



Job Management

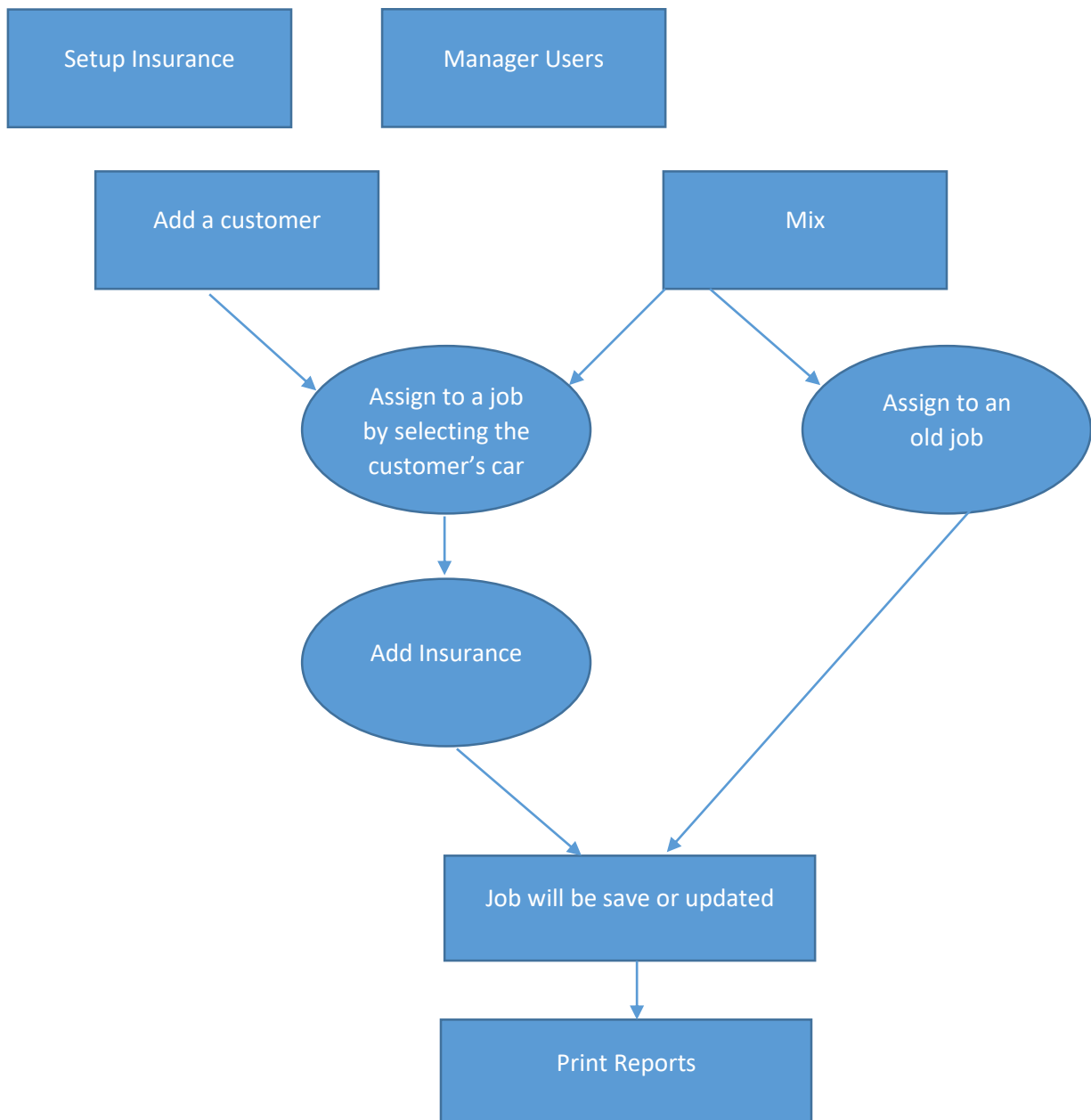
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1. Introduction (Summary Diagram)

Job management consists of tracking the mixes done by the users and creating reports from them. Therefore, the module is composed of three parts: **Customer entry**, **User Management Mix Tracking & Reporting**. The procedure can be resumed in the following chart:



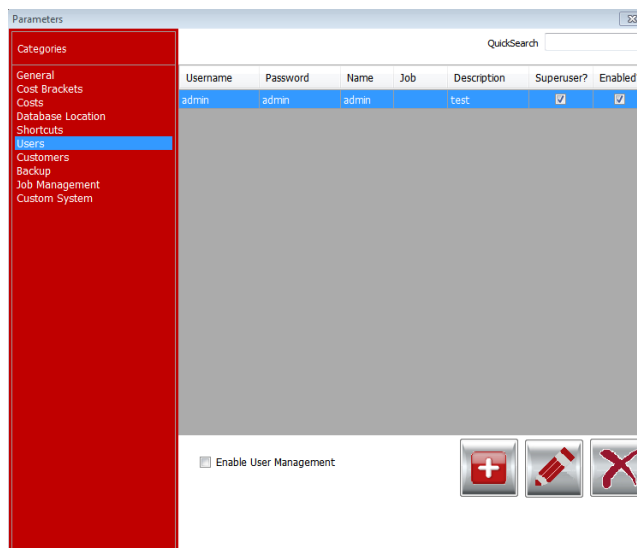


2. User Management

a. Accessing the users' section

This section is accessible by clicking on the **Parameters** button, available on the **Intro** screen.

Then by clicking on **Customers** at the left of the **Parameters** screen:



3. Managing the users

The buttons at the bottom of the screen will allow you to perform the different tasks of adding a new user, editing it and deleting it.

a. Adding a new user

When adding a new user, you should fill in all the details available below (user can be enabled or disabled without deleting it, and can be set as SUPER USER, which means that he will be to access everything):

The "AddEditUser" dialog box contains several input fields: "Name", "Username", "Password", "Job", and "Other Details". At the bottom, there are two checked checkboxes: "Enable User" and "SuperUser". A red floppy disk icon is located in the bottom right corner of the dialog.



b. Saving

The **"Floppy"** icon saves the user information.

c. Permissions

After saving the user, you will be able to set his permissions.

AddEditUser

Name:

Username:


Password:

Job:

Other Details:

☒ Enable User ☒ SuperUser

Permission	Enabled
Access to parameters	<input checked="" type="checkbox"/>
Access to mixing system	<input checked="" type="checkbox"/>
Access to custom system	<input checked="" type="checkbox"/>
Scale Jobs - Configure	<input checked="" type="checkbox"/>
Scale Jobs - Maintenance	<input checked="" type="checkbox"/>
Scale - Delete jobs	<input checked="" type="checkbox"/>
Access to Scale Reports	<input checked="" type="checkbox"/>
Customer Management	<input checked="" type="checkbox"/>
User Management	<input checked="" type="checkbox"/>
Add Scale Jobs	<input checked="" type="checkbox"/>
View All Jobs in reports	<input checked="" type="checkbox"/>



d. Enabling user management

By clicking on the checkbox below, you will be able to enable the users.

Parameters

Categories

General

Cost Brackets

Costs

Database Location

Shortcuts

Users

Customers

Backup




Job Management

Custom System

QuickSearch:

Username	Password	Name	Job	Description	Superuser?	Enabled?
admin	admin	admin	test		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

☒ Enable User Management



e. IMPORTANT NOTES:

i. Administrator

The administrator user cannot be disabled, and his privileges cannot be modified to ensure that access to the software is always available for the administrator. Therefore, always make sure to change the password of the administrator.

The default credentials for the administration are:

Username: admin

Password: admin

ii. Super User

A user will be able to access all the sections of the software and privileges will not apply if he is marked as SuperUser. Therefore, to activate the privileges for a certain user, uncheck the SuperUser and save the user.

The screenshot shows a software window titled "AddEditUser". It contains several input fields and a table of permissions. The "Username" field is highlighted with a red rectangle. At the bottom, the "Enable User" and "SuperUser" checkboxes are also highlighted with red rectangles. A save icon (floppy disk) is located in the bottom right corner.

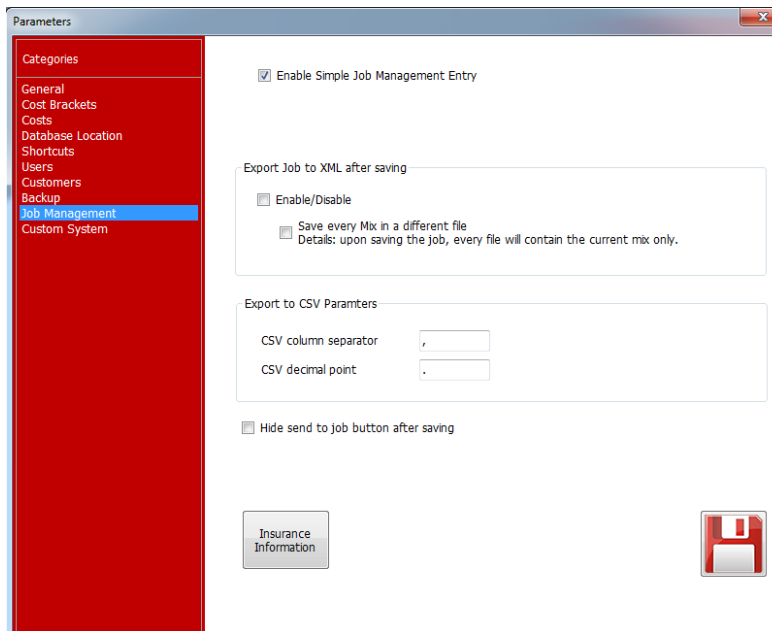
Permission	Enabled
Access to parameters	<input checked="" type="checkbox"/>
Access to mixing system	<input checked="" type="checkbox"/>
Access to custom system	<input checked="" type="checkbox"/>
Scale Jobs - Maintenance	<input checked="" type="checkbox"/>
Access to Scale Reports	<input checked="" type="checkbox"/>
Customer Management	<input checked="" type="checkbox"/>
User Management	<input checked="" type="checkbox"/>
Add Scale Jobs	<input checked="" type="checkbox"/>
View All Jobs	<input checked="" type="checkbox"/>
Delete Job	<input checked="" type="checkbox"/>
Print Reports from Job Management	<input checked="" type="checkbox"/>



4. Job Management

a. Accessing the user's section

This section is accessible by clicking on the *Parameters* button, available on the *Intro* screen. Then by clicking on *Job Management* at the left of the *Parameters* screen:



5. Managing Jobs

a. Enabling the simple Job Management

By ticking this option, you are using the simple mode of Job (Check page 13).



b. Exporting Job to XML after saving

This feature allows you to export the jobs as XML file. When opening this file, you will be able to see all the information related to this job (jobnumber, date, VOC, panelno, make, code, paintline, etc...).

You can also save a Mix in a different file, by ticking the option as shown in the screenshot below:

Export Job to XML after saving

☒ Enable/Disable

☒ Save every Mix in a different file
Details: upon saving the job, every file will contain the current mix only.

c. Export to CSV (Comma Separated Values) Parameters

This feature allows you to export some information related to a job (date, title, username, Insurance Company, license Plate, Number of Sprayed panels, etc...).

You can customize the exported CSV according to your Regional Settings:

Export to CSV Parameters

CSV column separator

CSV decimal point

d. Hide Send to Job button after saving

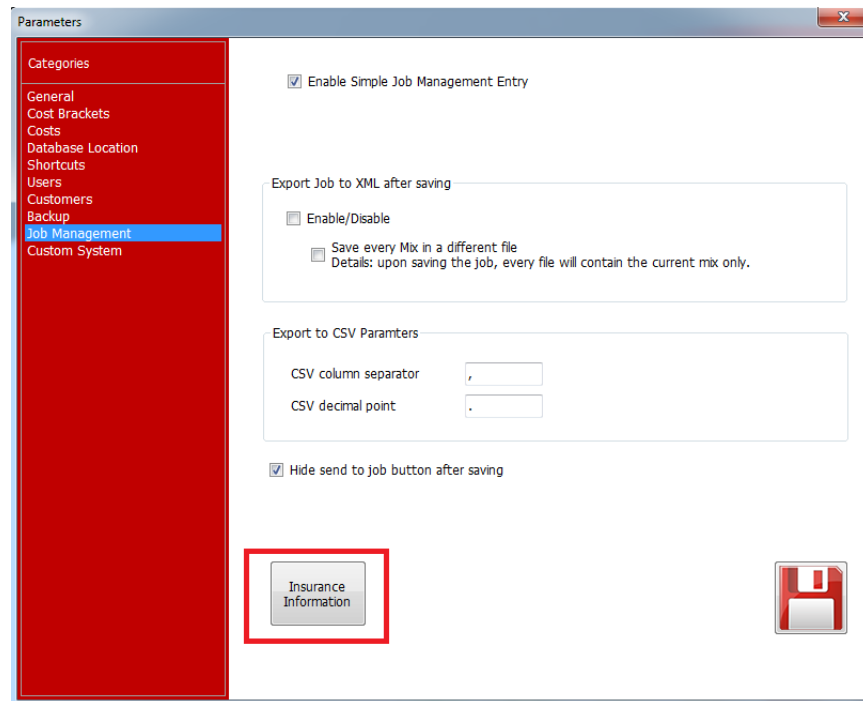
After saving a Job from the mixing system, you can hide now the button of "Send to Job Management".





- e. Insurance Setup
 - i. Accessing the Insurance information section

This section is accessible by clicking on the **Parameters** button, available on the **Intro** screen, then by clicking on **Job Management** to the left of the **Parameters** screen. The insurance setup button can find the button at the bottom of the page.



- ii. Adding, Editing, Deleting an Insurance

When accessing the Insurance information, you can find at the bottom of the page the 3 actions that can be performed: Add – Edit – Delete.





iii. Adding an insurance:

When clicking on the **Add** button, a popup will open. Fill in the needed information related to the new insurance as below:

The screenshot shows a window titled "Insurance" with a close button (X) in the top right corner. Inside the window, there are five input fields arranged vertically, each with a label to its left:

- Custom Identifier: 01
- Insurance Name: ABC
- Address: (empty field)
- Contact Name: Ben
- Contact Number: 333 333 333

At the bottom center of the window is a red floppy disk icon, which is used to save the information.

The **"Floppy"** icon saves the insurance information.

iv. Using the insurance information:

After creating the insurance information, you can now use it in the **Customers** section.

When creating or editing a customer, move to **"Manage cars"** page, you will be able to set the insurance already created to a car. As a result, the insurance will be linked to a customer, when saving a Job (check page 12).

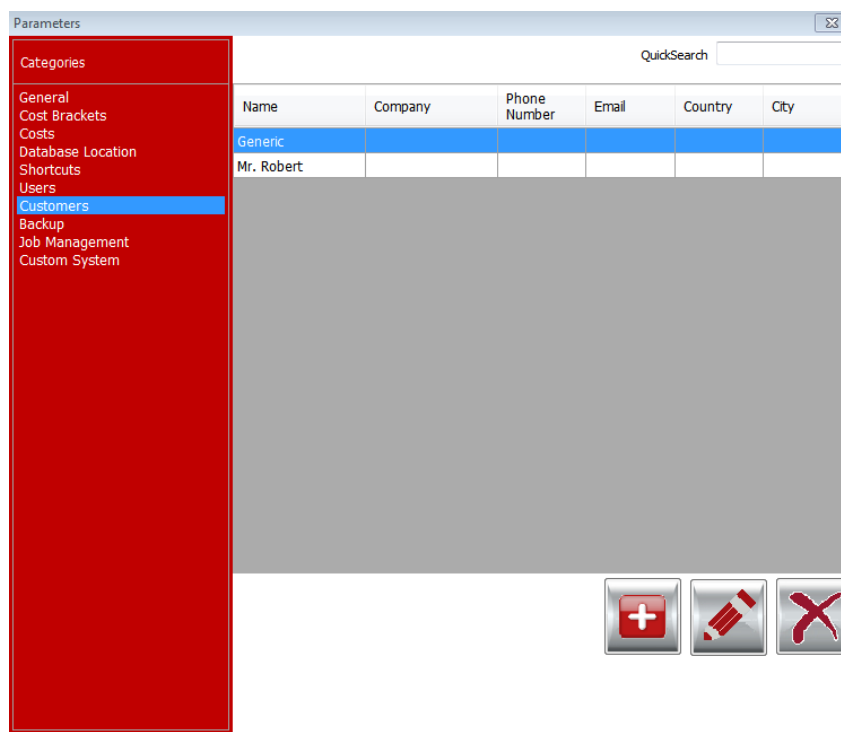


6. Customer Setup

a. Accessing the customers' section

This section is accessible by clicking on the **Parameters** button, available on the **Intro** screen.

Then by clicking on **Customers** at the left of the **Parameters** screen:





7. Managing the customers

The buttons at the bottom of the screen will allow you to perform the different tasks of adding a new customer, editing it and deleting it.

a. Adding a new *customer*

When adding a new customer, cars can be assigned to him, by clicking on the “+” button as below:

A screenshot of the "Manage Customer" dialog box. The dialog has a title bar "Manage Customer" with a close button. On the left, there are input fields for "Name", "Tel.", "Fax", "Email", "Company", "Country", "City", "State", "Address 1", "Address 2", and "Zip/Postal Code". On the right, there is a large empty box labeled "Cars". At the bottom, there are three buttons: a floppy disk icon (save), a red square with a white plus sign (add), and a red square with a white X (delete). The plus button is highlighted with a red rectangle.

The “*Floppy*” icon saves the customer information.



b. Assigning cars to a customer

Multiple cars can be assigned to one customer, by clicking on the “+” icon as below, and then entering the required information to add a car.

The screenshot shows the 'Manage Customer' window. At the top, the 'Name' field contains 'Customer 1'. Below this is the 'Manage cars' sub-window. It has several input fields: 'Manufacturer' (Toyota), 'Model' (PRADO), 'License Plate' (247555), 'Year' (2014), 'VIN Number' (11), 'Insurance' (a dropdown menu showing 'ABB 001'), and 'Policy Number' (empty). To the right of these fields is a table with the following data:

Manufacturer	Model	License Plate	Year	VIN Number
Hyundai	Elantra	166308	1996	12
Hyundai	318	225416	2004	52

At the bottom of the 'Manage cars' sub-window, there are three icons: a red floppy disk (save), a red plus sign (add), and a red X (delete).

You can link the customer information to a specific **Insurance**, by selecting it from the dropdown. We recommend that you add an insurance called N/A to be used when the insurance is not available.

This is a close-up of the 'Insurance' dropdown menu from the 'Manage cars' sub-window. The dropdown is open, showing three options: 'ABB 001', 'ABB 001', and 'FCB 002'. The first two options are highlighted in blue. The entire dropdown menu is enclosed in a red rectangular box. Below the dropdown is the 'Policy Number' field, which is empty. At the bottom of the form is a red floppy disk icon.



8. Job Management to Mixing System

Click on the following link for a complete description of how to proceed to send a formula from **Job Management** to **Mixing System**:

http://generalpaint.biz/userfiles/docs/help/job_management_to_mixing_system.pdf

9. Job Management to Scale

Click on the following link for a complete description of how to proceed to send a formula from **Job Management** to **Scale**:

http://generalpaint.biz/userfiles/docs/help/job_management_send_to_scale.pdf

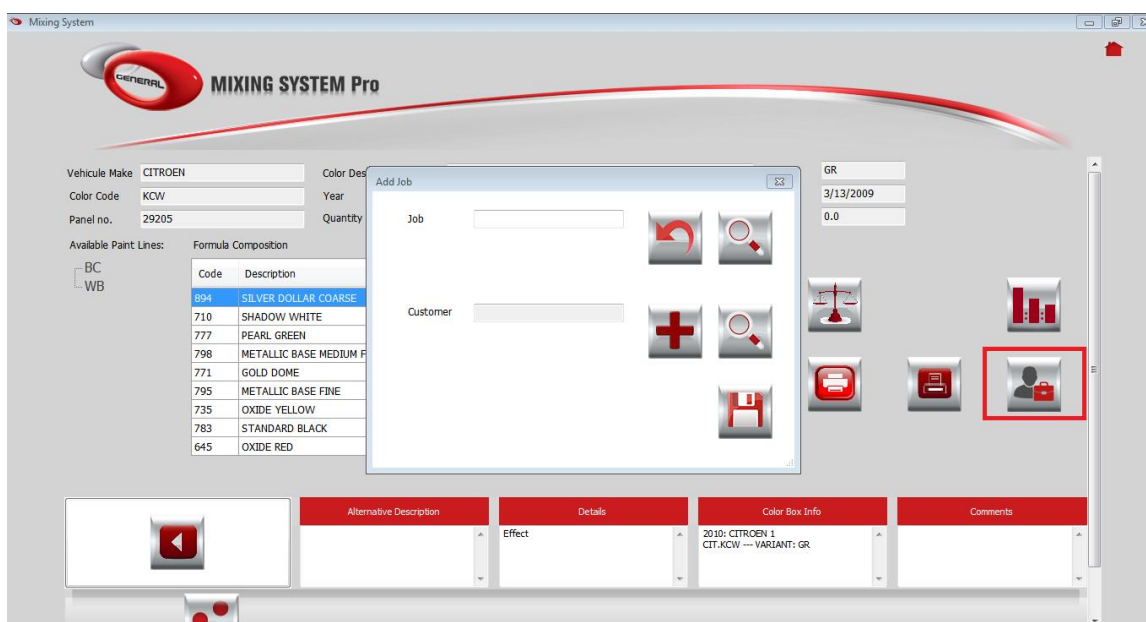
10. Mix Tracking

There are two ways to create a Job:

- a. Typical Job Creation Process

The typical Job Management option means that when creating a new job, the customer (and his vehicle) has to be already created in the parameters section. (Please refer to *“Adding a new customer”* section).

The mix is assigned to a Job either by accessing the ready to spray or by accessing the mixing system and then sending the formula to the ready to spray or by sending a formula to the Scale.





b. Simple Job Creation Process

The **Simple Job Management** option means that when creating a new Job, some information can be created on the spot, such as the customer information.

To access to this option enable the **Simple Job Management** in the **Parameters** section. (Please refer to the Parameters section for further details).

The screenshot displays the GenMix Pro software interface. A central dialog box titled "Add Job (admin - admin)" is open, allowing for the creation of a new job. The dialog box is divided into several sections: "Job" with fields for Title, Vehicle Make (set to MERCEDES), Color Code (set to 5321), Car Model, and Comments; "Additional Information" with a field for Number of Sprayed Panels (set to 1); "Insurance Information" with fields for Claim Number, Location, and Date; and "Customer" with fields for Name, License Plate, and Insurance. To the left of the dialog box, a sidebar shows "Vehicle Make" as MERCEDES, "Color Code" as 5321, and "Panel no." as 14741. Below this, a list of "Available Paint Lines" includes 2K, BC, and WB, with a corresponding "Formula Code" list showing 702, 721, 717, and 781. The background of the software shows a "Comments" section with the text "GRAY PRIMER".



11. Reporting:

The report section, available on the Intro screen, also called Job Management, will allow you to manage your jobs (End Job) and print reports.

a. Filter:

While using the **Job Management** module, you can filter all the available jobs with the below criterion:

- i. By user
- ii. By date.
- iii. By insurance.
- iv. Pending/Ended Jobs

Title	Date/Time	Name	Email	Phone Number	Make	Code	Tone	Panel no.
Job2	July 24, 2019 14:05 PM	Generic			TOYOTA	3L5		11894
Job1	July 24, 2019 13:53 PM	Customer 1	555	555	AUDI	0E		33046

b. Quick search:

This feature allows you to find your job quickly, by entering any information related to that job (e.g.: Title, Manufacturer, code, Panel number, Insurance, Phone number, etc...).

This button exists on the top of the **Job Management** page.

QuickSearch

Select All Pending

Insurance	Username	Finished	Send to scale



c. End jobs

When a job is ended, it will be marked as finished. With the same screen already open, you can undo the “End Job”

Date Start: Monday, June 24, 2019 Filter By User: jobs - reporting - All Users QuickSearch:

Date End: Wednesday, July 24, 2019 Filter By Insurance: All Show Jobs: All Select All Pending

Title	Date/Time	Name	Email	Phone Number	Make	Code	Tone	Panel no.	License Plate	Insurance	Username	Finished	Send to scale
Job1	July 24, 2019 13:53 PM	Customer 1	SSS	555	AUDI	0E		33046	123558	A88	admin		

d. Export:

As we mentioned on page 7, you can export your job as XML or CSV type, by clicking on the buttons at the bottom of the page:

i. Export to CSV:

This button exports some information related to a job (date, title, username, Insurance Company, license Plate, Number of Sprayed panels, etc...).

You can change the settings of this features from the **Parameters** section (check page 7).

ii. Export to XML:

This button exports some information related to this job (Job Number, date, VOC, panel number, manufacturer, code, paint line, etc...).





e. Print Label:

You can print quickly the formula sent to the **Job Management**, by clicking on the “Print to Label” button that exists at the bottom of the page:



NB: the software will print to the default printer.

f. Reports

There are three different kinds of reports which you can generate from the Reporting screen.

1. Detailed VOC Report

The following information will be displayed:

GENMIX PRO

Detailed VOC Report
Generated On Jul 27, 2015
From Jul 27, 2010 To Jul 28, 2015

Job ID	Title	Date	Customer ID	Customer Name	Email	Manufacturer	Model	Year	Total VOC (GRAMS)	Total Cost
20	Job test 1	June 17, 2015	2	customer 1	test@test.com	Lexus	LS400	1991	840.31	0.00
Type		Volume (LITERS)	Coatings VOC (GRM/LIT)	Material VOC (GRM/LIT)	Total VOC (GRAMS)	Total Cost	Code	Description	Quantity (LITERS)	
Primer		2.000	78625.03	50345.94	840.31	0.00	9700	WASH PRIMER	1105.00	
							9732	WASH PRIMER HARDENER	814.00	
Job ID	Title	Date	Customer ID	Customer Name	Email	Manufacturer	Model	Year	Total VOC (GRAMS)	Total Cost
17	Jobx123	May 28, 2015	2	customer 1	test@test.com	Lexus	LS400	1991	0.00	0.00
Type		Volume (LITERS)	Coatings VOC (GRM/LIT)	Material VOC (GRM/LIT)	Total VOC (GRAMS)	Total Cost	Code	Description	Quantity (LITERS)	
COLOR		1.000	0.00	0.00	0.00	0.00	793	METALLIC BASE VERY COARSE	216.70	
Formula Details: Make:OPEL/VAUXHALL Code:GYL Tone: Panel no.:32285 Paint Line:							783	STANDARD BLACK	211.70	
							898	SILVER DOLLAR FINE	209.20	
							860	METALLIC ADDITIVE	184.30	
							894	SILVER DOLLAR COARSE	74.70	
							756	PURE MAROON	24.90	
							710	SHADOW WHITE	19.90	
							702	WHITE	10.00	
							753	TRANSPARENT OXIDE RED	5.70	
							S1918	TOUCH UP BICOAT	1618.80	
							S1522	REDUCER FAST	667.90	
COLOR		1.000	0.00	0.00	0.00	0.00	793C	METALLIC BASE VERY COARSE	249.60	



2. Simple VOC Report

The following information will be displayed:

GENMIX PRO

Simple VOC Report
Generated On Jul 27, 2015
From Jul 27, 2010 To Jul 28, 2015

Job ID	Title	Date		Customer Name	Manufacturer	Model	Year	Total VOC (GRM/LIT)	Total Cost
20	Job test 1	June 17, 2015	2	customer 1	Lexus	LS400	1991	795.23	0.00
17	Jobx123	May 28, 2015	2	customer 1	Lexus	LS400	1991	0.00	0.00
15	Job2	May 25, 2015	2	customer 1	Plymouth	Valiant	1973	163.29	0.00
19	test1	June 11, 2015	3	Customer 2	BMW	X6	2010	618.06	0.00
14	Job1	May 25, 2015	2	customer 1	Lexus	LS400	1991	163.29	0.00
13	Jx	February 16, 2015	2	customer 1	Lexus	LS400	1991	45638.08	0.00
12	bla	February 16, 2015	2	customer 1	Plymouth	Valiant	1973	0.00	0.00
11	J1	February 16, 2015	2	customer 1	Lexus	LS400	1991	41964.28	0.00

Total VOC: 89342.23 GRM/LIT
Total Cost: 0.00

3. Single VOC Report

The following information will be displayed:

GENMIX PRO

Single VOC Report
Generated On Dec 28, 2015
From Dec 28, 2010 To Dec 29, 2015

Job ID	Title	Date	Customer ID	Customer Name	Email	Manufacturer	Model	VIN Number	Year	Total VOC (GRAMS)	Total Cost
24	second	December 21, 2015	5	test	testaw	test	test	test	test	717.88	0.00
Type		Volume (LITERS)	Coatings VOC (GRAM/LIT)		Material VOC (GRAM/LIT)		Total VOC (GRAMS)	Total Cost	Code	Description	Quantity (LITERS)
Mx		1.000	717.86		717.86		717.88	0.00	872	XIRALLIC WHITE	755.70
Formula Details: Make: TOYOTA Code: 070 Tone: Panel no.:22950 Paint Line: BC (S)									850	BASECOAT BINDER	187.70
									702	WHITE	16.80
									682	MIXING BLACK	1.00

12. Contact information

For more information or comments, please do not hesitate to contact the General Paint GenMix support team by email at support.it@generalpaint.biz or by phone at +961 9 925990.

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