



JOB CONTROL CENTER

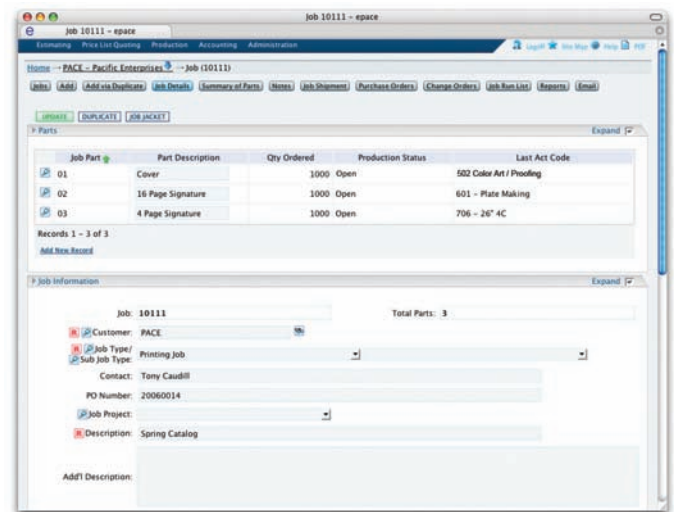
The Job Control Center module integrates with virtually every other module in the system, thereby providing users with one primary location for accessing information about any job that is either in process or that was previously completed. This allows customer service, estimating, sales, production and management to rely on the same information at the same time to make decisions. This module offers you these features and benefits:

Enter jobs in a variety of ways to make the process fast and efficient

You can enter jobs manually, convert them from an estimate into a job or duplicate them from an existing job. Regardless of the method, many features are available to streamline data entry and allow information to flow quickly and easily to the job jacket, customer acknowledgement, stock ticket, scheduling tickets, shipping labels, delivery tickets and other standard and customizable forms.

Auto-estimate conversions and job duplication enable fast production data entry

If you convert an estimate to a job, the system automatically enters the production information on the job jacket and allocates inventory materials for the job. If you duplicate an order from a previous job, the system brings forward all of the production information and notes from the previous job. This feature enables you to create template jobs, which streamlines the order entry process for standard jobs that you produce over and over again.



The Job Control Screen

Review, edit, print or hide a variety of key job details

This module contains or displays the following types of information: administrative, job details, electronic job jackets (which can vary based on job type), job costing and tracking information, job planning and scheduling information, notes, change orders, purchase orders, materials, shipments, pre-bills and invoices, customer notes and credit, job components, versions, proofs, shipping and all Internet activity.



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Get instant notifications when key events occur as jobs move through the process

Monitor information such as job status, job planning, Internet activity and job tracking as it changes moment-to-moment live and in real time. Make better decisions and enter customer alterations with confidence, knowing it is not too late to include them. Employees can also check the availability of stock from inventory for a last minute quantity change.

Manage the details of combo jobs or jobs with special requirements with ease

In addition to standard job control functionality, the Job Control Center module handles less common areas in detail. This includes special job types, like combo jobs, where multiple jobs run together on the same press form, but need to be tracked with costs collected and invoiced separately.

Define and run forms and reports for jobs at any time

This flexible module enables you to customize or modify report parameters to produce job jackets, stock tickets, delivery tickets and shipping labels. You can also manage change orders and billing notices from here. Each document you create can include bar codes, if desired, for easy and accurate tracking and reporting.

Use the robust search to find any job, part, component or version at any time

The advanced search and on-demand document production features increase productivity and efficiency. Your staff stays focused on the task at hand rather than searching for answers.

Change Orders

The Change Orders **add-on module** enables you to record changes in the jobs after initial entry and offers you these features and benefits:

- Record customer changes or printer errors and bill those that are indicated as billable.
- Produce and email a billing notice to the customer indicating the changes to be made and the additional charges that will be invoiced.
- Add billable change orders to the invoice automatically, to maximize the revenue from an order while reducing the amount of money that is never captured because it is missed or time is short.
- This module integrates with the Pricelist Quoting add-on module to add and automatically bill pricelist items (with customer specific pricing) when the job is invoiced.