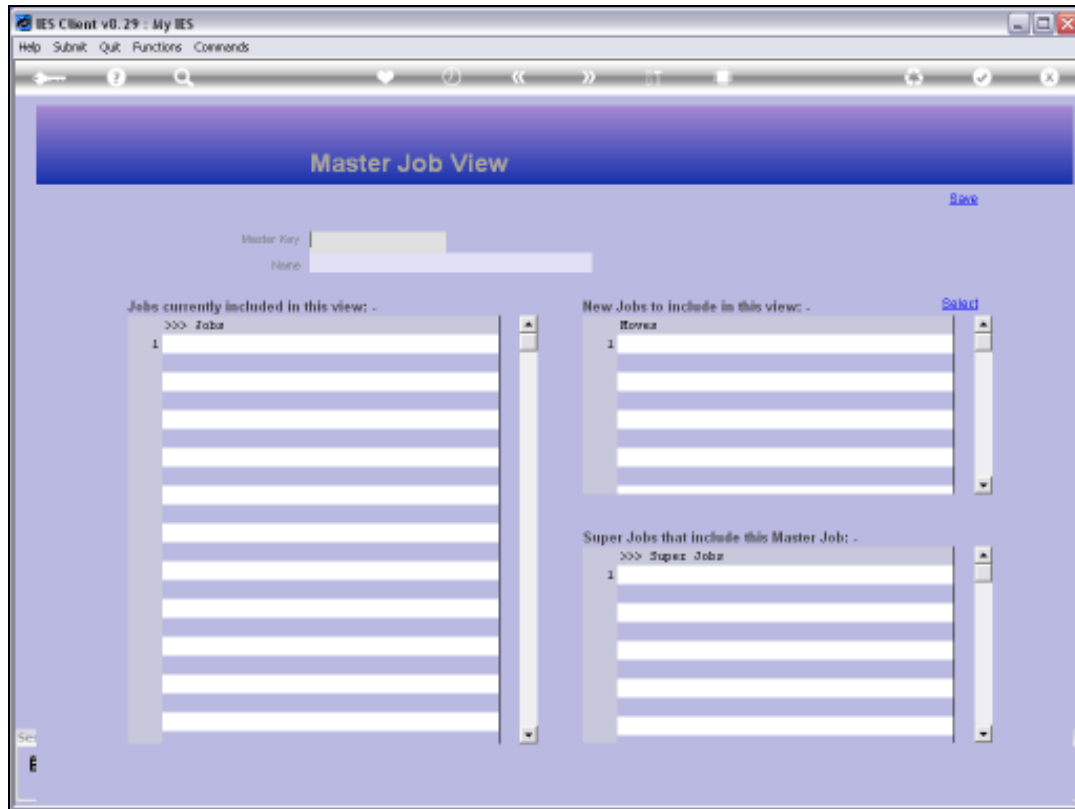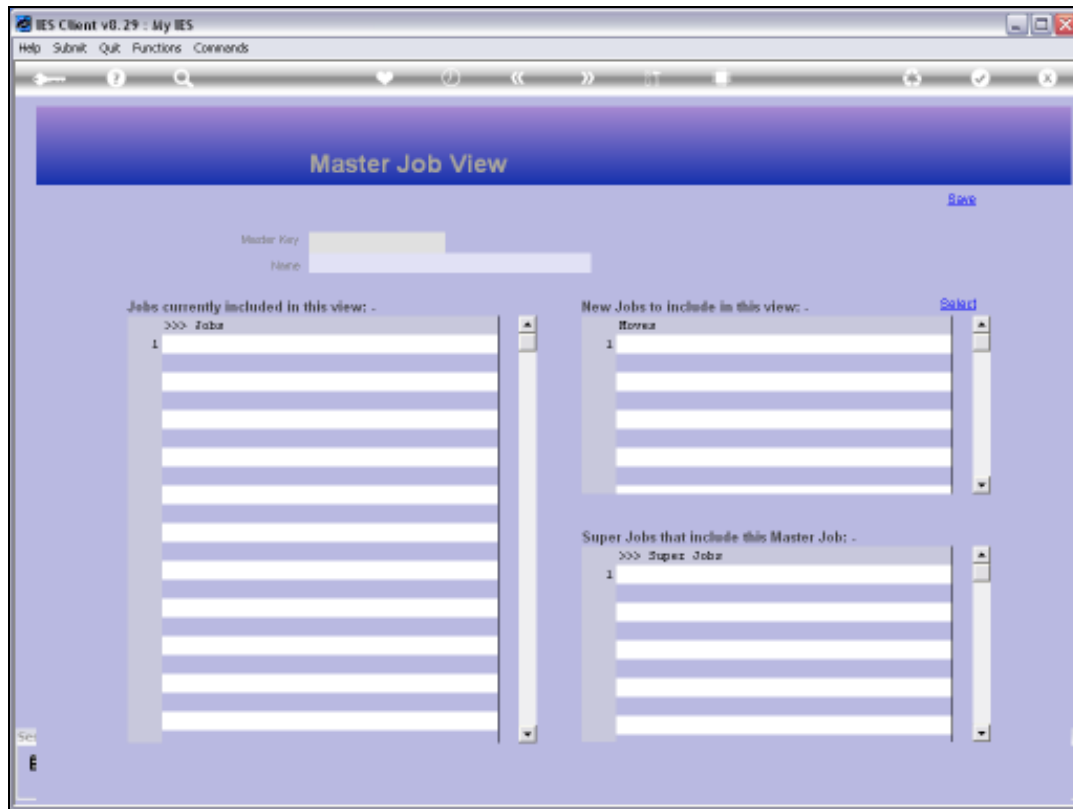Slide 1

Slide notes: To define new Master Jobs and to maintain current Master Jobs, we use the option found at File Maintenance.
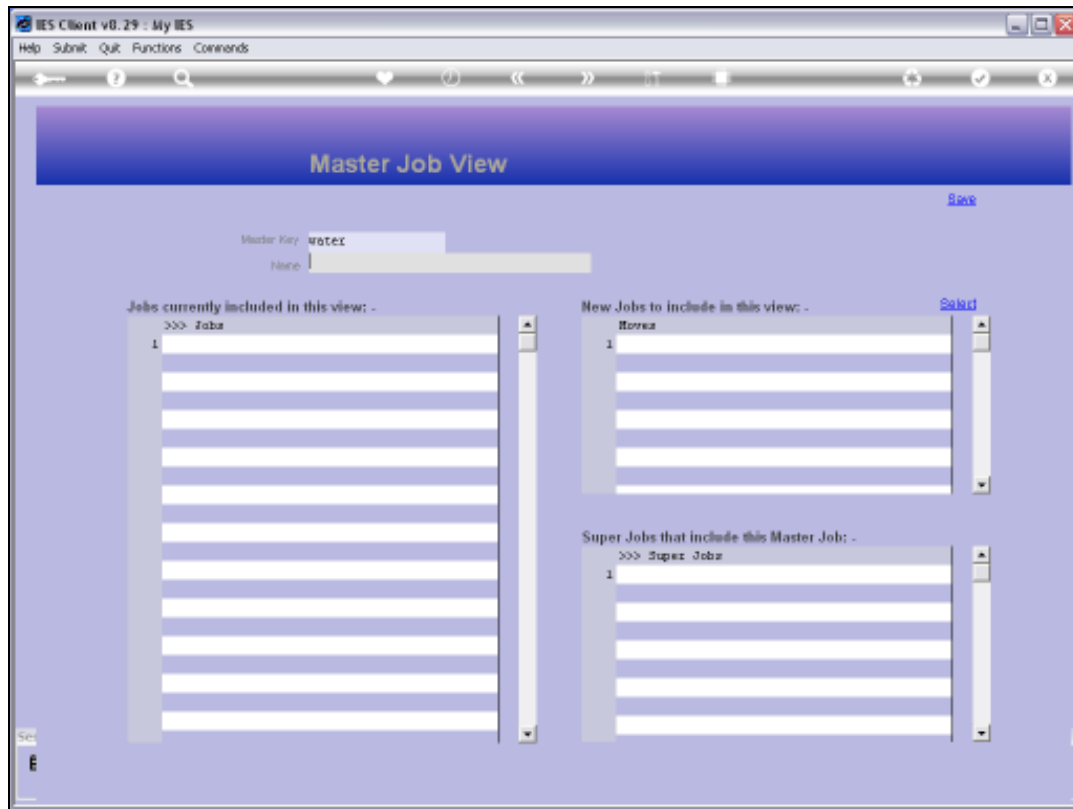
Slide 2

Slide notes: A Master Job is a collection of Jobs, usually 2 or more, and has the capability to report a consolidated view of the included Jobs.
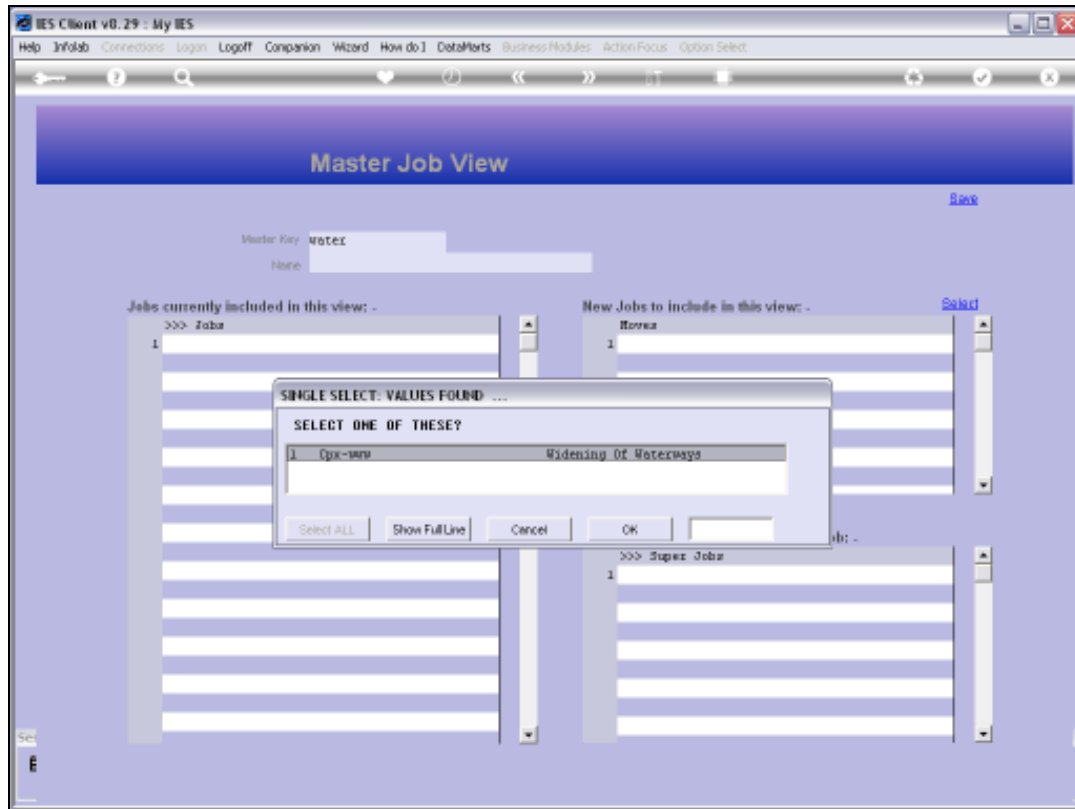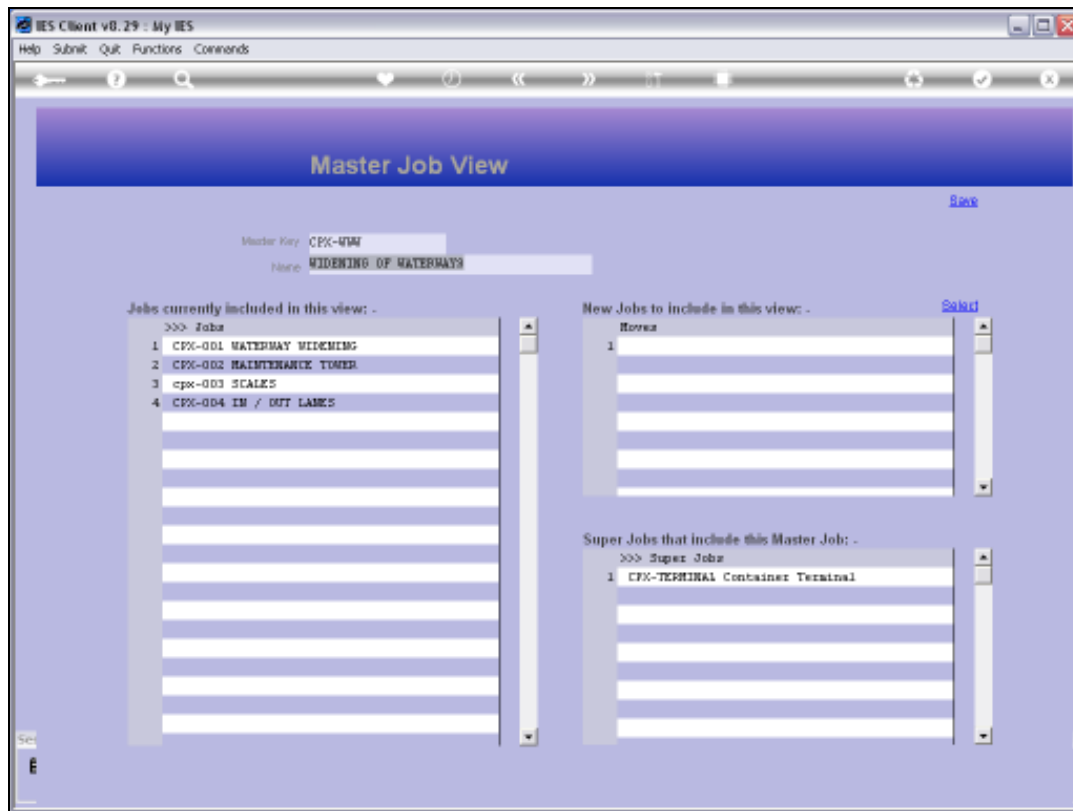
Slide 3
Slide notes:
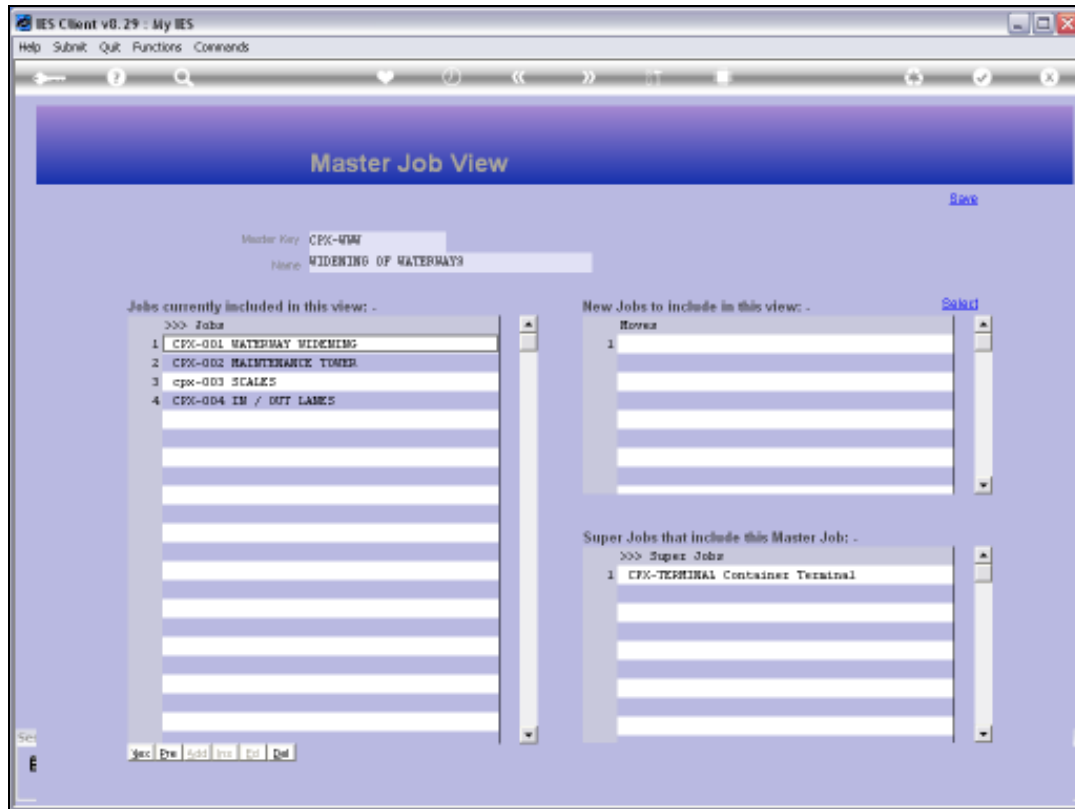
Slide 4
Slide notes:

Slide 5
Slide notes:

Slide 6

Slide notes: It is easy to define a Master Job. We may assign the Key of our choice, and give the Master Job a Name. To include new Jobs in the Master Job, we can use the 'Select' function.

Slide 7
Slide notes:

Slide 8
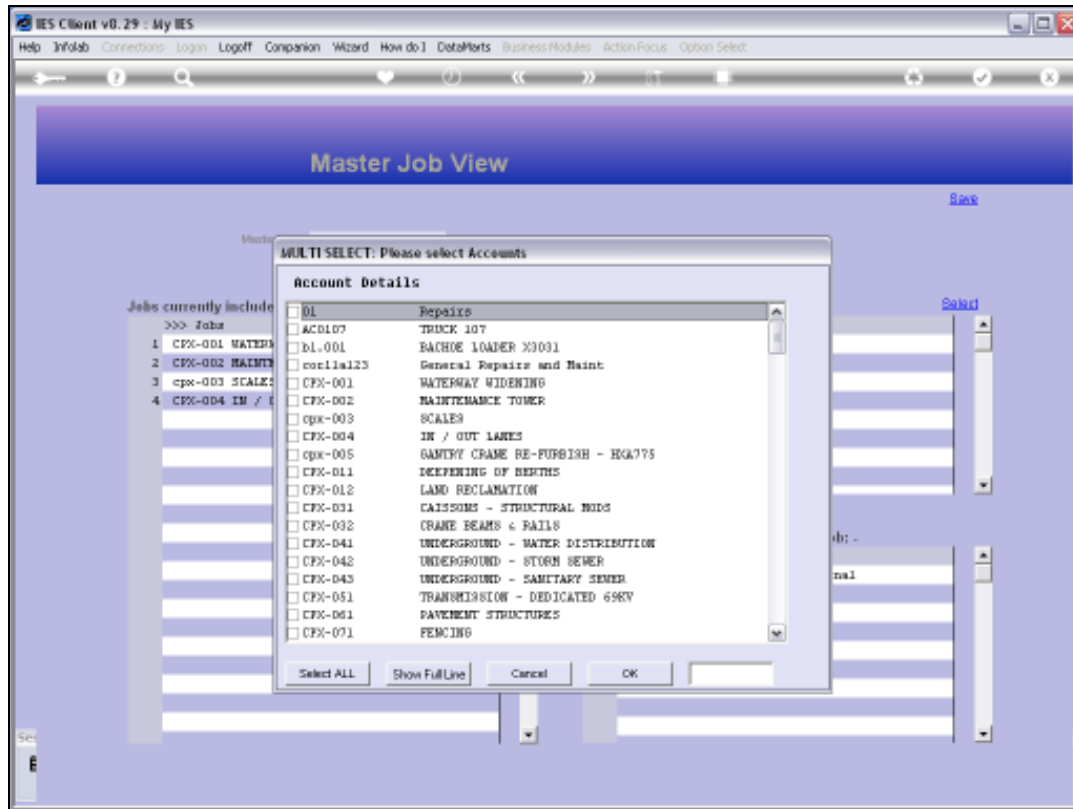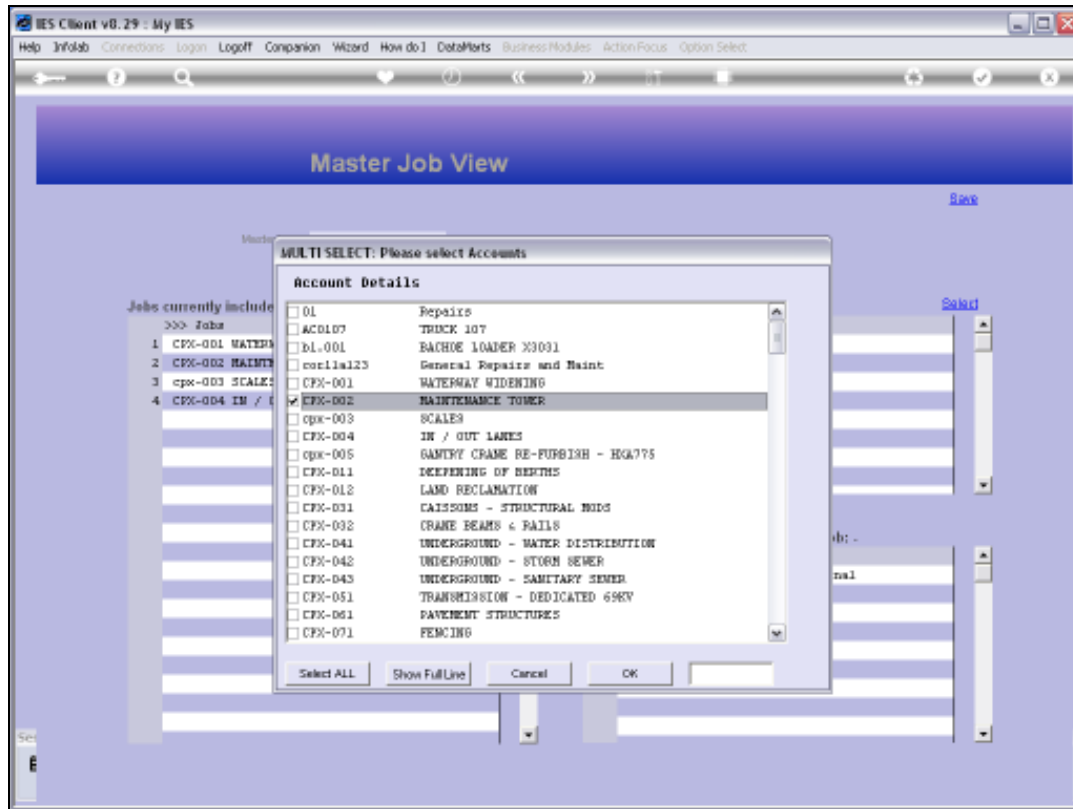Slide notes:

Slide 9
Slide notes:
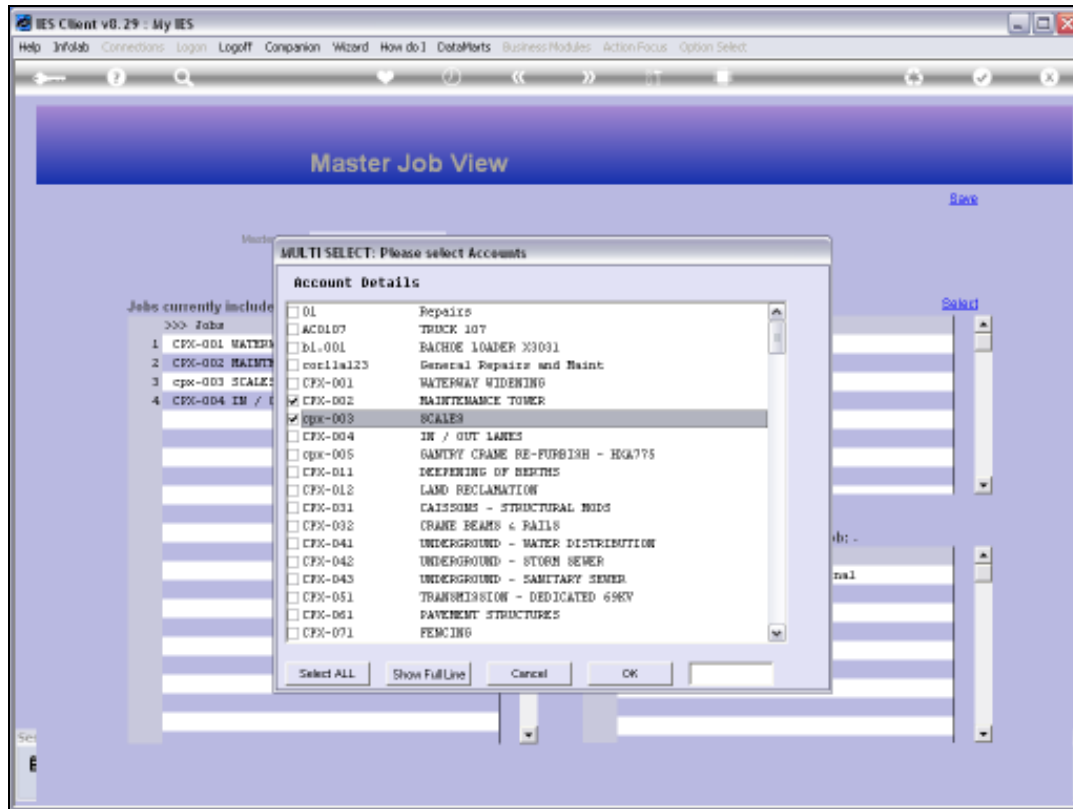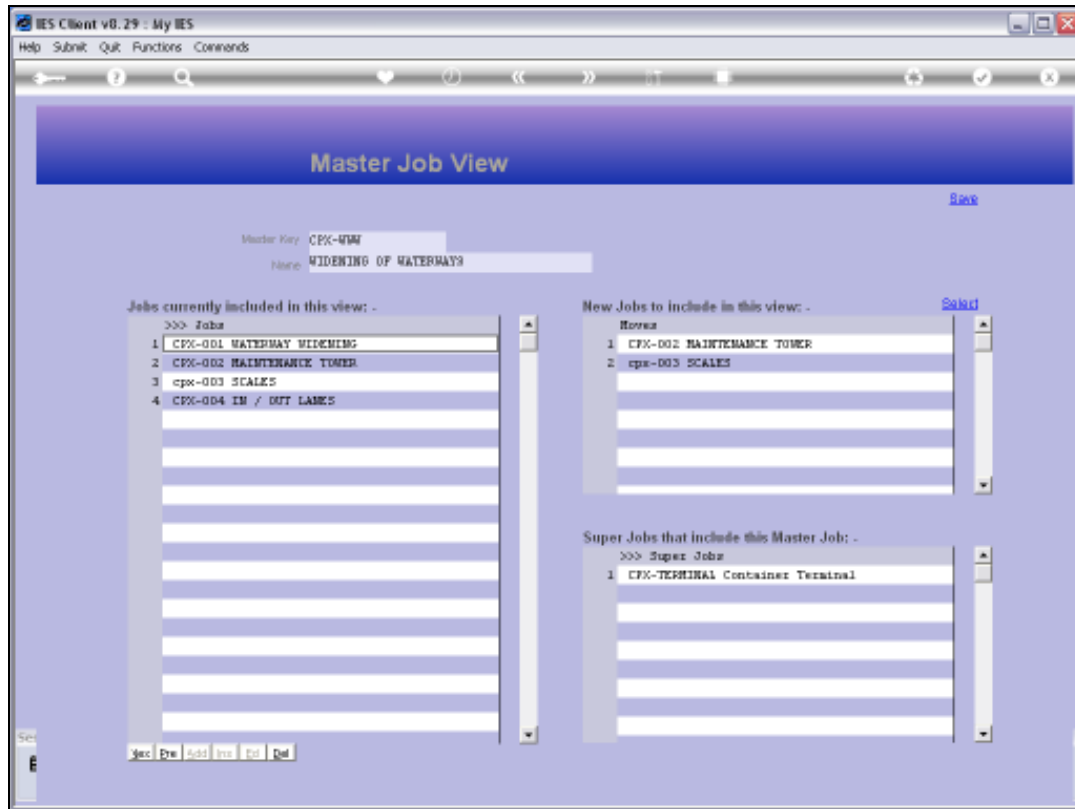
Slide 10
Slide notes:

Slide 11
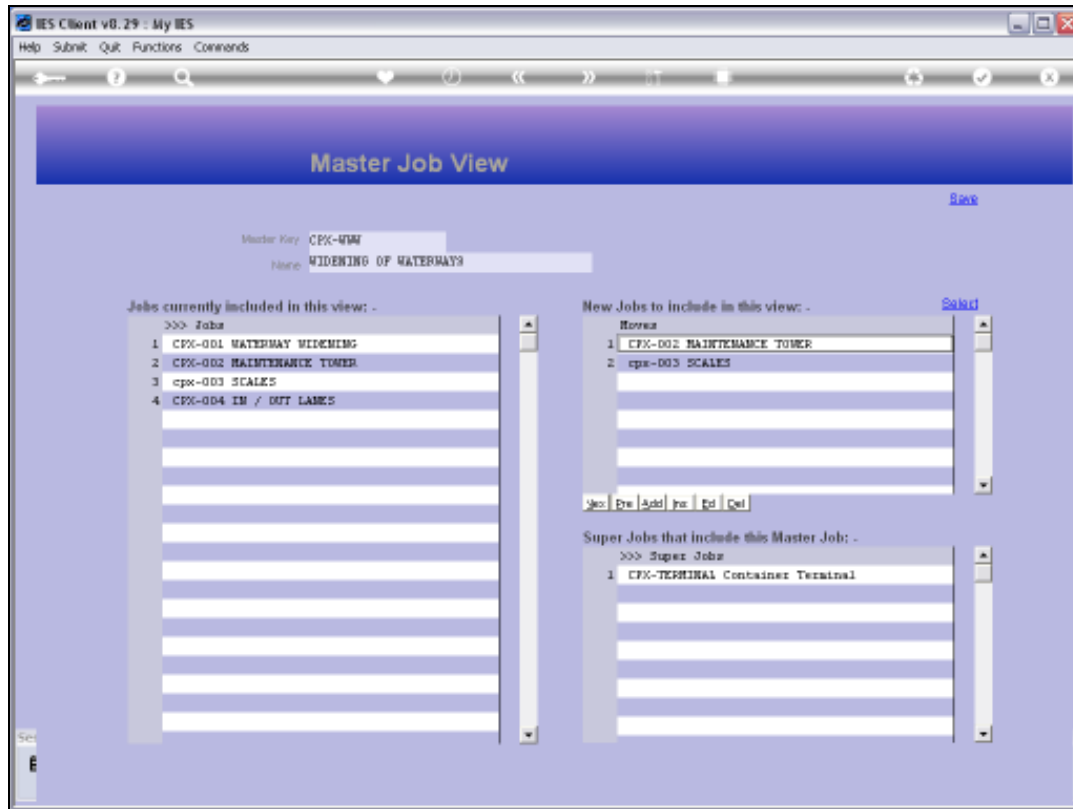Slide notes:

Slide 12
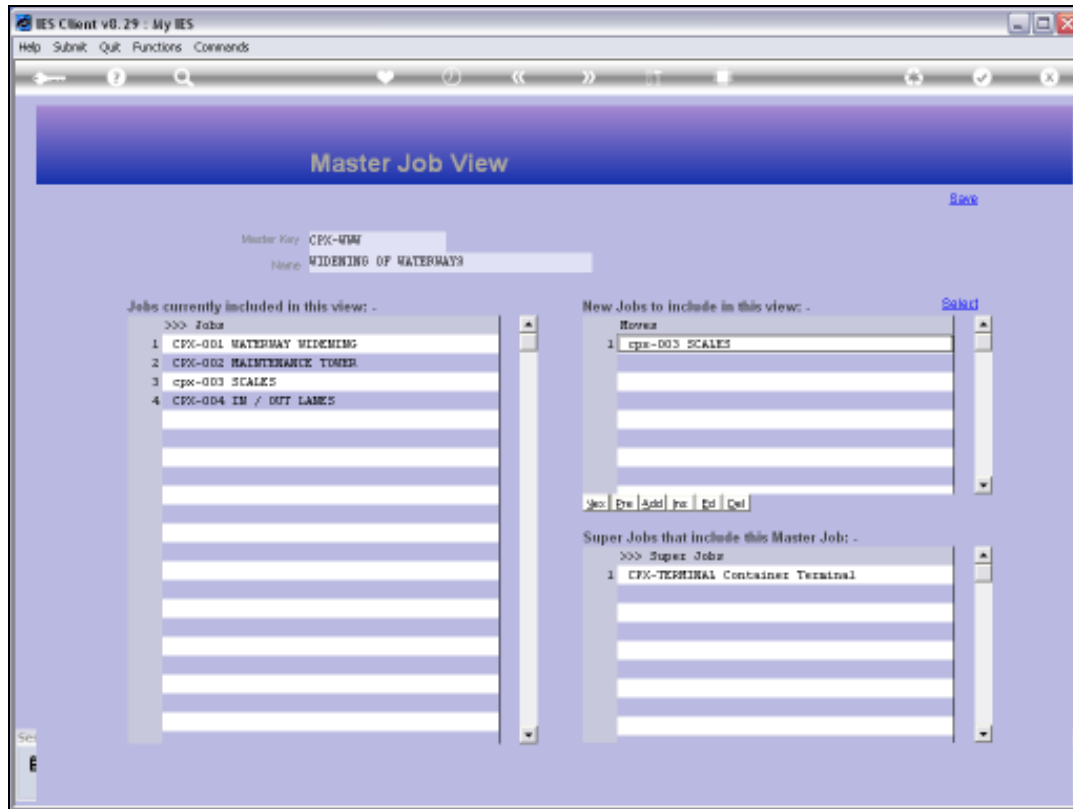Slide notes:

Slide 13
Slide notes:

Slide 14

Slide notes: In fact, these 2 Jobs are already included, and the system will not duplicate them. We have only selected the Jobs to show how easily it is done.
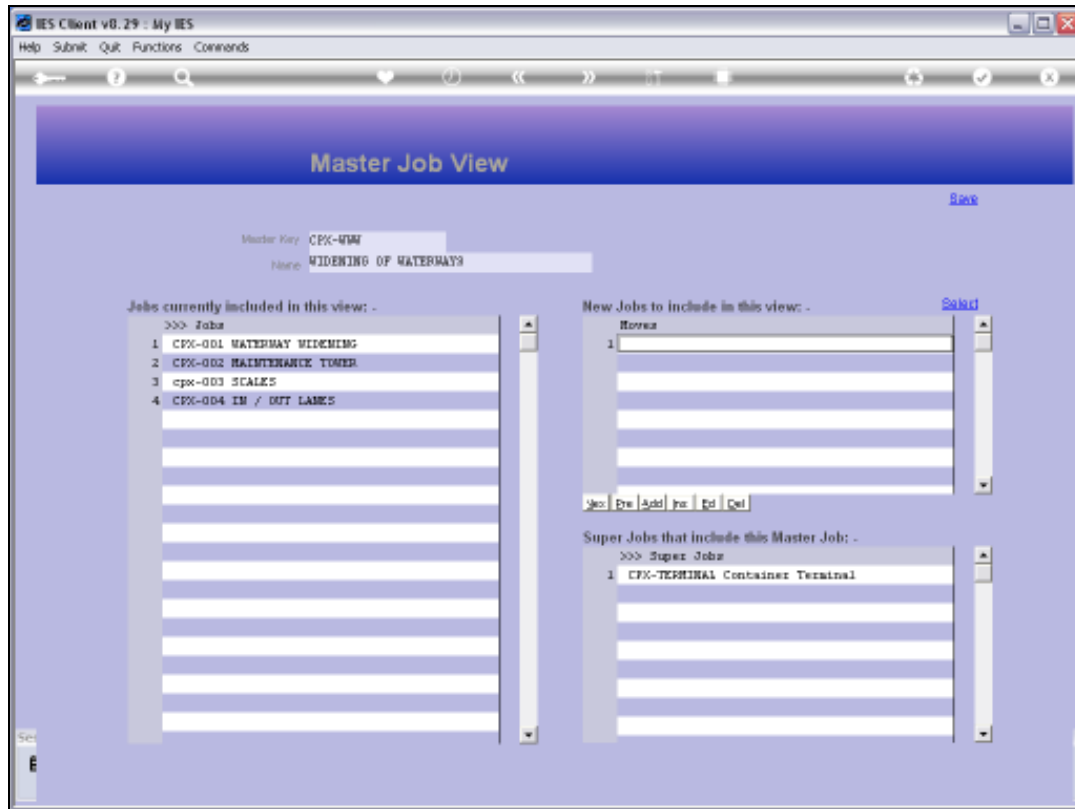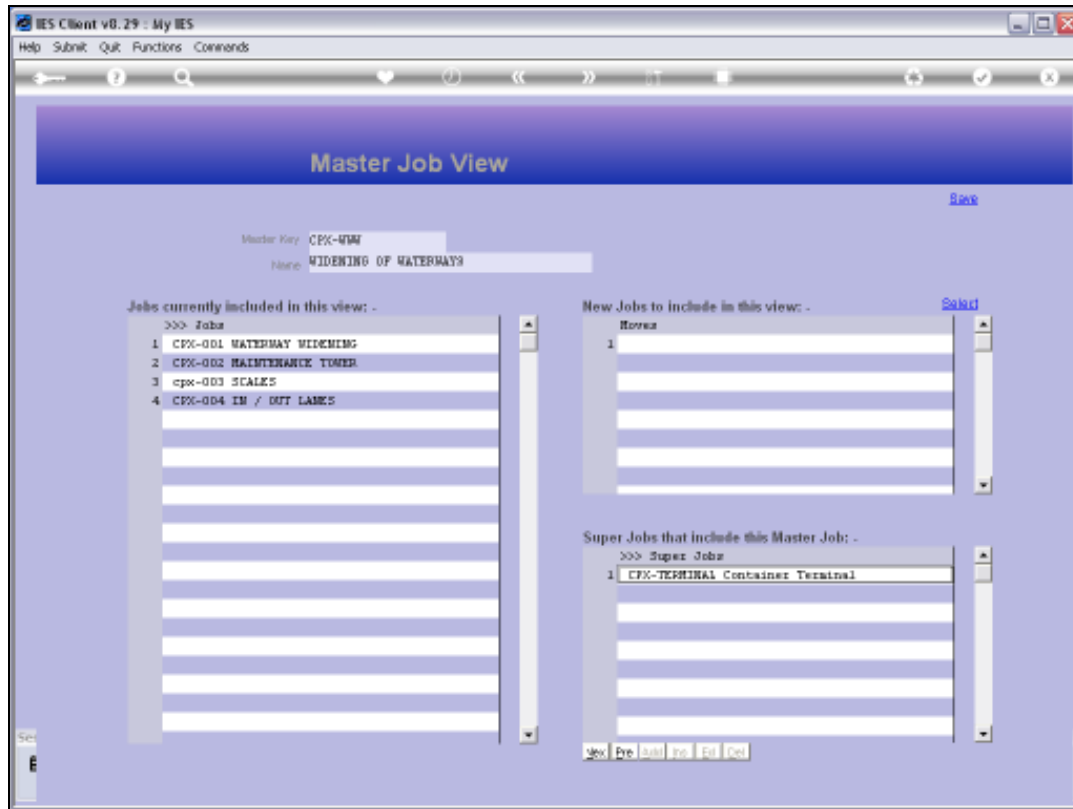
Slide 15
Slide notes:

Slide 16
Slide notes:

Slide 17

Slide notes: A Master Job may also be included at 1 or more Super Jobs, and the system will show the Super Jobs where this Master Job is included.

Slide 18

Slide notes: To perform the update after making changes or defining a new Master Job, we choose SAVE.

Slide 19
Slide notes: