GenMix support team by email at support.it@generalpaint.biz or by phone at +961 9 925990.

We are available from 8:00AM (GMT) to 8:00PM (GMT).