



Jobs

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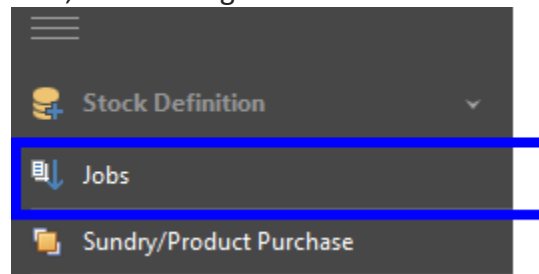


1. Introduction

This guide describes the process of adding jobs to GIMS software.

N.B: The product quantities used in a job (Products or Sundries), will be decreased from the inventory.

To access this feature, click on **Jobs**, in the Navigation Bar.



2. Import Jobs

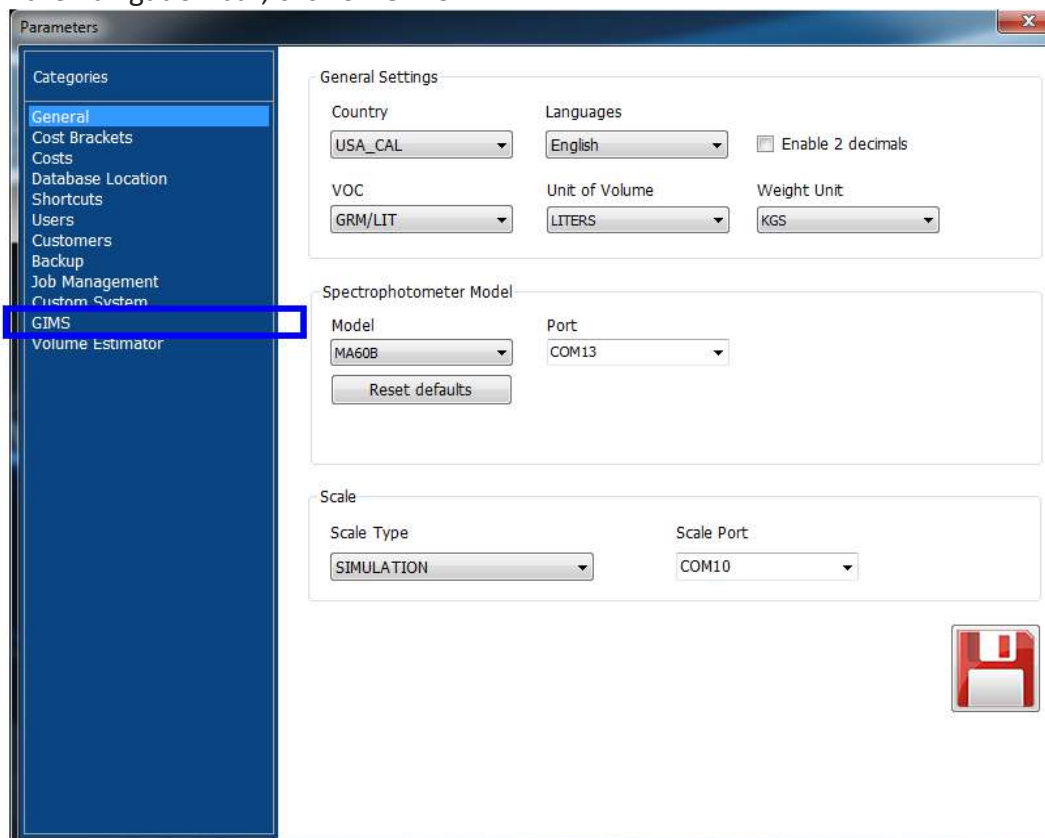
This section describes two methods to add jobs in GIMS.

a. Import Jobs automatically from Hymix Pro

i. Open Hymix Pro software.

ii. Click on parameters.

iii. In the navigation bar, click on GIMS.



- iv. Tick on Enable automatic Job Import to activate this feature.



- v. Close the parameters popup.

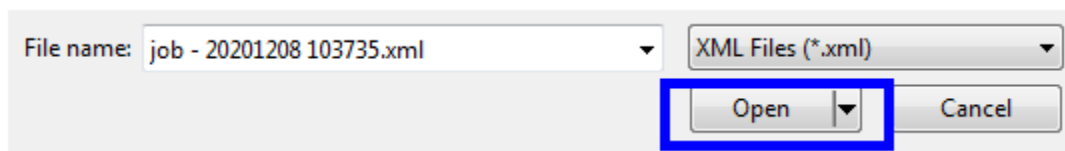
b. Import Jobs Manually

- i. Open GIMS software.
ii. Click on Jobs in the Navigation bar.
iii. In the menu bar, click on Import.



- iv. Select the XML file.

- v. Click on Open.



3. Add sundry/kit

Once you import a job, you can assign a kit to it or specific sundries that you have used.

- a. Add Sundry/Kit
i. Select a job.
ii. In the Menu bar, click on Add Sundry To Job.





- iii. Assign sundries or kit to the job:
- From the dropdown, select the type (Sundry or Kit)

Select Type	Sundry
<input type="text"/> Find	
Description	
Kit	
Sundry	

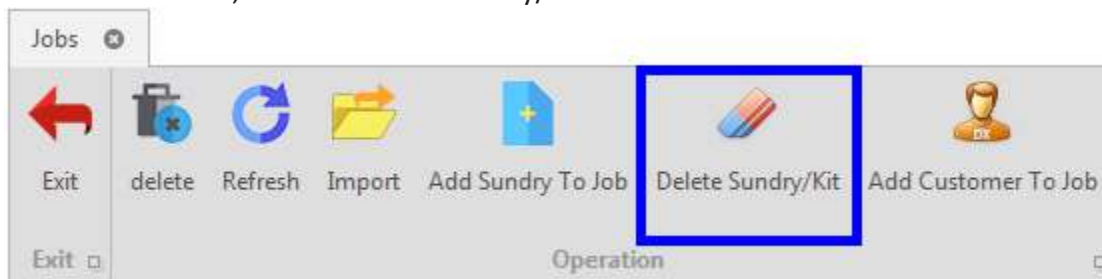
Clear

- In the Sundry column, choose from the dropdown the needed sundry or kit.
 - In the Unit column, choose the unit of measure for your selection.
- N.B.: If you are assigning a kit, you do not need to fill the Unit column.**
- In the Quantity column, enter the amount needed for this sundry or kit to finish the job.

- iv. Click on Save.

b. Delete Sundry/Kit

- i. Select a job.
- ii. In the menu bar, click on Delete Sundry/Kit





4. Add Customer

To assign customer's information to the job, follow the instructions below:

- a. Add customer information automatically from Hymix Pro to a job
 - i. In Hymix Pro, when creating a job you need to add the customer's information.

Contact Name	Company Name	Manager	Owner	Address line 1	Address line 2	State	City	Country	Zip Code	Fax	Website	Email Address	Phone Numbers (multiple allowed)
Sam	FCS Co			Main Street		Downtown	Beirut	Lebanon	961956314	961956314		sam_g@gmail.com	96133574

Customer Imported automatically from Hymix Pro- Customers section

Job ID	Job Number	Customer	Creation Date	Time	Date Added	Automatic	Last Changed By
+ 31	Job2	Sam	12-Aug-20	11:25	12-08-2020	<input checked="" type="checkbox"/>	admin

Customer information assigned to the job - Job section

- b. Add customer information manually to a job

N.B: Before assigning a customer manually to a job, you should create the customer in Accounts > Customers section.

- i. Select a job.
- ii. In the menu bar, click on Add Customer to Job.



- iii. Select a customer from the dropdown, in the *Assign Customer to Job* popup.

Assign Customer To Job

Customer

Company Name

Phone Numbers (multiple allowed)

Sam : FCS Co

mrs :

Save Exit

- iv. Click on Save.

5. Contact information

For more information or comments, please do not hesitate to contact our Software support team by email at support.it@hymax.biz

Or by phone at +961 9 925 990

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