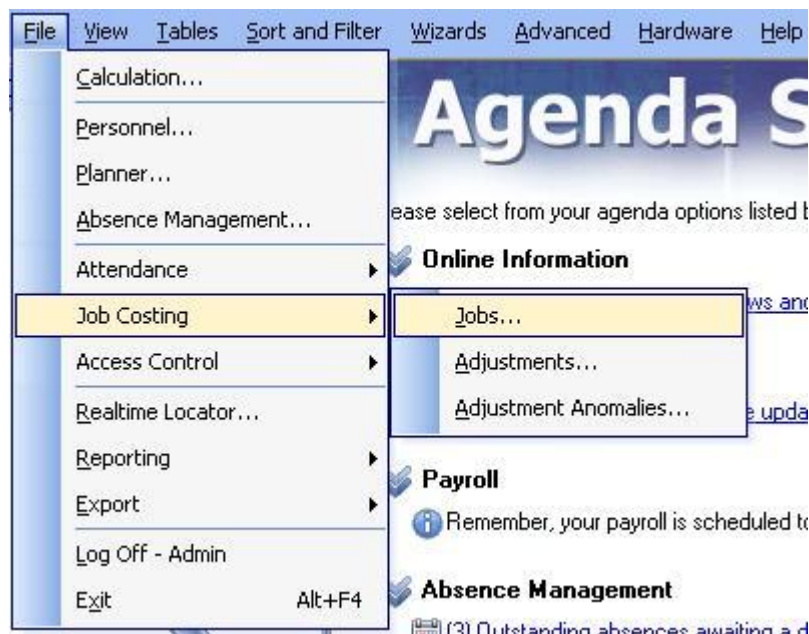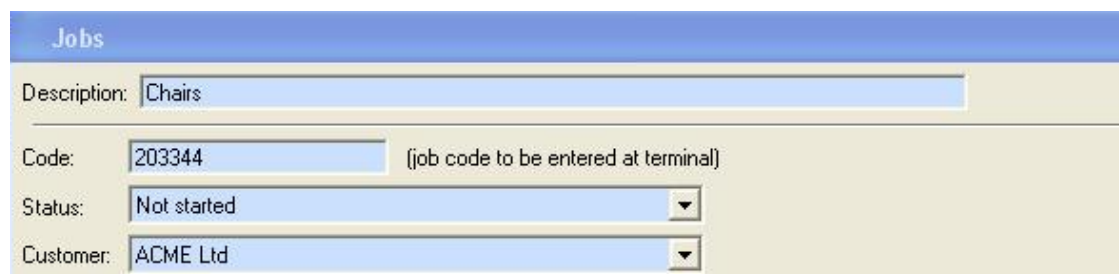## Module: m/09/110

*'Creating a new Job...'*

1. To create a new job, select the File menu, Job Costing and then Jobs.



2. Next, select <Add> and enter the Description Code and Customer reference (if required):
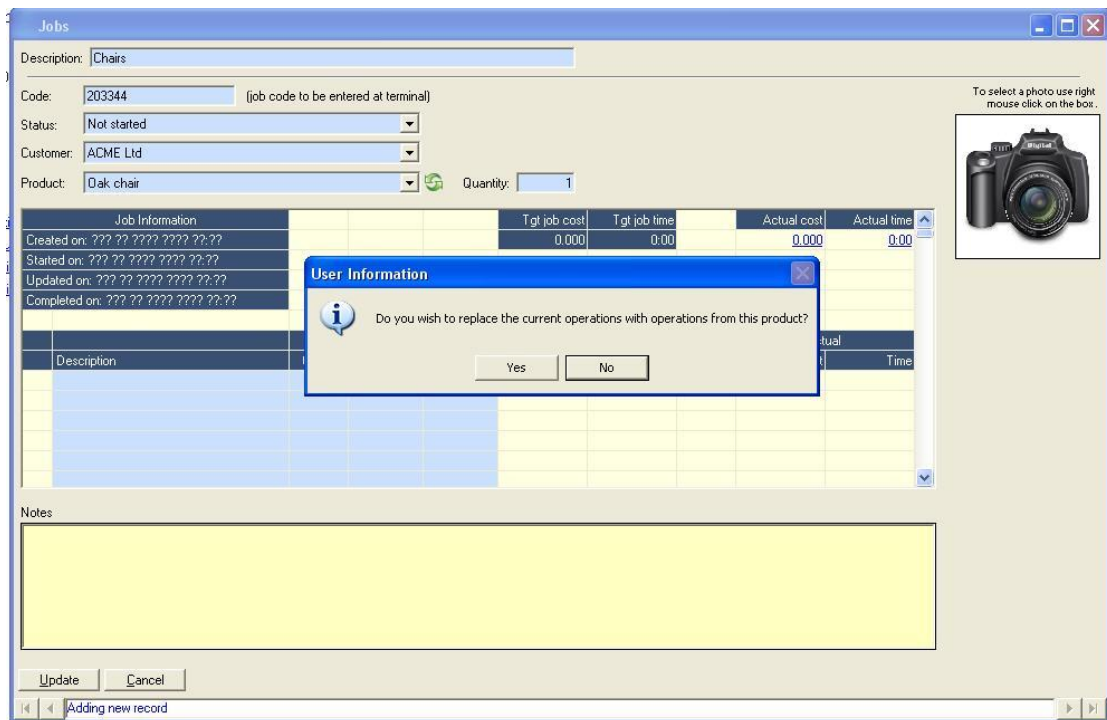
3. Now, select the correct Product and click the refresh icon:



The user will be asked to confirm if they wish to replace the current operations with the operatrion from the selected product: (Say 'Yes' to this!):

4. All the operations will be copied from the specified product to the new job. If a quantity was entered, all the operation targets will be multiplied by this figure



5. Finally, click on <Update> and the new job record will be saved to the timeware database.

**Notes:**