



Jobs

Table of Contents:

1. Introduction	2
2. Import Jobs	2
a. Import Jobs automatically from Genmix Pro	2
b. Import Jobs Manually	3
3. Add sundry/kit	3
a. Add Sundry/Kit	3
b. Delete Sundry/Kit	4
4. Add Customer	5
a. Add customer information automatically from Genmix Pro to a job	5
b. Add customer information manually to a job	5
5. Contact information	6

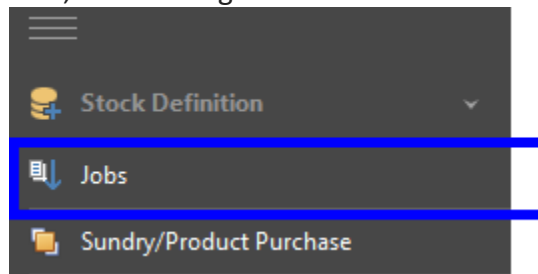


1. Introduction

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.

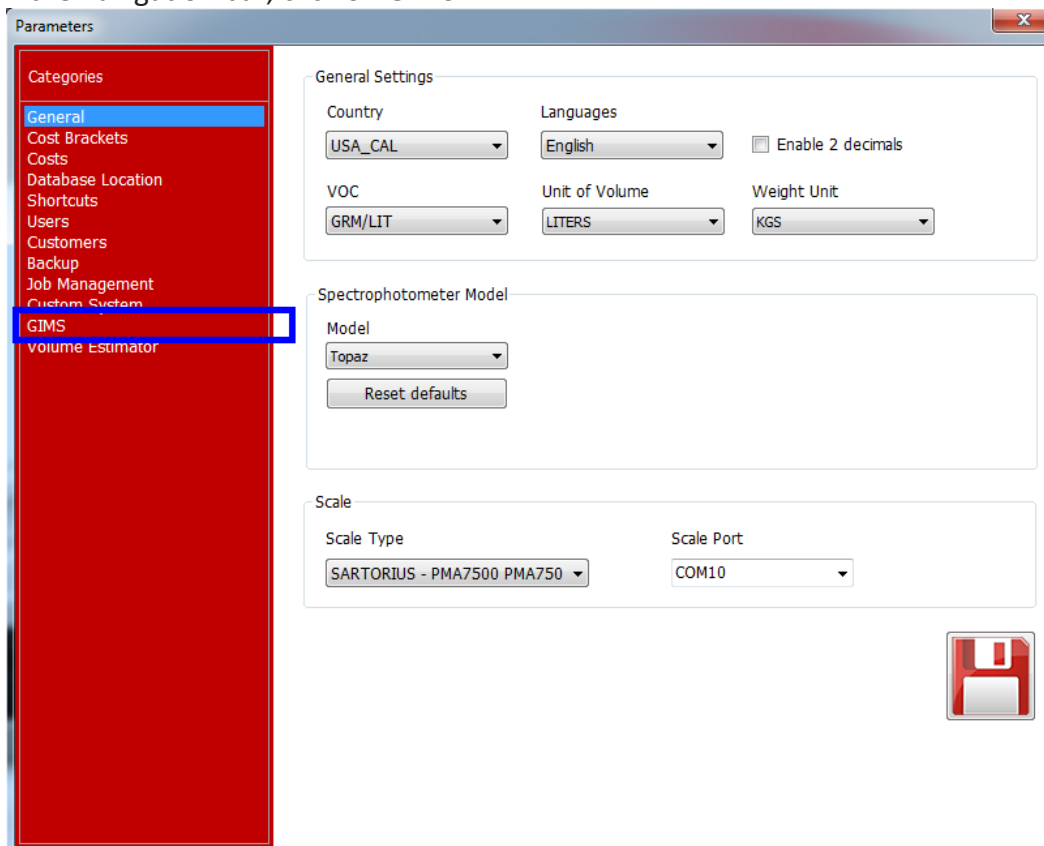
To access this feature, click on **Jobs**, in the Navigation Bar.



2. Import Jobs

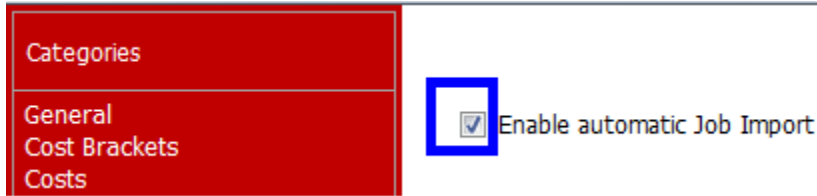
This section describes two methods to add jobs in GIMS.

- a. Import Jobs automatically from Genmix Pro
 - i. Open Genmix Pro software.
 - ii. Click on parameters.
 - iii. In the navigation bar, click on GIMS.





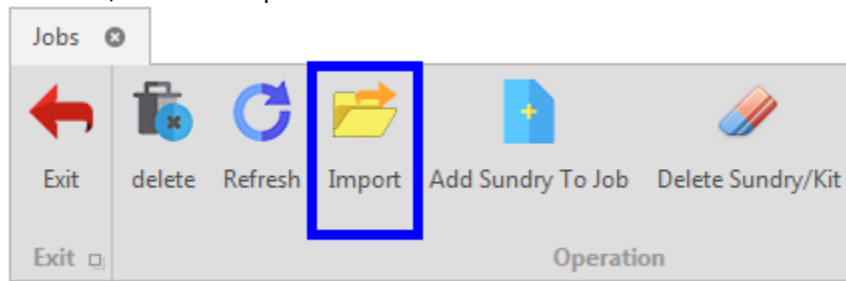
- iv. Tick on Enable automatic Job Import to activate this feature.



- v. Close the parameters popup.

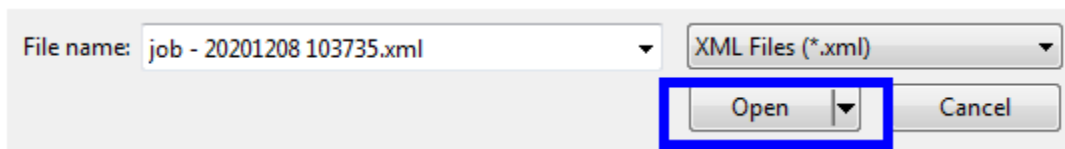
b. Import Jobs Manually

- 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.

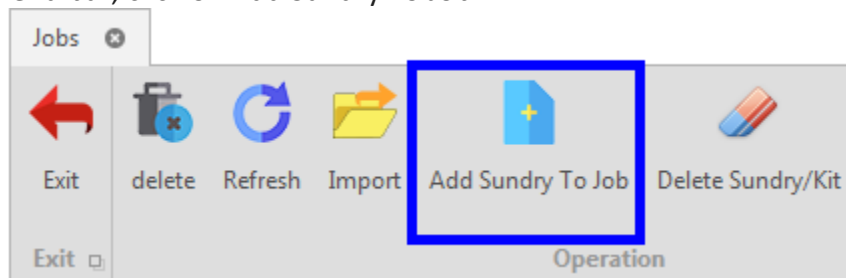
- v. Click on Open.



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)

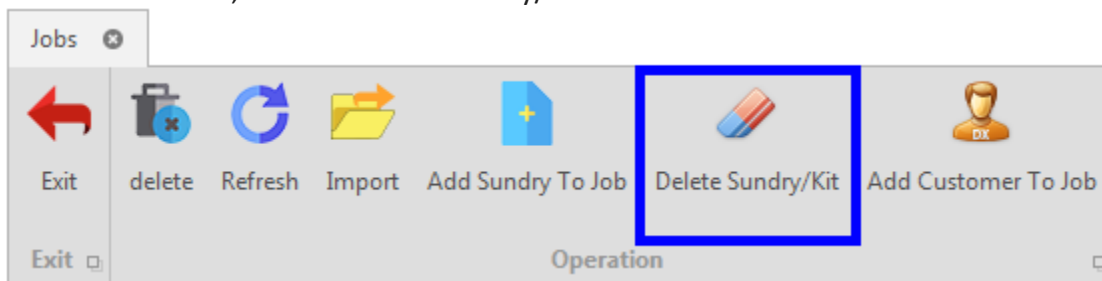
Description
Kit
Sundry

- 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

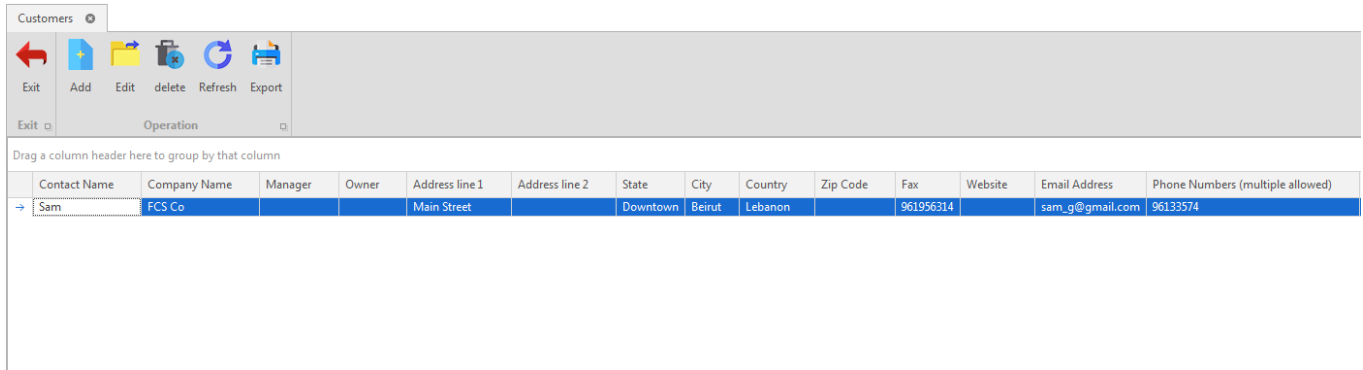




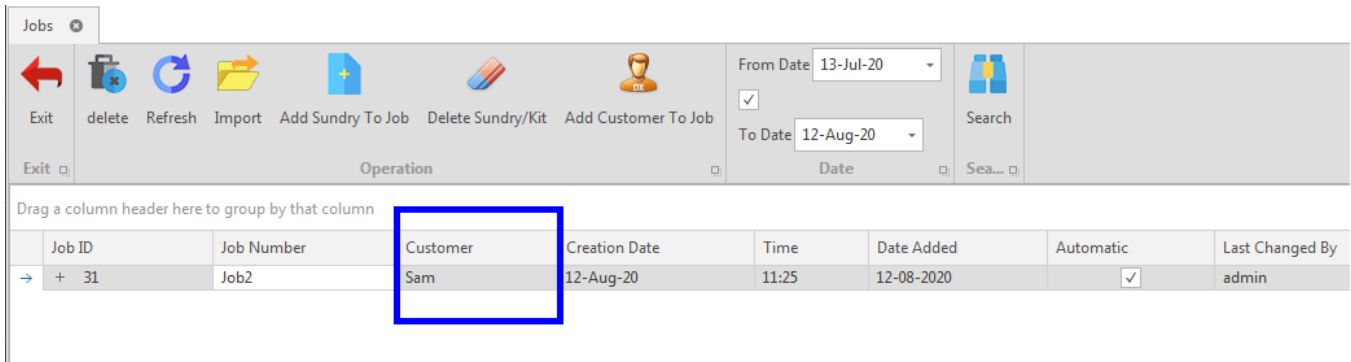
4. Add Customer

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

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



Customer Imported automatically from Genmix Pro- Customers section

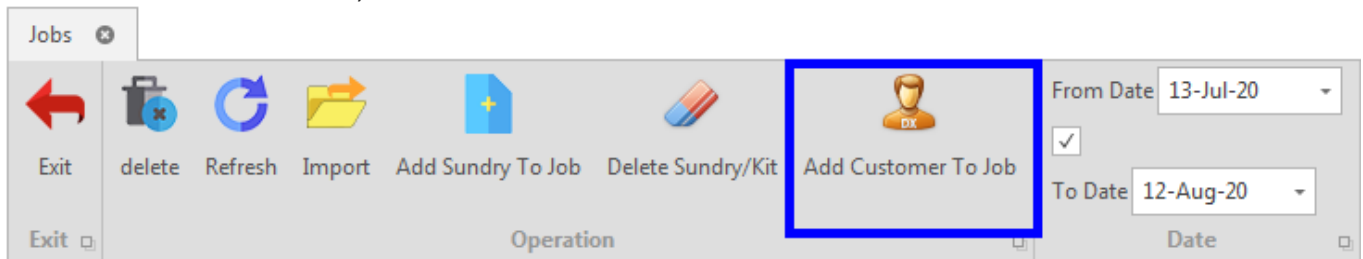


Customer information assigned to the job - Job section

- b. Add customer information manually to a job

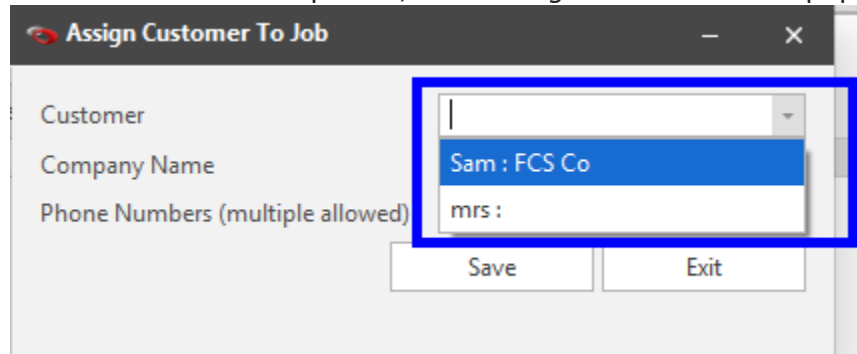
N.B: Before assigning a customer manually to a job, you should create the customer in Accounts > Customers section.

- 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.



- iv. Click on Save.

5. Contact information

For more information or comments, please do not hesitate to contact the General Paint Software support team by email at support.it@generalpaint.biz

Or by phone at +961 9 925 990

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