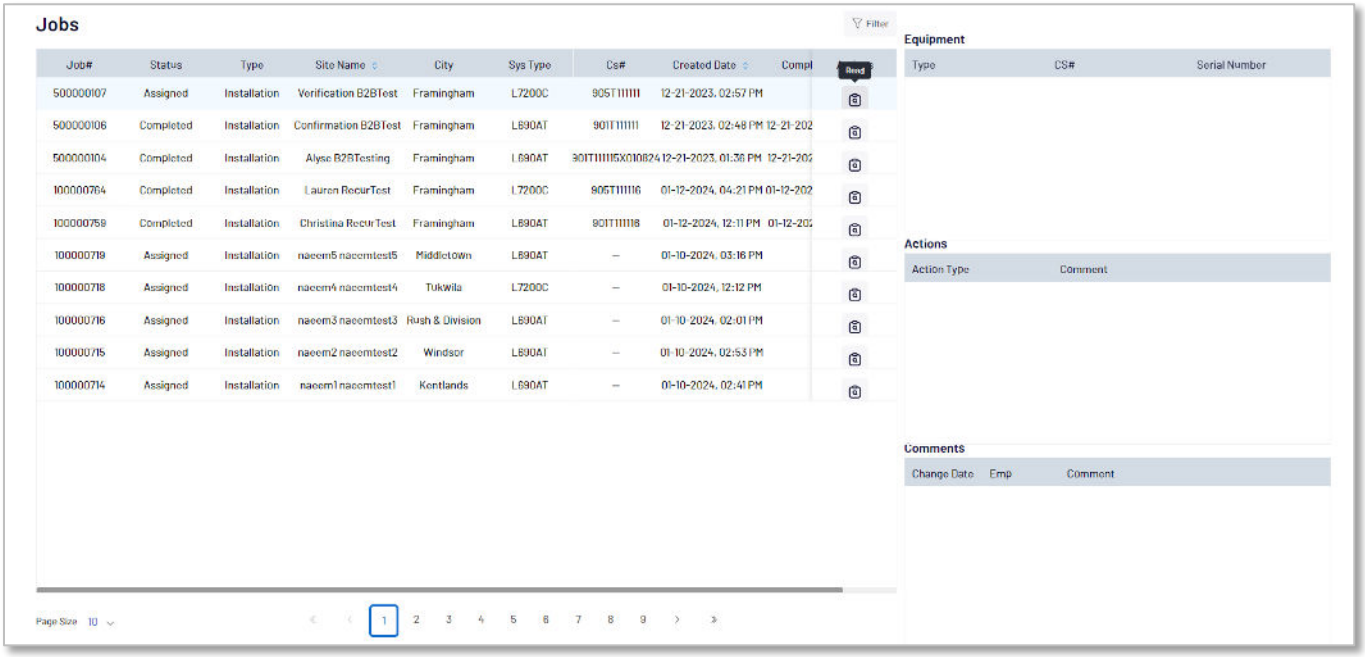
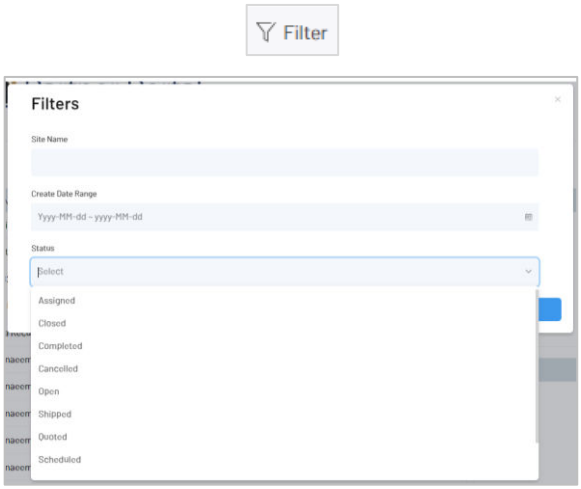
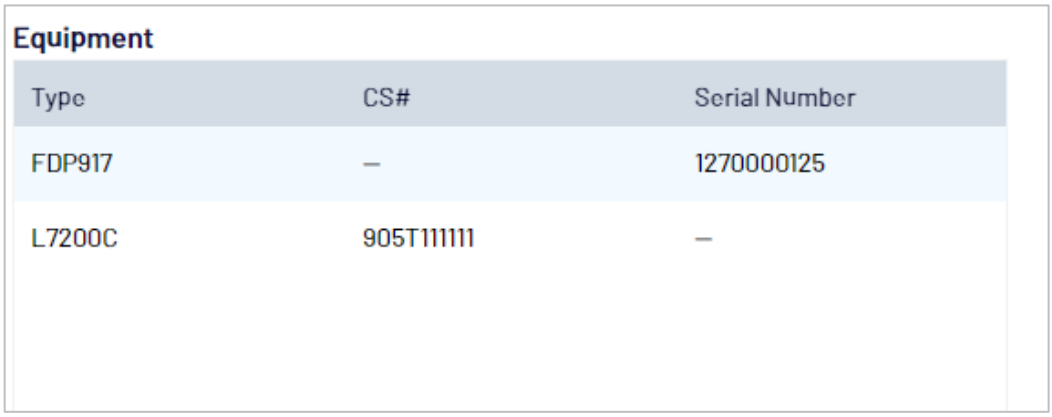
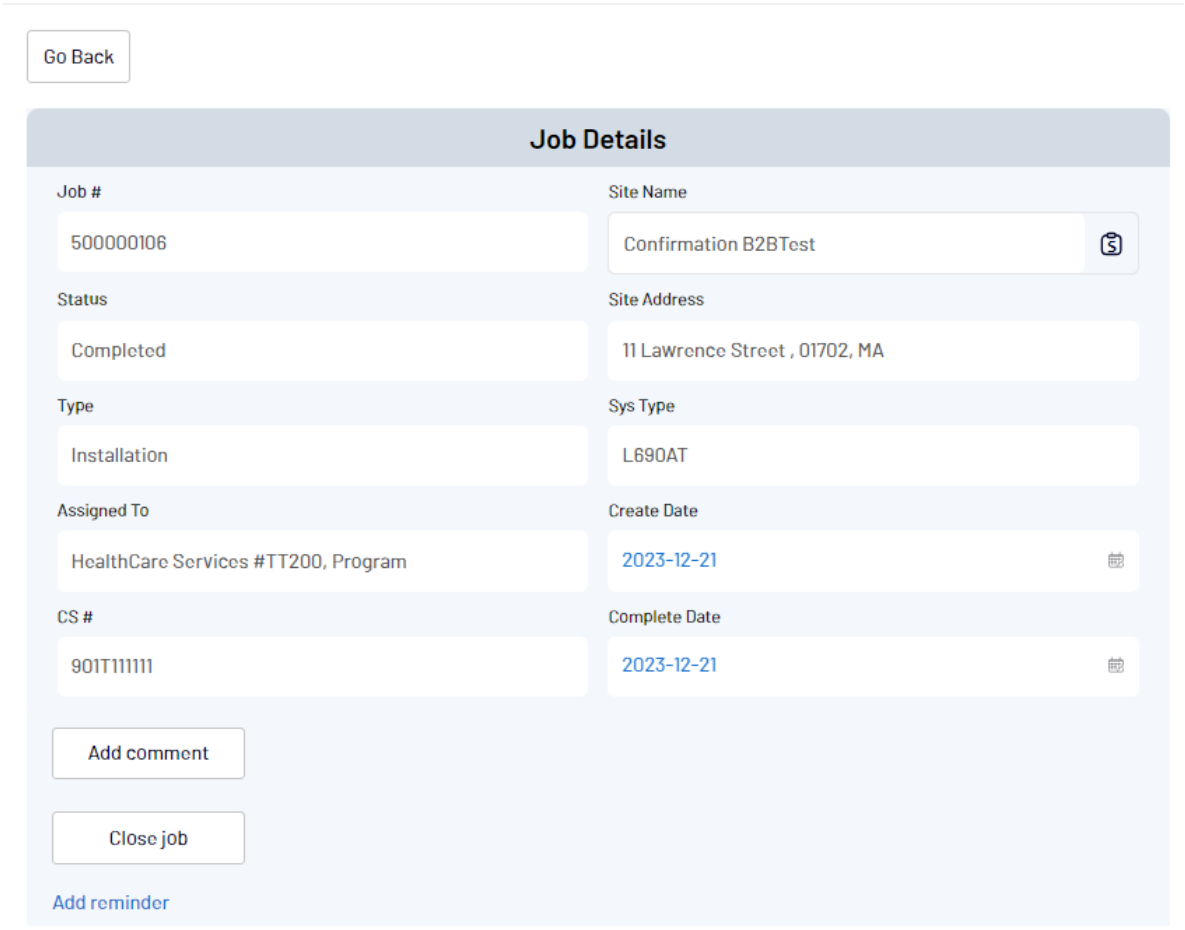
Partner Portal- Jobs Tab

In the Jobs tab, you can view all open jobs (subscribers) within your program.



Section	Detail
1	**Jobs –** view of all open jobs within the program  **Filter** – you can filter which job to access by selecting the filter and then putting the fields that will get to the desired job (s) **Columns in the list** Job # – the job number assigned from the CRM Status – status of the job Assigned – assigned to be installed Completed – installation job was completed Cancelled – job was cancelled Open – job was created but not assigned or completed Shipped – job was shipped Quoted – job was quoted Scheduled – job was scheduled for installation

	Type – type of job Installation – job is for installation of equipment Swap/Upsell – job is to exchange type of equipment Site Name – name of the site City – city address for the subscriber Phone – phone number of the subscriber Sys Type– type of equipment Cs# – ID number of the equipment Created Date – date the job was created Completed Date – date the job was completed Actions – select icon to view the job details
2	**Equipment –** summarizes the equipment in the job.  Equipment Type / CS# / Serial Number FDP917 / – / 1270000125 L7200C / 905T111111 / –
3	**Actions** – details any actions requested with the job. Actions are work that needs to be completed on the site. Actions Action Type / Comment
4	**Comments** – displays comments added when the job was creates. Comments Change Date / Emp / Comment

5	**Job Details** – displays the details of the job.  Add comment – opportunity to add comments as needed Close job – is unavailable; job will be closed when device is tested Center will automatically close the job Add reminder – add a reminder as needed