



Job Management

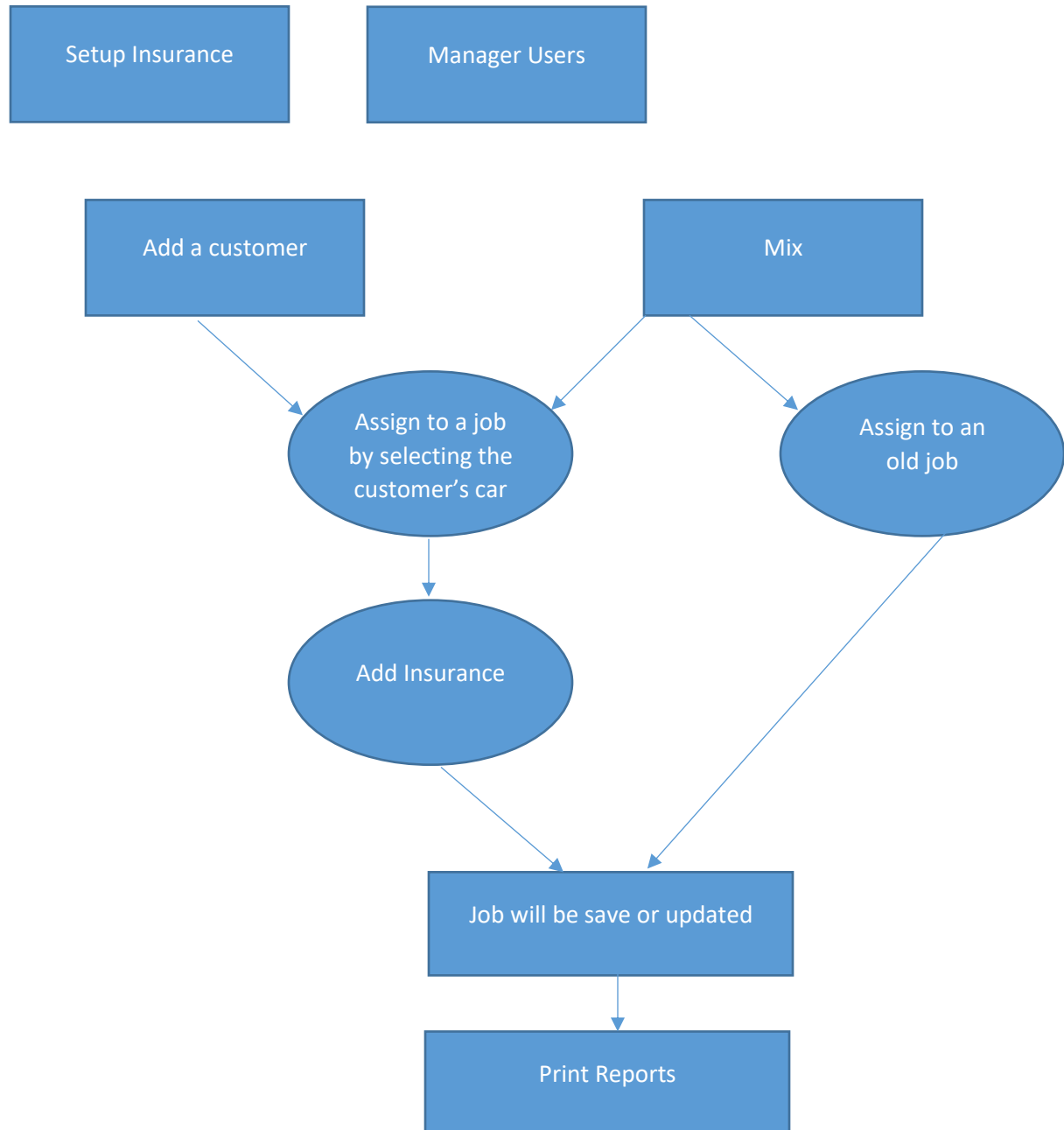
Table of Contents

1. Introduction (Summary Diagram).....	2
2. User Management.....	3
a. Accessing the user's section.....	3
3. Managing the users.....	3
a. Adding a new user.....	3
b. Saving.....	4
c. Permissions.....	4
d. Enabling user management.....	4
e. IMPORTANT NOTES.....	5
i. Administrator.....	5
ii. Super User.....	5
4. Job Management.....	6
a. Accessing the user's section.....	6
5. Managing Jobs.....	6
a. Enabling the simple Job Management.....	6
b. Exporting Job to XML after saving.....	7
c. Export to CSV Parameters.....	7
d. Hide Send to Job button after saving.....	7
e. Insurance Information.....	8
i. Accessing the Insurance information section.....	8
ii. Adding, Editing, Deleting an insurance.....	8
iii. Adding an insurance.....	9
vi. Using the insurance information.....	9
6. Customer Entry.....	10
a. Accessing the customer's section.....	10
7. Managing the customers.....	11
a. Adding a new customer.....	11
b. Assigning cars to a customer.....	12
8. Mix Tracking.....	13
a. Typical Job Creation Process.....	13
b. Simple Job Creation Process.....	14
9. Reporting.....	15
a. Filter.....	15
b. Quick Search.....	15
c. End Jobs.....	16
d. Export.....	16
e. Print Label.....	17
f. Reports.....	17
i. Detailed VOC Report.....	17
ii. Simple VOC Report.....	18
iii. Single VOC Report.....	18
Additional Information:.....	19
10. Contact information.....	19



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:



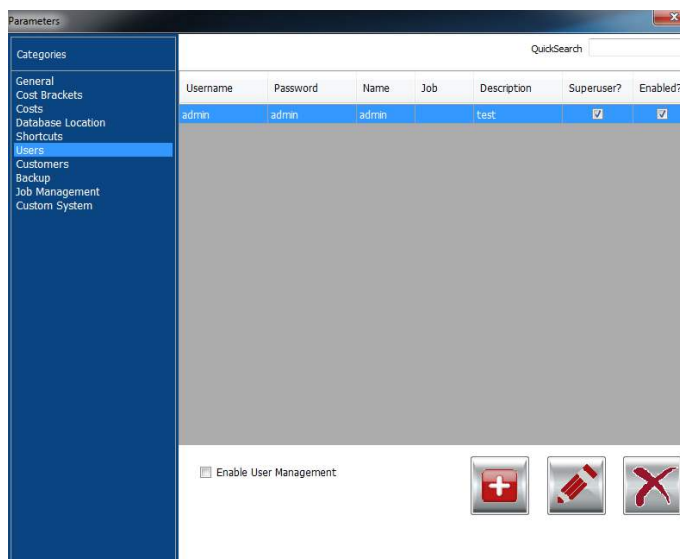


2. User Management

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.

The AddEditUser dialog box contains the following fields and options:

- Name: admin
- Username: admin
- Password: admin
- Job: (empty field)
- Other Details: test
- ☒ Enable User
- ☒ SuperUser

The permissions table is as follows:

Permission	Enabled
Access to parameters	<input checked="" type="checkbox"/>
Access to mixing system	<input checked="" type="checkbox"/>
Access to custom system	<input checked="" type="checkbox"/>
Scale Jobs - Configure	<input checked="" type="checkbox"/>
Scale Jobs - Maintenance	<input checked="" type="checkbox"/>
Scale - Delete jobs	<input checked="" type="checkbox"/>
Access to Scale Reports	<input checked="" type="checkbox"/>
Customer Management	<input checked="" type="checkbox"/>
User Management	<input checked="" type="checkbox"/>
Add Scale Jobs	<input checked="" type="checkbox"/>
View All Jobs in reports	<input checked="" type="checkbox"/>

A floppy disk icon is located at the bottom right of the dialog box.

d. Enabling user management

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

The Parameters dialog box shows the following categories in the left sidebar:

- General
- Cost Brackets
- Costs
- Database Location
- Shortcuts
- Users
- Customers
- Backup
- Job Management
- Custom System

The main area displays a table with the following data:

Username	Password	Name	Job	Description	Superuser?	Enabled?
admin	admin	admin	test		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

At the bottom, there is a checkbox labeled ☒ Enable User Management, which is highlighted with a red box. To the right of this checkbox are three icons: a plus sign, a pencil, and a red X.



- 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.

Permission	Enabled
Access to parameters	<input checked="" type="checkbox"/>
Access to mixing system	<input checked="" type="checkbox"/>
Access to custom system	<input checked="" type="checkbox"/>
Scale Jobs - Maintenance	<input checked="" type="checkbox"/>
Access to Scale Reports	<input checked="" type="checkbox"/>
Customer Management	<input checked="" type="checkbox"/>
User Management	<input checked="" type="checkbox"/>
Add Scale Jobs	<input checked="" type="checkbox"/>
View All Jobs	<input checked="" type="checkbox"/>
Delete Job	<input checked="" type="checkbox"/>
Print Reports from Job Management	<input checked="" type="checkbox"/>



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:

A screenshot of the "Parameters" window in the HyMax software. The window has a blue title bar and a dark blue sidebar on the left. The sidebar contains a list of categories: "Categories", "General", "Cost Brackets", "Costs", "Database Location", "Shortcuts", "Users", "Customers", "Backup", "Job Management" (which is highlighted in light blue), and "Custom System". The main area of the window is white and contains several settings. At the top, there is a checkbox labeled "Enable Simple Job Management Entry" which is checked. Below this, there is a section titled "Export Job to XML after saving" containing two checkboxes: "Enable/Disable" (unchecked) and "Save every Mix in a different file" (unchecked). A small text detail below the second checkbox reads: "Details: upon saving the job, every file will contain the current mix only." Below this section is another section titled "Export to CSV Parameters" containing two input fields: "CSV column separator" (with a comma character visible) and "CSV decimal point" (with a period character visible). At the bottom of the main area, there is a checkbox labeled "Hide send to job button after saving" which is unchecked. In the bottom left corner of the window, there is a button labeled "Insurance Information". In the bottom right corner, there is a red icon of a floppy disk.

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 (job number, date, VOC, panel number, make, code, paintline, etc...).

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

Export Job to XML after saving

☒ Enable/Disable

☒ Save every Mix in a different file
Details: upon saving the job, every file will contain the current mix only.

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:

Export to CSV Parameters

CSV column separator

CSV decimal point

d. Hide Send to Job button after saving

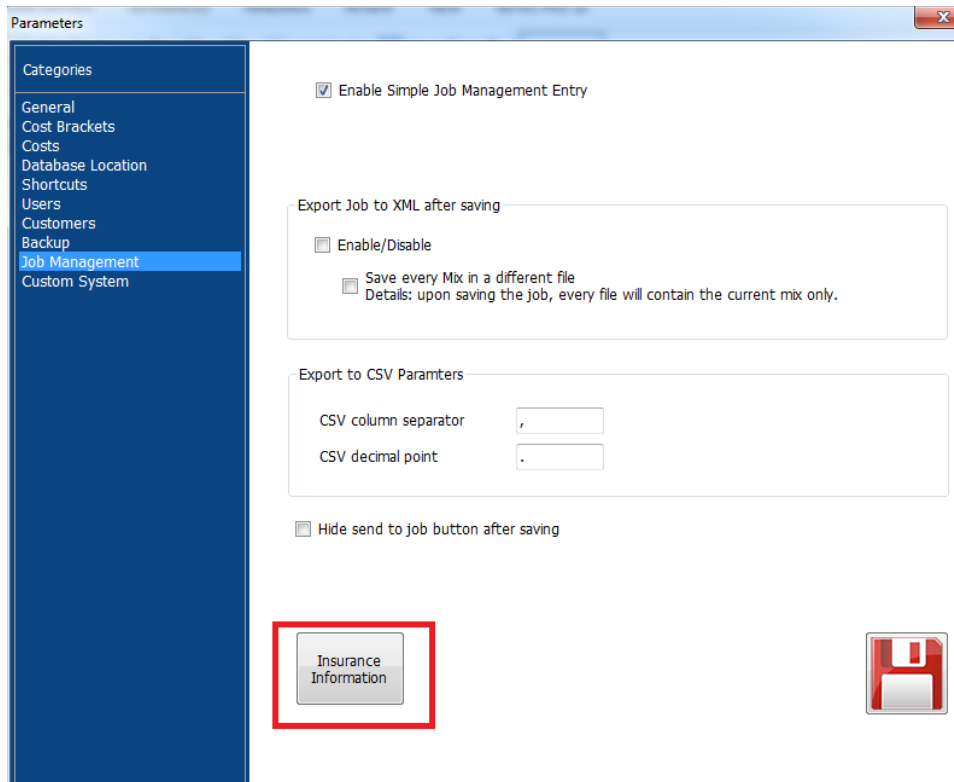
After saving a Job from the mixing system, you can hide now the button of "Send to Job Management".





- 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:

A screenshot of a software window titled "Insurance". It contains five text input fields with labels to their left: "Custom Identifier" (value: 01), "Insurance Name" (value: ABC), "Address" (empty), "Contact Name" (value: Ben), and "Contact Number" (value: 333 333 333). At the bottom center of the window is a red floppy disk icon.

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:

A screenshot of the "Parameters" window in the HyMax software. The window has a dark blue title bar with the text "Parameters" and a close button. On the left is a vertical menu with the following items: "Categories", "General", "Cost Brackets", "Costs", "Database Location", "Shortcuts", "Users", "Customers" (highlighted in blue), "Backup", "Job Management", and "Custom System". To the right of the menu is a "QuickSearch" text box. Below the menu and search box is a table with the following columns: "Name", "Company", "Phone Number", "Email", "Country", and "City". The table contains two rows: "Mr. Robert" and "Generic". The "Mr. Robert" row is highlighted in blue. Below the table is a large grey rectangular area. At the bottom right of the window are three icons: a red square with a white plus sign, a blue square with a white pencil, and a red square with a white X.



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:

A screenshot of the "Manage Customer" dialog box. The dialog has a title bar "Manage Customer" with a close button. On the left, there are input fields for "Name", "Tel.", "Fax", "Email", "Company", "Country", "City", "State", "Address 1", "Address 2", and "Zip/Postal Code". On the right, there is a large empty box labeled "Cars". At the bottom, there are three buttons: a floppy disk icon (save), a red square with a white plus sign (add), and a red square with a white X (delete). The plus sign button is highlighted with a red rectangle.

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.

Manufacturer	Model	License Plate	Year	VIN Number
Hyundai	Elantra	166308	1996	12
Toyota	318	225416	2004	52

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.

License Plate: 247555

Year: 2014

VIN Number: 11

Insurance: ABB 001 (selected)

Policy Number:



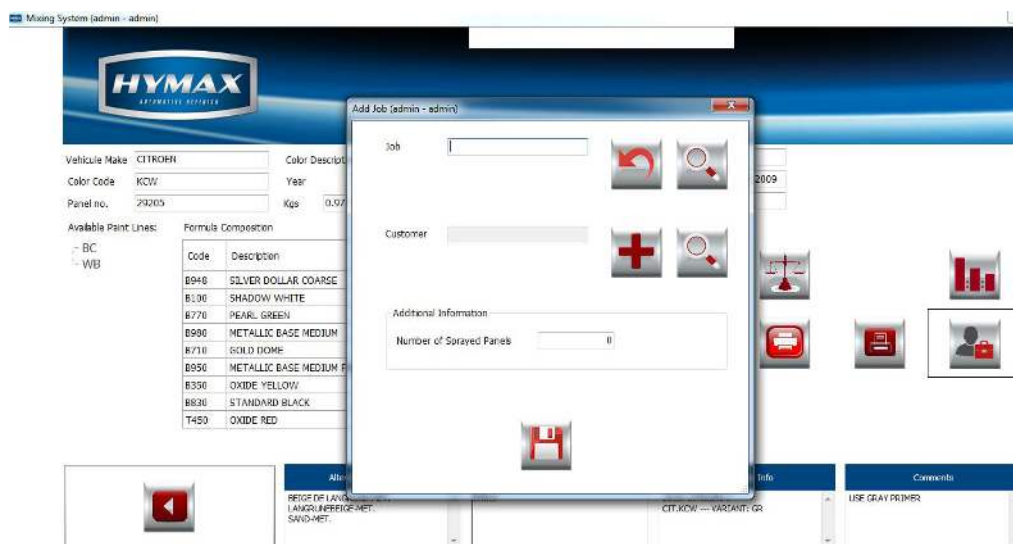
8. Mix Tracking

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).

The screenshot shows the 'Add Job' dialog box with the following fields:

- Job Information:**
 - Title: Dropdown menu with 'KMC' selected.
 - Vehicule Make: Text field with 'MERCEDES'.
 - Color Code: Text field with '5321'.
 - Car Model: Text field with 'CLK'.
 - Comments: Large empty text area.
- Customer Information:**
 - Name: Dropdown menu with 'John - Mercedes - 55423' selected.
 - License Plate: Text field with '55423'.
- Additional Information:**
 - Number of Sprayed Panels: Text field with '4'.
- Insurance Information (Top):**
 - Claim Number: Text field with '104'.
 - Location: Text field with 'Beirut'.
 - Date: Text field with '09-04-2019'.
- Insurance Information (Bottom):**
 - Insurance Name: Dropdown menu with 'ABB Insurance - ABB' selected.
 - Custom Identifier: Text field with 'ABB 001'.

A save icon (floppy disk) is located at the bottom right of the dialog box.

- **Additional Information: > Number of Sprayed Panels:**
In this field, the user can add the total number of panels that have been sprayed.
- **Insurance Information:**
 - **Claim Number:** add the number of the claim
 - **Location:** location of the claim.
 - **Date:** date of the claim
 - **Insurance Name + Customer Identifier:** these two fields will be filled automatically when selecting the customer name (If you link the customer to an insurance when creating the account), otherwise, this field can be updated manually.



9. 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.

QuickSearch

Select All Pending

Insurance	Username	Finished	Send to scale



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”

Date Start: Monday, June 24, 2019 Filter By User: jobs - reporting - All Users QuickSearch:

Date End: Wednesday, July 24, 2019 Filter By Insurance: All Show Jobs: All Select All Pending

Title	Date/Time	Name	Email	Phone Number	Make	Code	Tone	Panel no.	License Plate	Insurance	Username	Finished	Send to scale
Job1	July 24, 2019 13:53 PM	Customer 1	555	555	AUDI	0E		33046	123558	ABB	admin		

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:

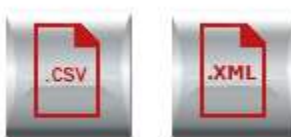
i. Export to CSV:

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 for this feature 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:

HYMIX PRO

Detailed Job Management Report

Generated On Jul 24, 2019

From Jun 23, 2019 To Jul 24, 2019

Job ID	Title	Date	Customer ID	Customer Name	Email	Manufacturer	Model	VIN Number	License Plate	Year	Total VOC (GRAMS)	Total Cost
42	102	July 24, 2019	11	Mr. Robert							2099.33	0.00
Type	Volume (LITERS)	Coatings VOC (GRM/LIT)	Material VOC (GRM/LIT)	Total VOC (GRAMS)	Total Cost	Code	Description	Quantity (GRAMS)	Actual Quantity Weighed (GRAMS)			
Ready To Spray	2.750	763.34	763.34	2099.33	0.00	5191	BASECOAT BLENDING THINNER	1618.80	0.00			
Formula Detail:						8930	METALLIC BASE VERY COARSE	216.70	0.00			
Make: OPEL/VAUXHALL						8830	STANDARD BLACK	211.70	0.00			
Code: GYL						8988	SILVER DOLLAR FINE	209.20	0.00			
Tone:						8002	METALLIC ADDITIVE	184.30	0.00			
Panel no.:32285						8948	SILVER DOLLAR COARSE	74.70	0.00			
Paint Line: BC						8560	PURE MAROON	24.90	0.00			
Weight : 2575.9 Grams						8100	SHADOW WHITE	19.90	0.00			
						8020	WHITE	10.00	0.00			
						8530	TRANSPARENT OXIDE RED	5.70	0.00			
								2575.90	0.00			

Job ID	Title	Date	Customer ID	Customer Name	Email	Manufacturer	Model	VIN Number	License Plate	Year	Total VOC (GRAMS)	Total Cost
41	101	July 24, 2019	11	Mr. Robert							679.13	0.00
Type	Volume (LITERS)	Coatings VOC (GRM/LIT)	Material VOC (GRM/LIT)	Total VOC (GRAMS)	Total Cost	Code	Description	Quantity (GRAMS)	Actual Quantity Weighed (GRAMS)			
Ma	1.000	679.12	679.12	679.13	0.00	8020	WHITE	504.50	0.00			
Formula Detail:						8210	LUMINOUS GREEN	333.50	0.00			
Make: MERCEDES						8170	GREENISH BLUE	145.40	0.00			
Code: 5321						8810	CARBON BLACK	72.70	0.00			
Tone:												
Panel no.:14741												
Paint Line: BC												
Weight : 1056.1 Grams												
								3632.00	0.00			



2. Simple VOC Report

The following information will be displayed:

HYMIX PRO		Simple Job Management Report Generated On Jul 24, 2019 From Jun 23, 2019 To Jul 24, 2019									
Job ID	Title	Date	Customer ID	Customer Name	Manufacturer	Model	VIN Number	License Plate	Year	Total VOC (GRAMS)	Total Cost
48	job8	July 24, 2019	17	Dan						438.05	1861.17
47	job7	July 24, 2019	16	Tomy						699.67	0.00
46	job4	July 24, 2019	15	Jeff						719.64	0.00
45	job6	July 24, 2019	14	Mike						696.93	0.00
44	job5	July 24, 2019	13	John						446.03	1098.44
43	job3	July 24, 2019	11	Mr. Robert						90.29	0.00
42	job2	July 24, 2019	11	Mr. Robert						2099.33	0.00
41	job1	July 24, 2019	11	Mr. Robert						679.13	0.00

3. Single VOC Report

The following information will be displayed:

HYMIX PRO

Single Job Management Report
Generated On Jul 24, 2019
From Jun 23, 2019 To Jul 24, 2019

Job ID	Title	Date	Customer ID	Customer Name	Email	Manufacturer	Model	VIN Number	License Plate	Year	Total VOC (GRAMS)	Total Cost
41	job1	July 24, 2019	11	Mr. Robert							679.13	0.00
Type	Volume (LITERS)	Coatings VOC (GRM/LIT)	Material VOC (GRM/LIT)	Total VOC (GRAMS)	Total Cost	Code	Description	Quantity (GRAMS)	Actual Quantity Weighed (GRAMS)			
Mix	1.000	679.12	679.12	679.13	0.00	8020	WHITE	504.50	0.00			
Formula Details: Make: MERCEDES Code: 5321 Tone: Panel no.:14741 Paint Line: BC Weight : 1056.1 Grams						8210	LUMINOUS GREEN	333.50	0.00			
						8170	GREENISH BLUE	145.40	0.00			
						8810	CARBON BLACK	72.70	0.00			
									1056.10	0.00		



- Additional Information:

At the end of all these three reports, there is a small table contains some information related to the job. For example, the total of jobs in the report, the total and the average sprayed panels, the total cost, etc., ...

Additional Information :	
Number of Jobs	1
Total Sprayed Panels	3
Avg. Sprayed Panels	3.00
Total VOC	679.12 GRM/LIT
Total Cost	59.56
Avg. Cost per Panel	19.853
Total Volume	1.00 LITERS

10. Contact information

For more information or comments, please do not hesitate to contact the HyMax Automotive Refinish support team by email at support.it@hymax.biz or by phone at +961 9 925990.

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