



Jobs

Table of Contents:

- 1. Introduction 2
- 2. Import Jobs 2
 - a. Import Jobs automatically from Hymix 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 Hymix Pro to a job 5
 - b. Add customer information manually to a job 5
- 5. Contact information 6

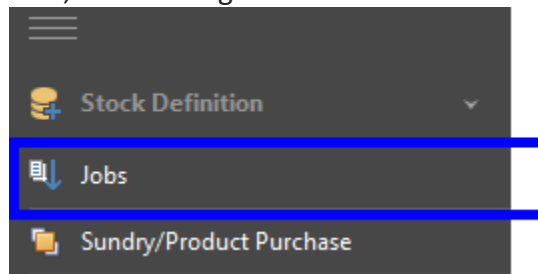


1. Introduction

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

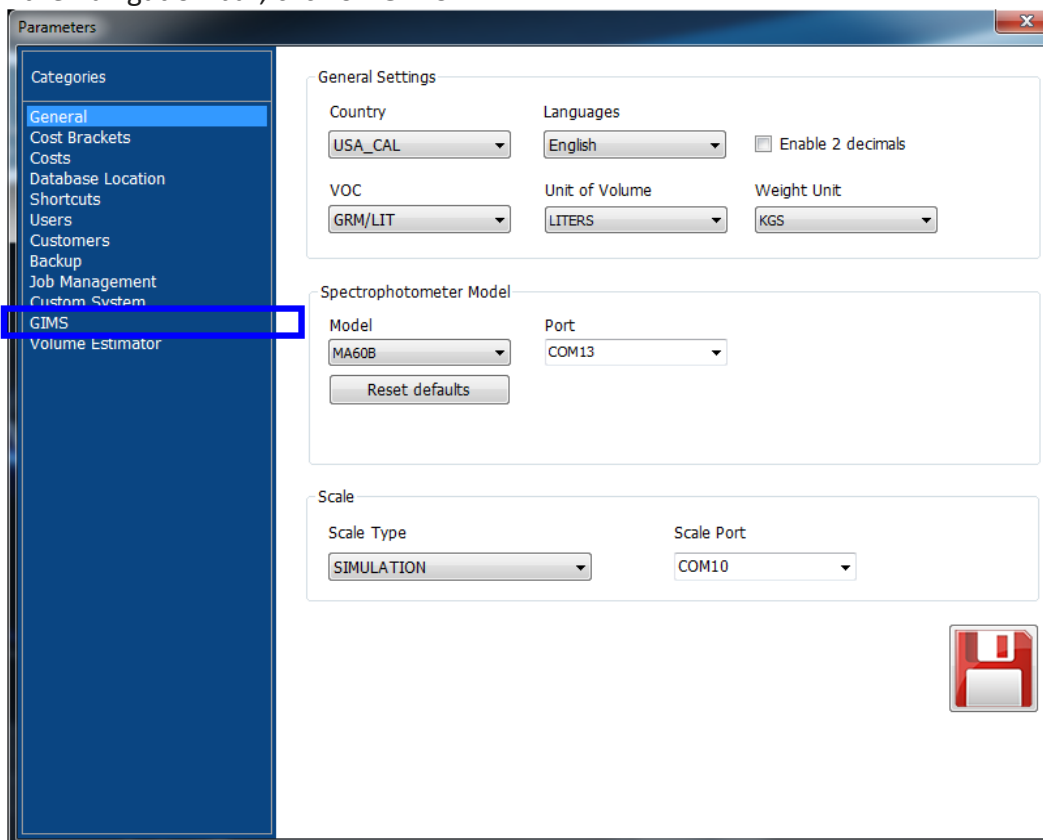
This section describes two methods to add jobs in GIMS.

a. Import Jobs automatically from Hymix Pro

i. Open Hymix Pro software.

ii. Click on parameters.

iii. In the navigation bar, click on GIMS.



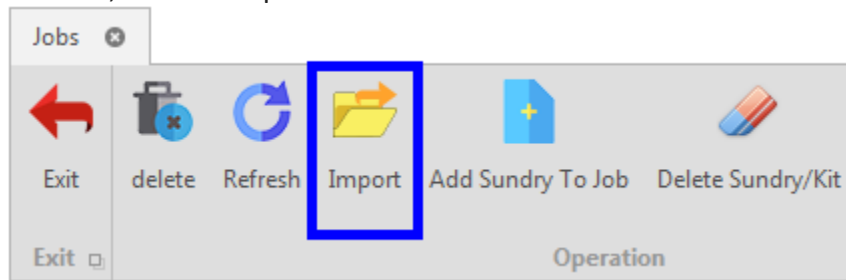
- iv. Tick on Enable automatic Job Import to activate this feature.



- v. Close the parameters popup.

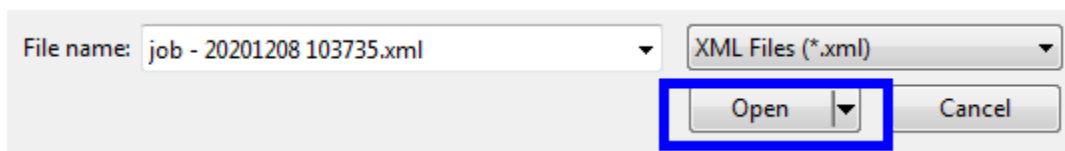
b. Import Jobs Manually

- 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.

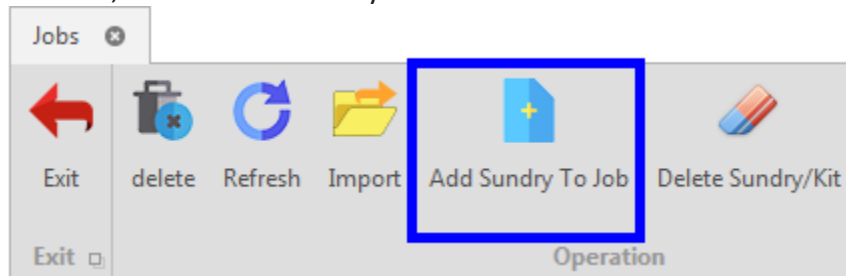
- v. Click on Open.



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)

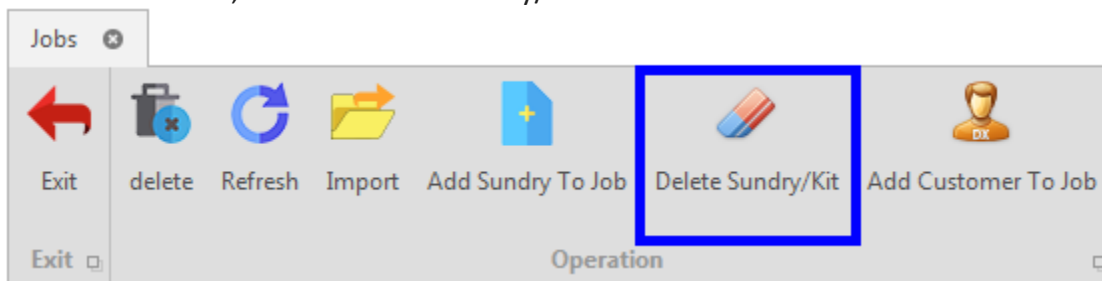
Description
Kit
Sundry

- 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

- Select a job.
- In the menu bar, click on Delete Sundry/Kit

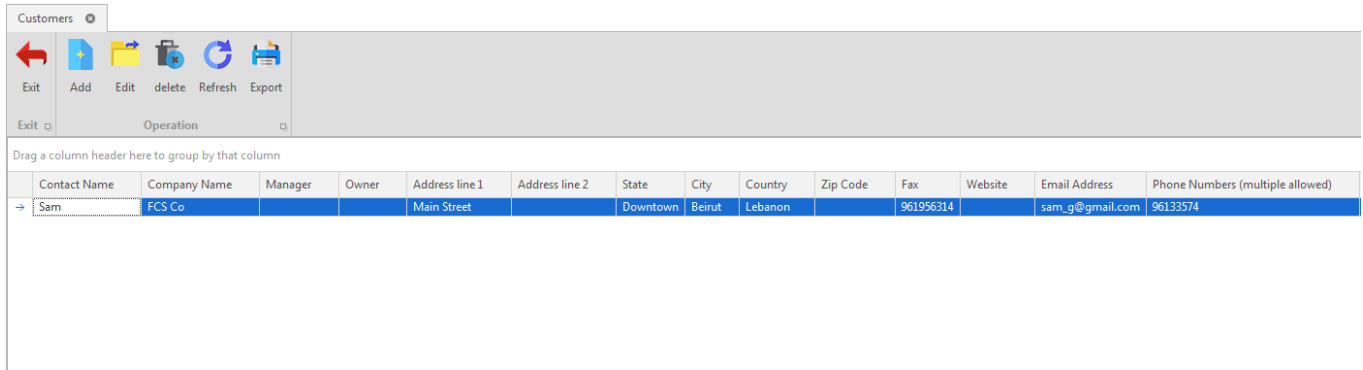




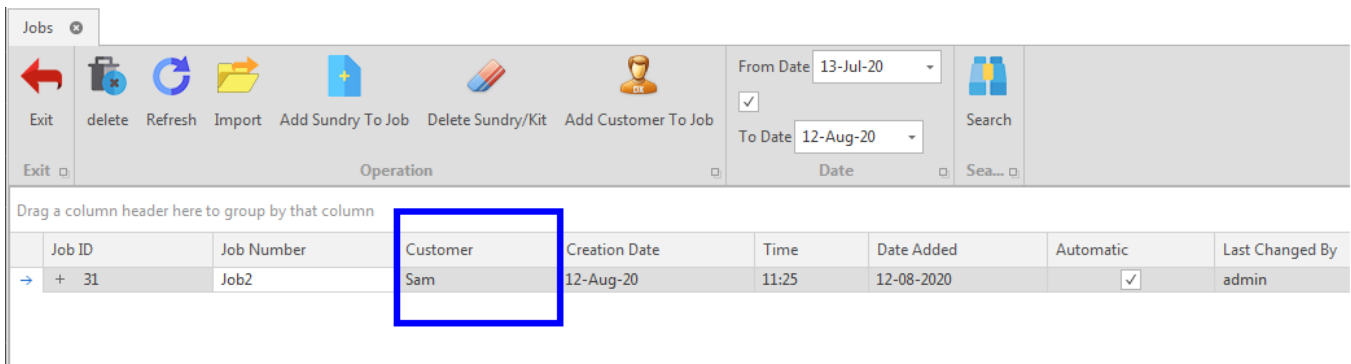
4. Add Customer

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

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



Customer Imported automatically from Hymix Pro- Customers section

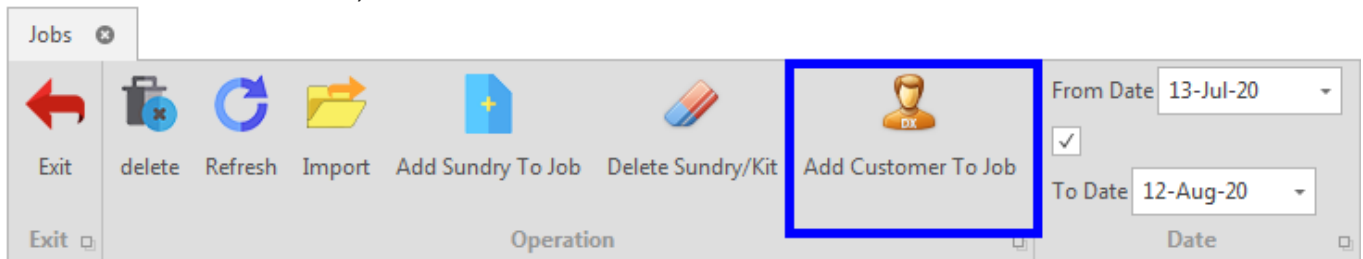


Customer information assigned to the job - Job section

- 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.

The screenshot shows a window titled "Assign Customer To Job". It has a dark header bar with the HyMax logo and the window title. The main area contains three input fields: "Customer" (a dropdown menu), "Company Name", and "Phone Numbers (multiple allowed)". The "Customer" dropdown is highlighted with a blue border, and its list is open, showing "Sam : FCS Co" selected. Below the fields are "Save" and "Exit" buttons.

- iv. Click on Save.

5. Contact information

For more information or comments, please do not hesitate to contact our Software support team by email at support.it@hymax.biz

Or by phone at +961 9 925 990

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