

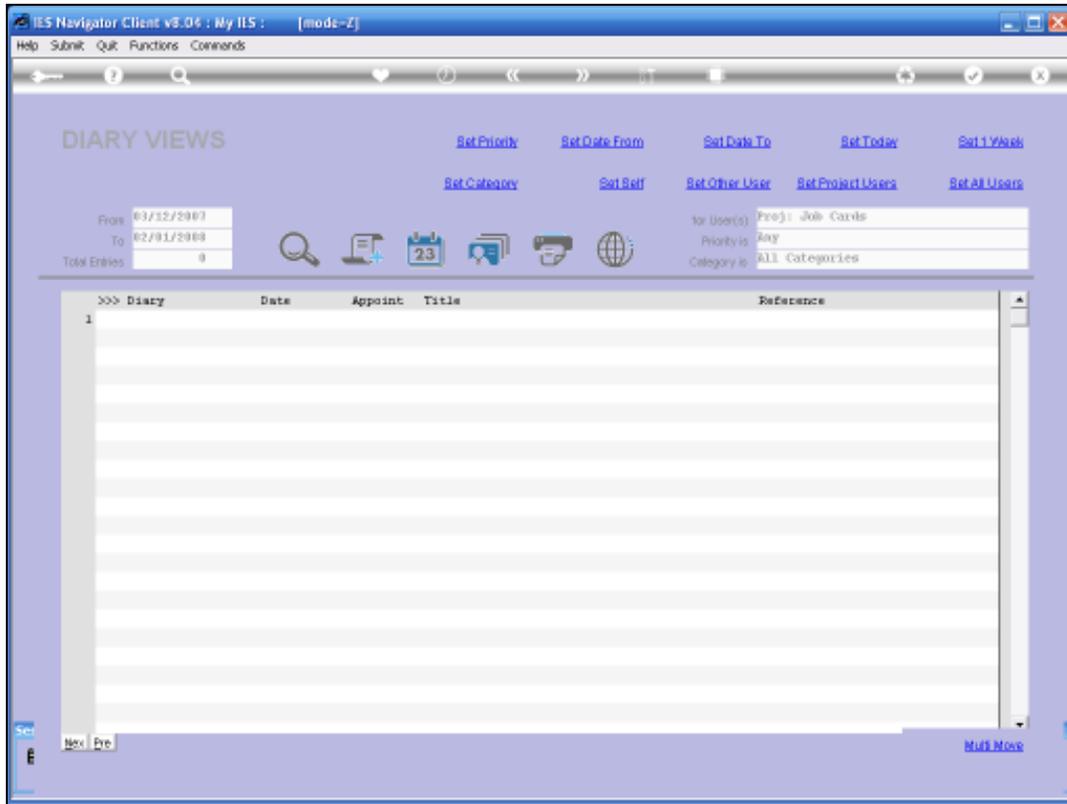


Slide 1

Slide notes:

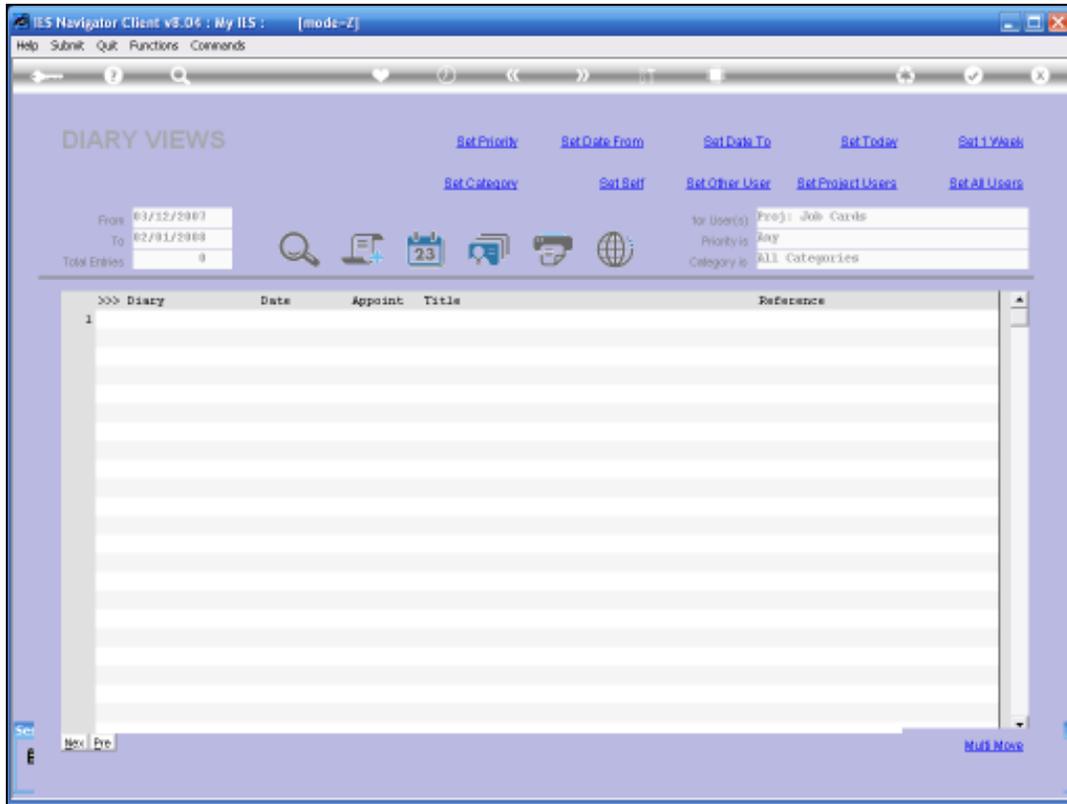
In this session we want to look at the Administrative Functions that are included with the Service Jobs. These include the Diary, the Appointment Book System and also Tasks.

When we use the Diary in Service Jobs, then of course one should be a member of a Project. The Diary Project for Service Jobs. When we enter the Diary, we are automatically in the Service Jobs Diary.

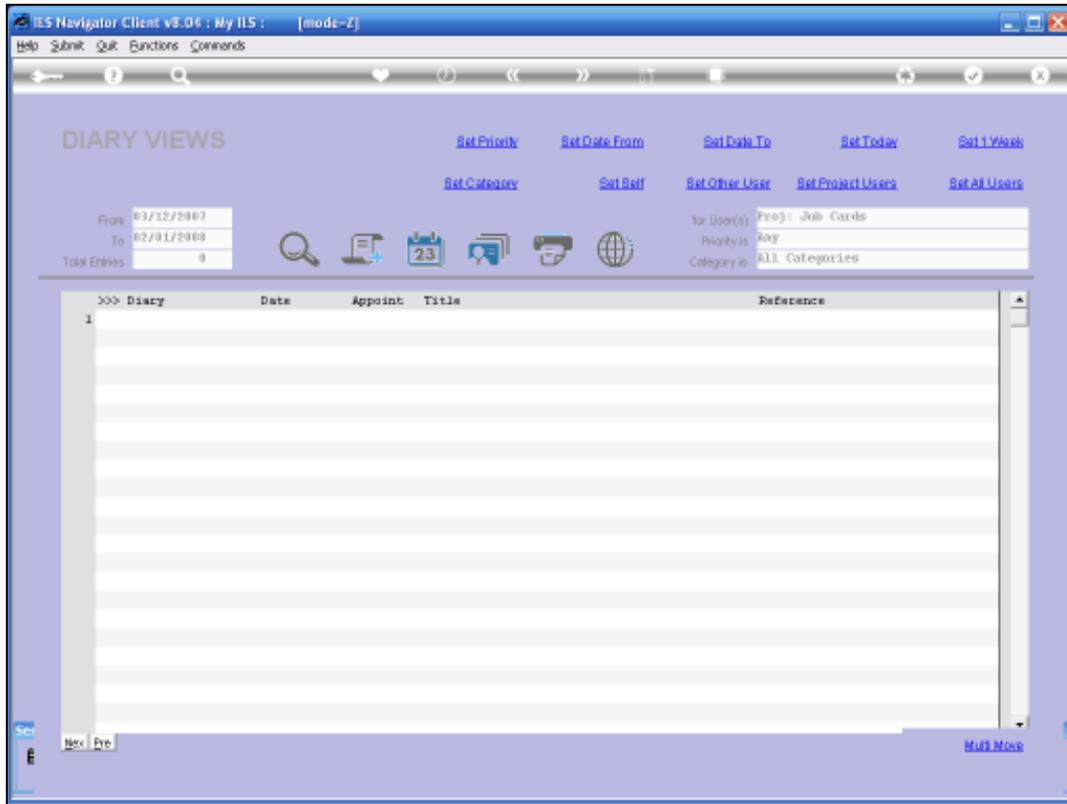


Slide 2  
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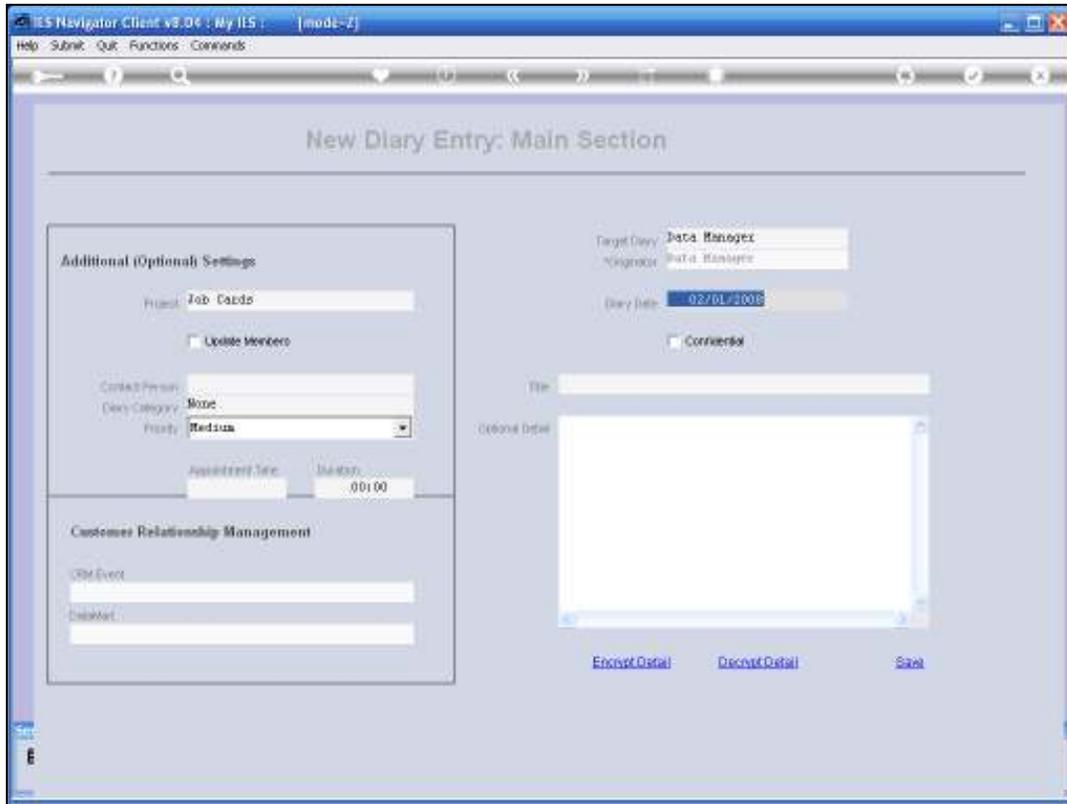
We are now in the Service Jobs Diary. So any member that uses this Diary, will be able to see all entries that are currently in the Service Jobs Diary. If we Submit from here a New Diary entry, it will also be automatically flagged for Service Jobs.



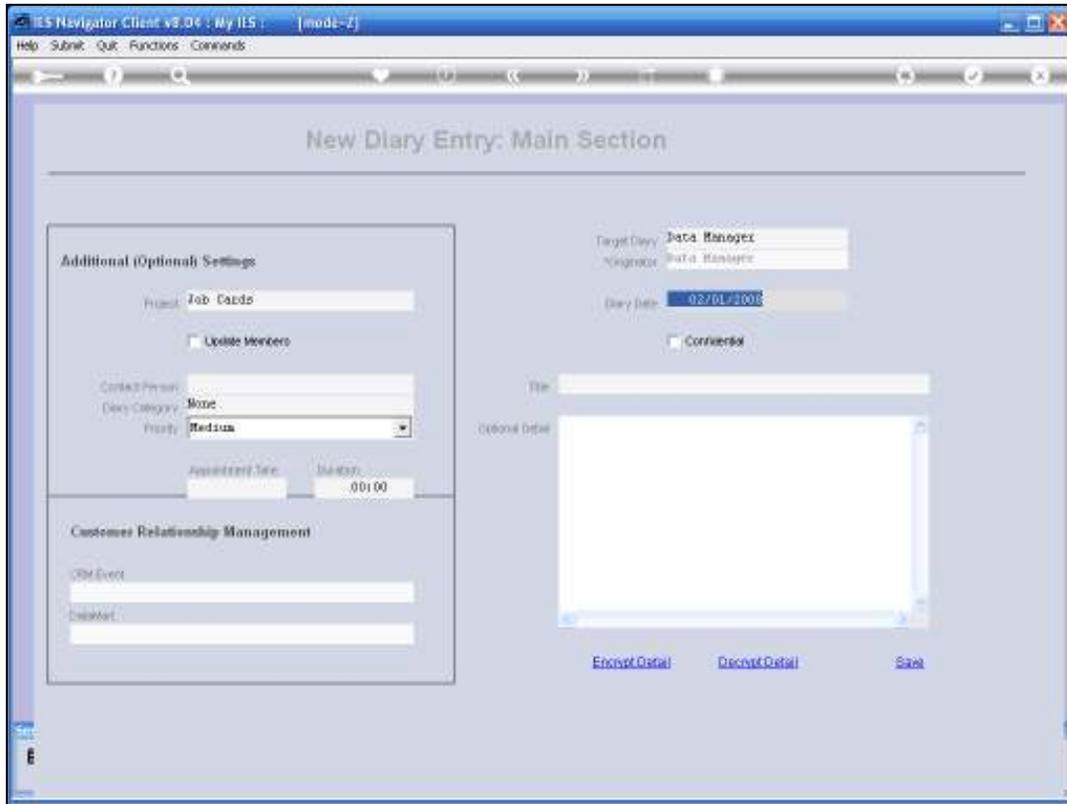
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Slide 4  
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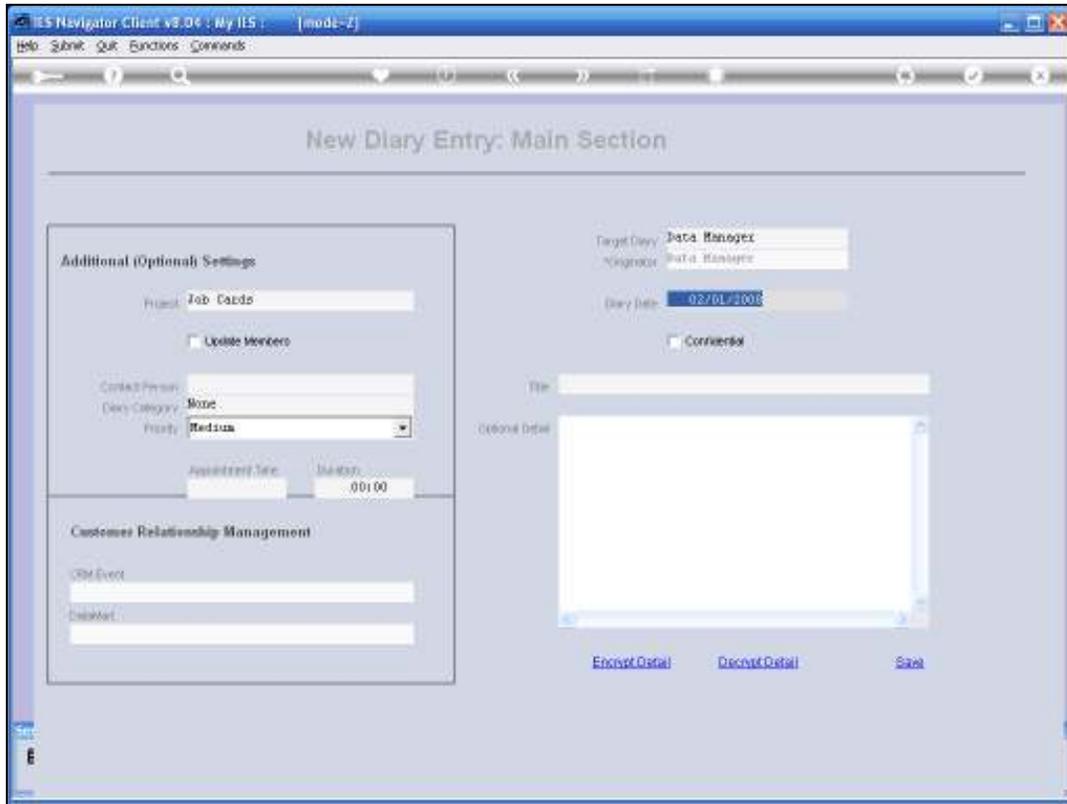


Slide 5  
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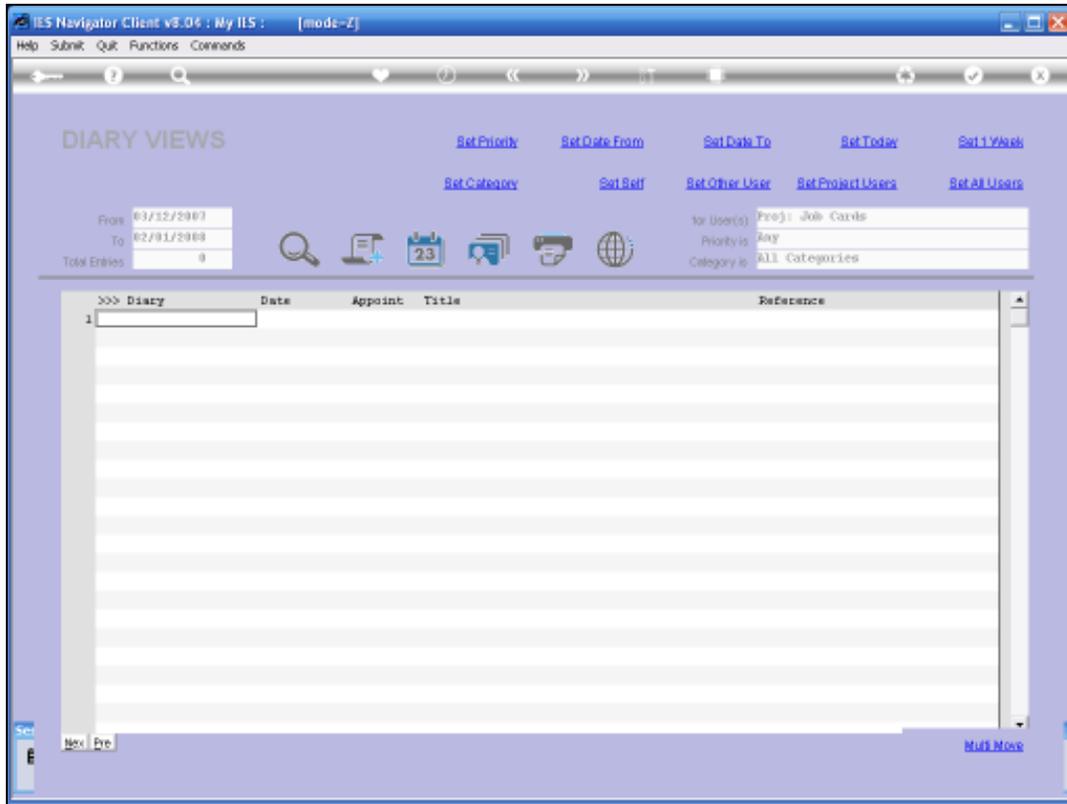


Slide 6  
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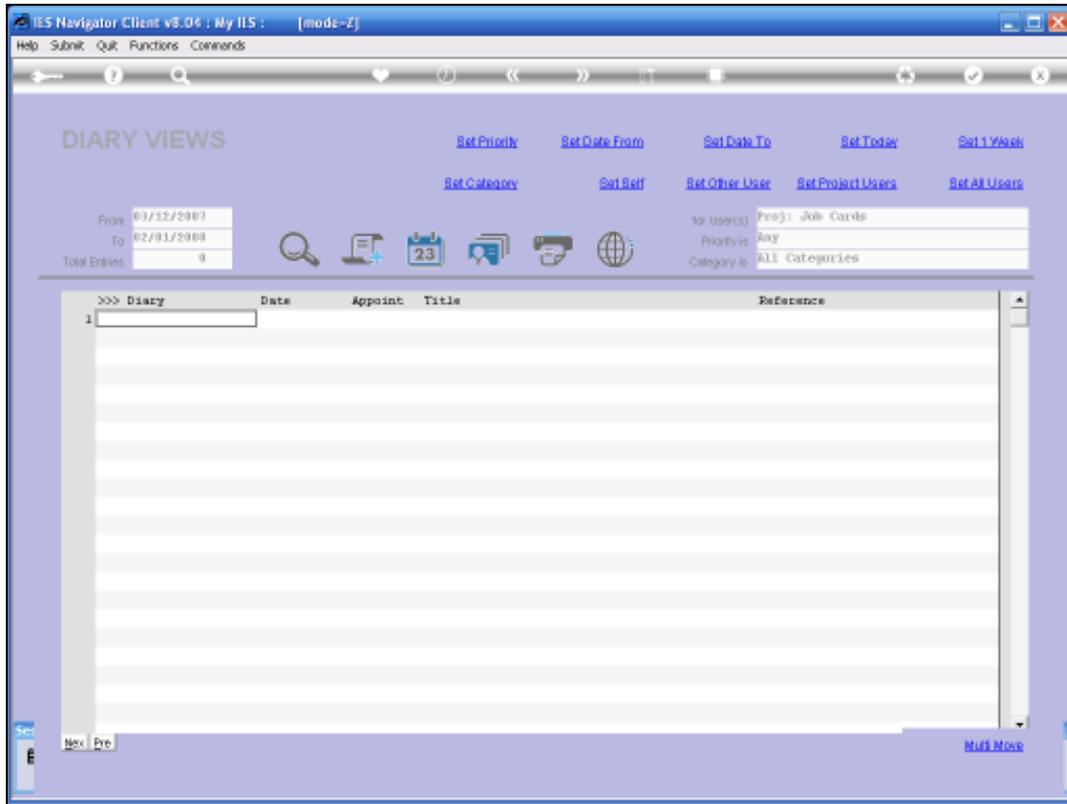
Here we can see that the New Entry will automatically be a Service Jobs Diary Entry.



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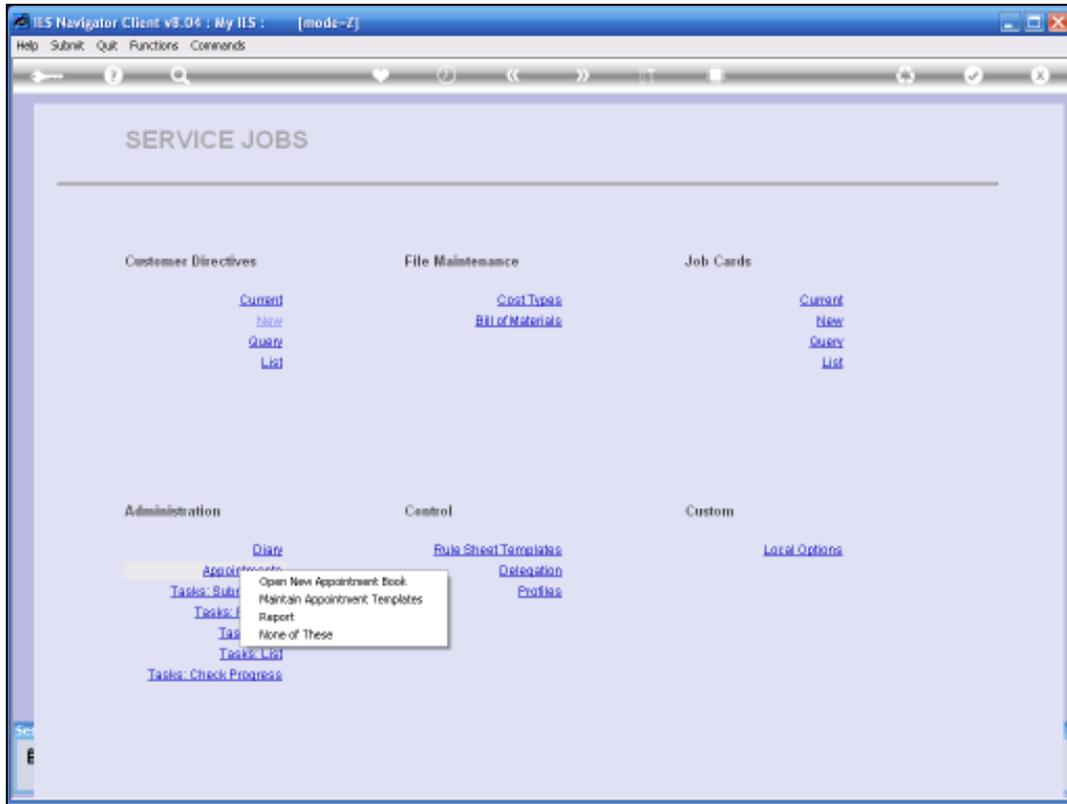
Slide 10  
Slide notes:



Slide 11  
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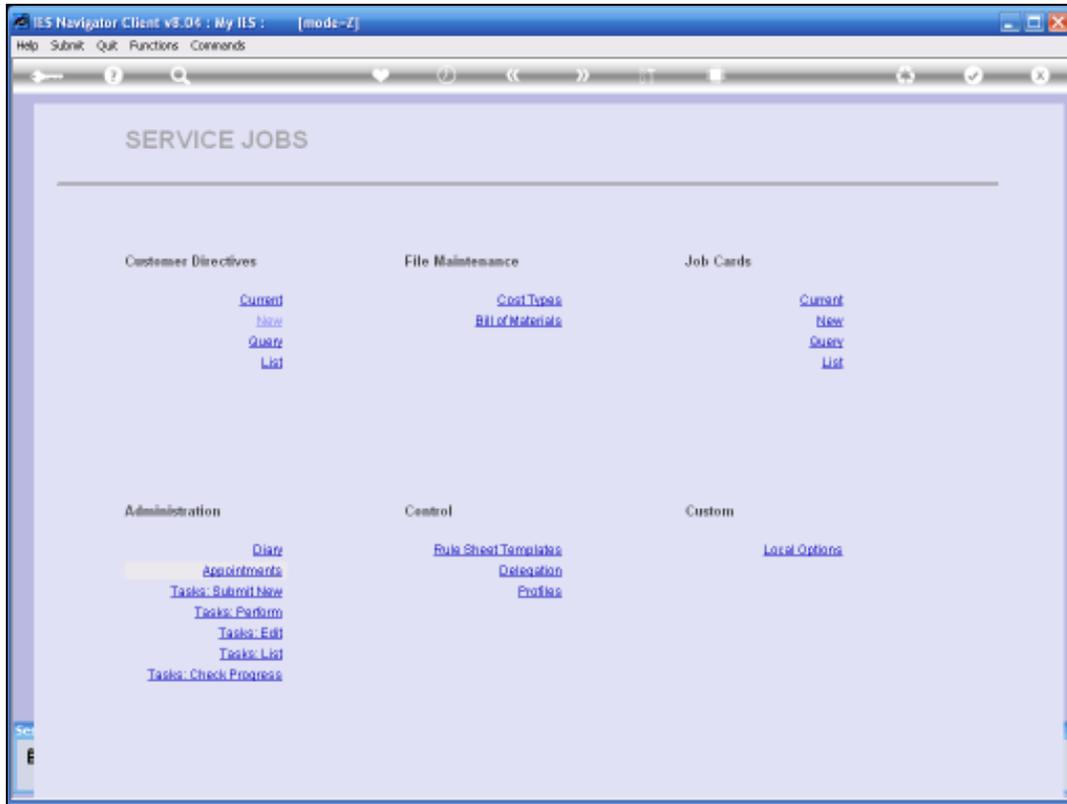


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Slide 13  
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Here we can see the Standard Options for Appointment Books integrated for Service Jobs. So Service Jobs has its own Appointment Book System.



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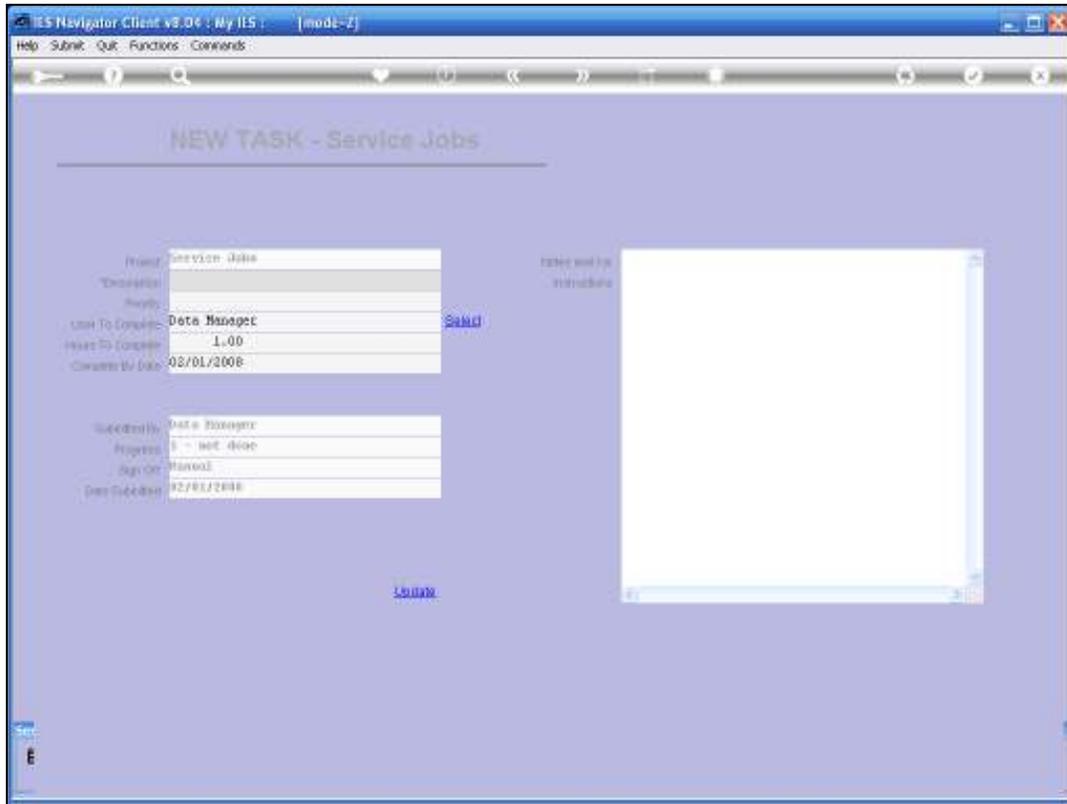
The screenshot shows a web browser window titled 'IIS Navigator Client v3.04 : My IIS : [mode-Z]'. The browser address bar is empty. The page content is titled 'NEW TASK - Service Jobs'. The form contains the following fields:

Task:	Service Jobs
Description:	
Priority:	
User To Complete:	Data Manager <a href="#">Select</a>
Hours To Complete:	1.00
Created By Job:	02/01/2008
Created By:	Data Manager
Program:	1 - net.exe
Log On:	Manual
Due Date:	02/01/2008

Below the form, there is a [Cancel](#) link. To the right of the form is a large empty text area with the label 'Notes and/or instructions'.

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When we use a Task Option to submit a New Task, then we can note that the System automatically flags it for Service Jobs. So we can use all the Task Options here and they are specifically targeted for Service Jobs.



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Slide 18  
Slide notes:



Slide 19  
Slide notes: