

Close Job

Once a job is completed you can make the job as completed with notes. After 14 days this job is then automatically updated to Archived.

The screenshot shows a software interface for job management. The main title is "STAIR CARPET - 36037 - ALL PO'S DELIVERED/WAREHOUSE CONFIRMED". A red arrow points to the "Mark Job as Completed" button in the top navigation bar. The interface includes a sidebar with navigation options like "Create Jobs", "View Jobs", "Import", and "Job Report (RM)". The main content area has a top navigation bar with buttons for "Refresh", "Measure Sheet", "Filter Sheets", "Generate PDF Report", "Workorder Report", "Create Customer Quote", "Create Pre-visit form", "Update Job Survey", "Job Budget", "Cancel or Hold Job", and "Mark Job as Completed". Below this is a "BASIC" tab with sub-tabs for "Filter Settings", "Worksheets", "Survey", "Appointments", "Quotes/Invoices", "Reqs", "POs", "P & L", "Stock", "T/S", "Extras", and "ACTIONS". The "ACTIONS" dropdown menu is open, showing "Mark Job as Completed". The "Budget" section displays a table with columns: "Job Total Labour Cost (\$)", "Job Total Product Price (\$)", "Desired Margin (%/No)", "Actual Margin (%)", "Total Budget For This Job (\$)", "Quote Value (\$)", and "Reset Job Budget". The "Survey" section displays a table with columns: "Survey Name", "Worksheet Name", "Attachments", "Note", "Is there a skip onsite?", "Job Type", "Surveyor", "Survey Start Date/Time", "Date Created", "Created By", "Status", and "Actions".

Job Total Labour Cost (\$)	Job Total Product Price (\$)	Desired Margin (%/No)	Actual Margin (%)	Total Budget For This Job (\$)	Quote Value (\$)	Reset Job Budget
21600	66200	50	46	55000	879.83	

Survey Name	Worksheet Name	Attachments	Note	Is there a skip onsite?	Job Type	Surveyor	Survey Start Date/Time	Date Created	Created By	Status	Actions
Site Survey Form	Site Survey Form Stair carpet			No	Domestic		25-03-2024 14:45	12		Not Completed	

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