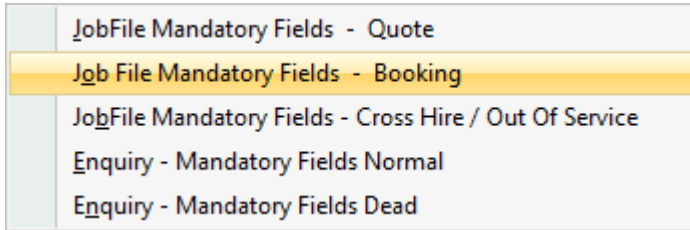If there are certain fields within the job that you would like to make sure are filled in on every job, then you can use the mandatory fields section to ensure that this happens.

Go to Maintenance at the top left and select Mandatory fields.

| |
|---|
| <u>J</u>obFile Mandatory Fields - Quote |
| Job File Mandatory Fields - Booking |
| Job<u>F</u>ile Mandatory Fields - Cross Hire / Out Of Service |
| <u>E</u>nquiry - Mandatory Fields Normal |
| E<u>n</u>quiry - Mandatory Fields Dead |

You can set different fields depending on the type of job. i.e. Enquiry / Firm Booking /Out of Service & Cross Hire / ECHO (Enquiry).
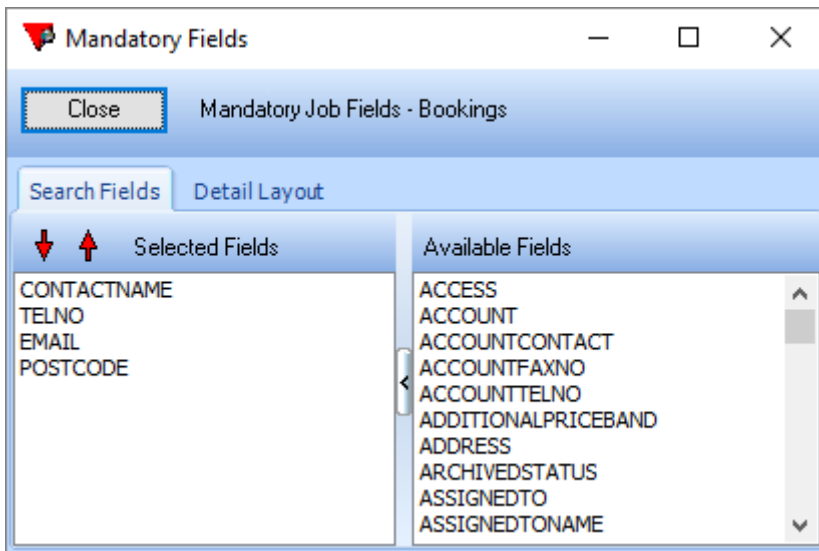
Choose the job type section that you want to set the required fields on. Drag the field names you would like to be mandatory from the right column to the left. Once you have added all that you want just close the screen.

The next job of that type that you open / create will need all those fields filled in before it can be closed.

If they are not filled in then you will get a warning on screen telling you what's missing, and when you press OK it will take you to the first field that needs to be completed.
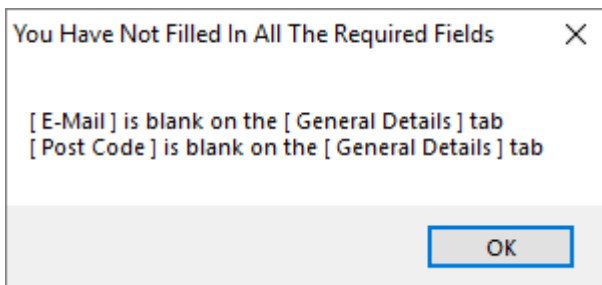
Fill in the missing fields and you will be able to close the job.

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