





CR 653.926-4EA(t).5 0-6S

DIRECTIONS:

3

Upon clicking, the All Tasks screen will open. Because of the size of the report, the default view will be blank.

3a

Enter criteria in any of the search fields beneath each of the column headers.

Initiate the search by pressing the **Enter** key.

4

Once you locate the appropriate Work Task:

4

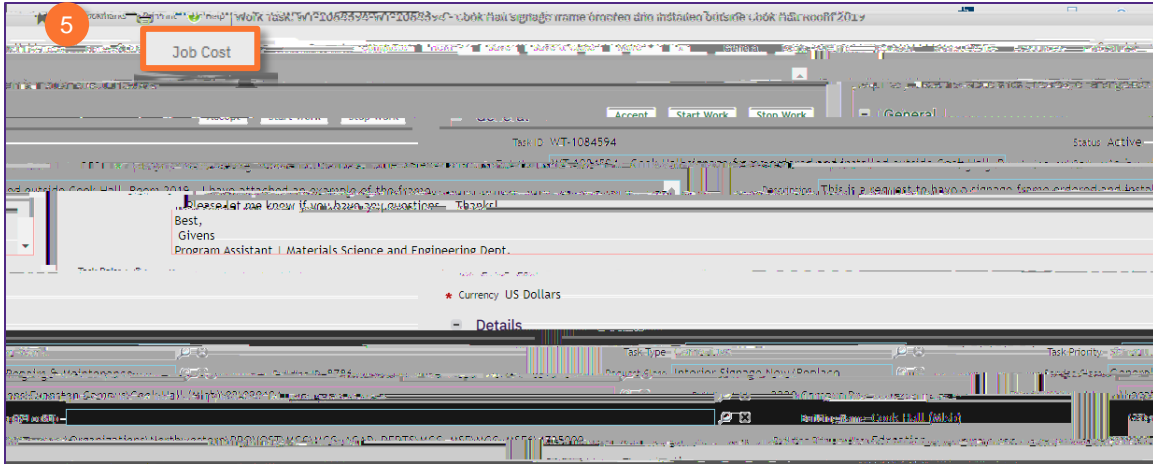
Click on the **Task Name** to open.

CREATE JOB COST DETAIL ENTRY

DIRECTIONS:

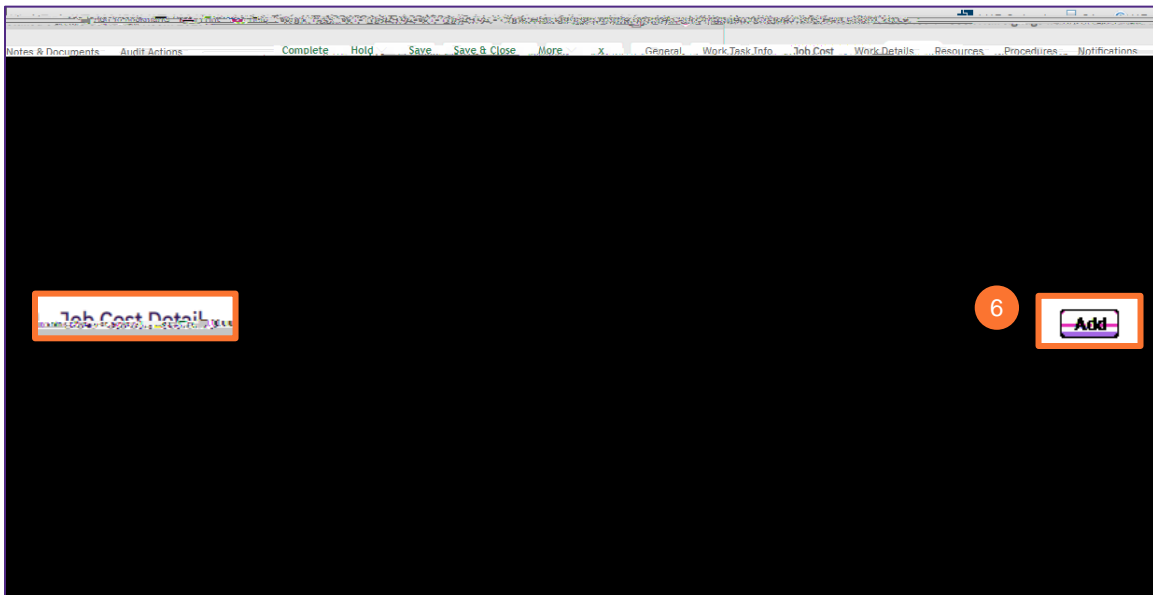
5 Upon clicking, the Work Task Record window will open:

5 Click on the Job Cost tab.



6 Scroll down to the Job Cost Detail section:

6 Click on the Add button.



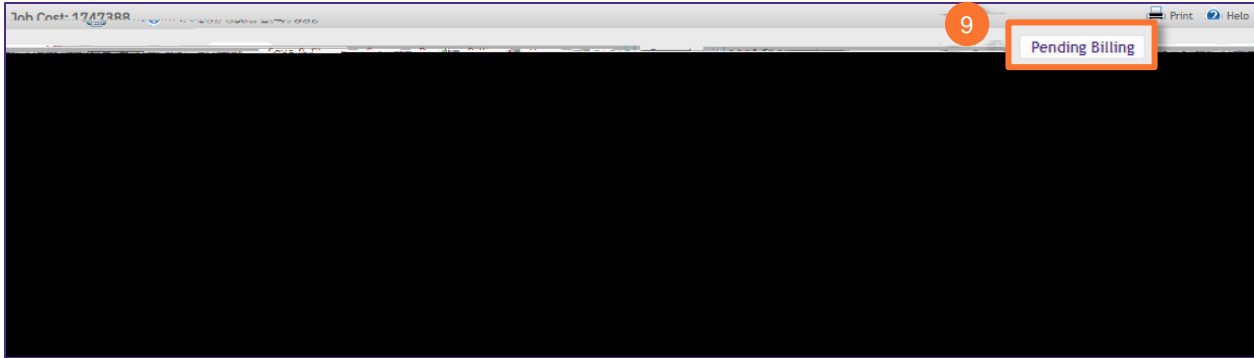


CREATE JOB COST DETAIL ENTRY

DIRECTIONS:

9 From the Job Cost window:

9 Click the **Pending Billing** button to complete the Draft.



10 To close the Job Cost window:

10 Click the **X** button.

