



Job Management

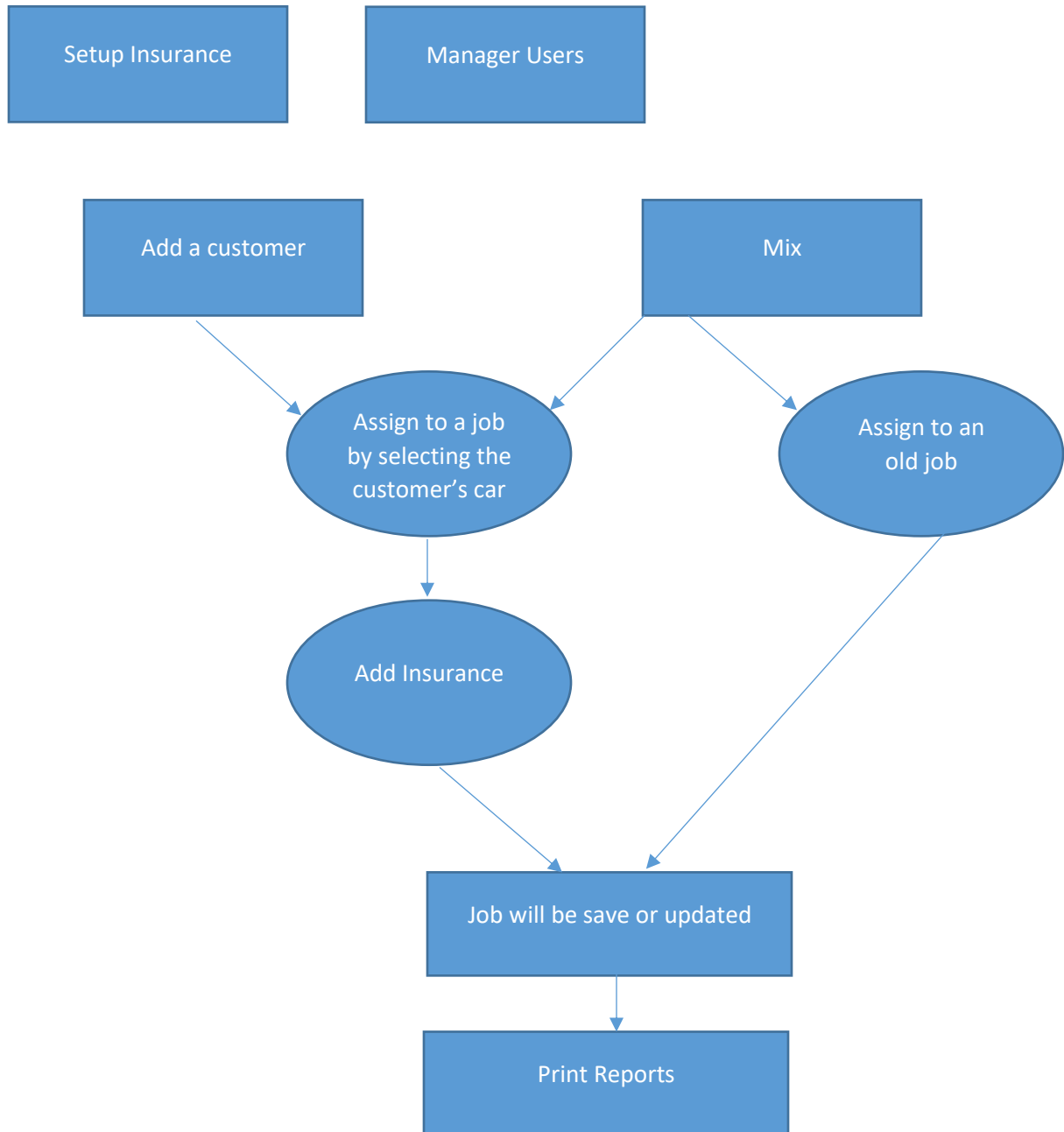
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1. Introduction (Summary Diagram)

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:



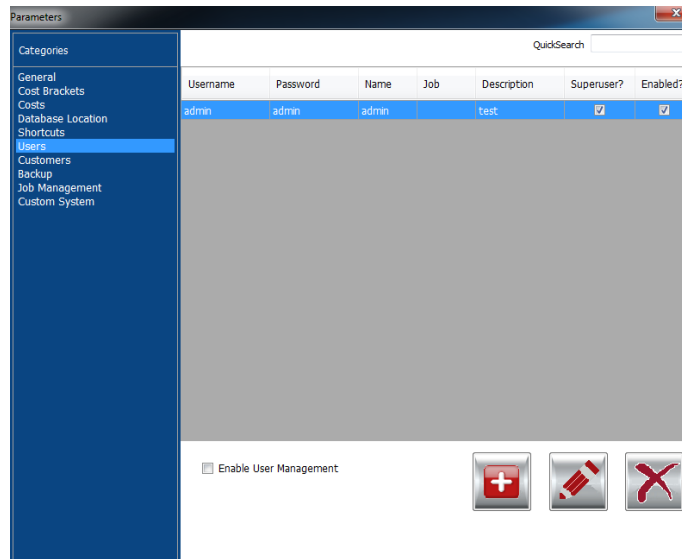


2. User Management

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):



b. Saving

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

c. Permissions

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

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.

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



- 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.

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:

The screenshot shows a window titled "Parameters" with a sidebar on the left containing a list of categories: General, Cost Brackets, Costs, Database Location, Shortcuts, Users, Customers, Backup, Job Management (highlighted), and Custom System. The main area contains the following settings:

- Enable Simple Job Management Entry
- 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.
- Export to CSV Parameters:
 - CSV column separator:
 - CSV decimal point:
- Hide send to job button after saving
- Insurance Information button
- Save button (floppy disk icon)

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 (job number, date, VOC, panel number, 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

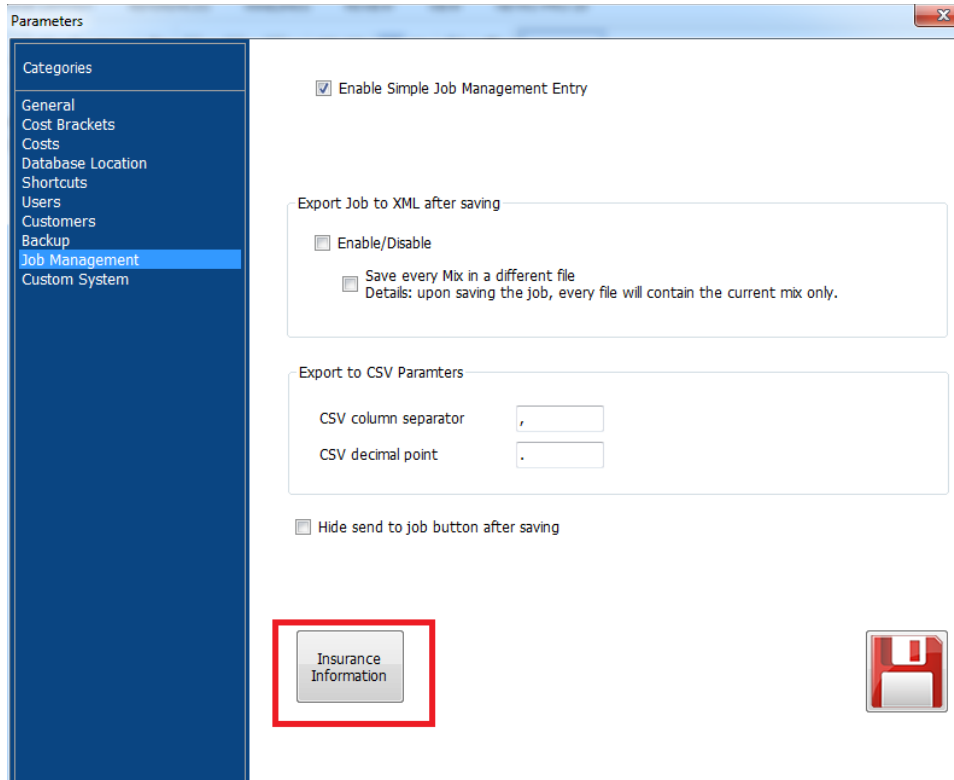
After saving a Job from the mixing system, you can hide now the button of "Send to Job Management".





- 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:

A screenshot of a software window titled "Insurance". The window contains a form with the following fields: "Custom Identifier" with the value "01", "Insurance Name" with the value "ABC", "Address" (empty), "Contact Name" with the value "Ben", and "Contact Number" with the value "333 333 333". At the bottom center of the form 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).

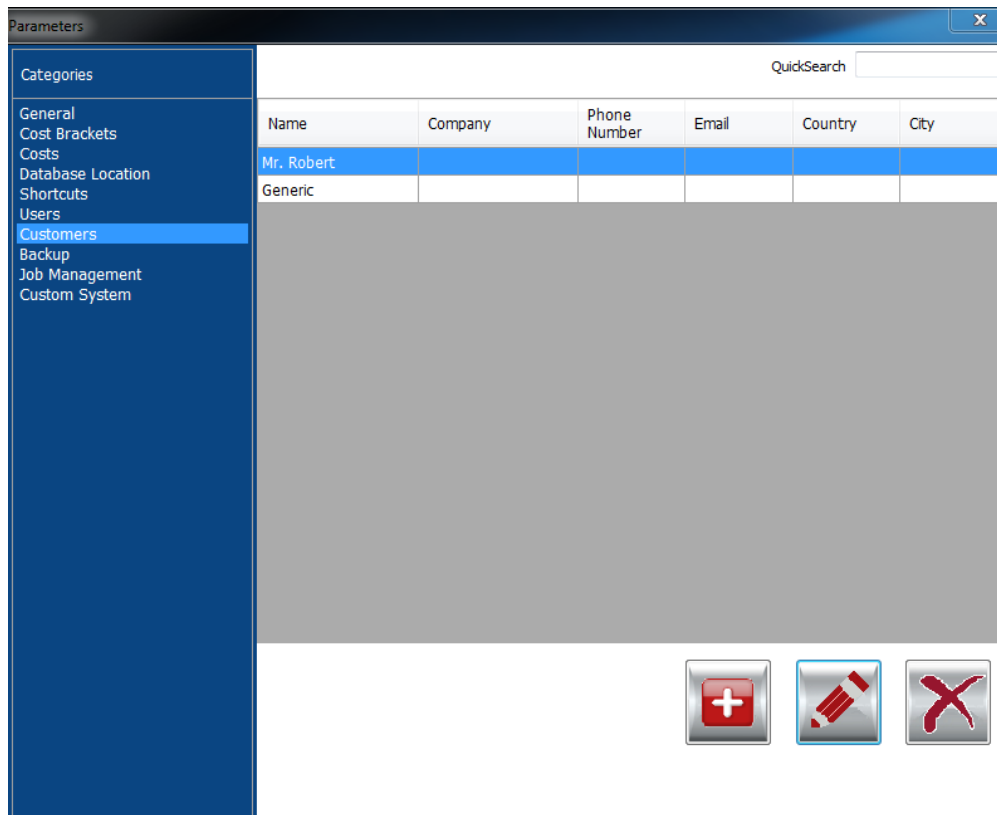


6. Customer Setup

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:

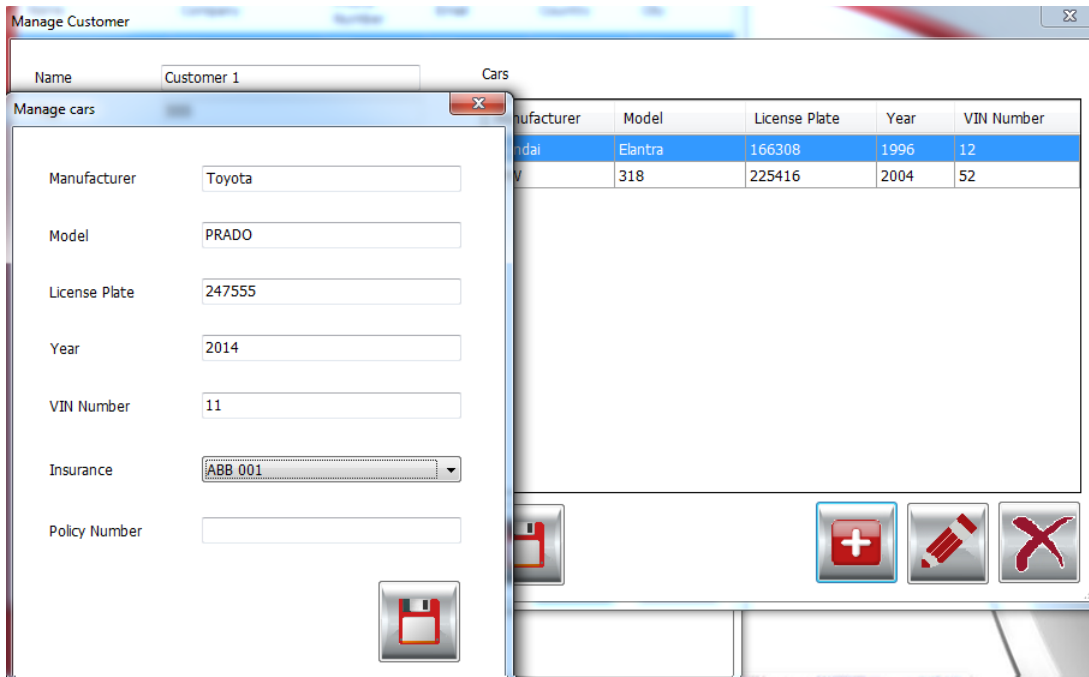
A screenshot of a software window titled "Manage Customer". The window is divided into two main sections. On the left, there is a form with several input fields: "Name", "Tel.", "Fax", "Email", "Company", "Country", "City", "State", "Address 1", "Address 2", and "Zip/Postal Code". On the right, there is a section titled "Cars" which is currently empty. At the bottom of the window, there are three icons: a floppy disk icon (save), a red square with a white plus sign (add), and a red square with a white 'X' (delete). The red plus sign icon is highlighted with a red rectangular box.

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

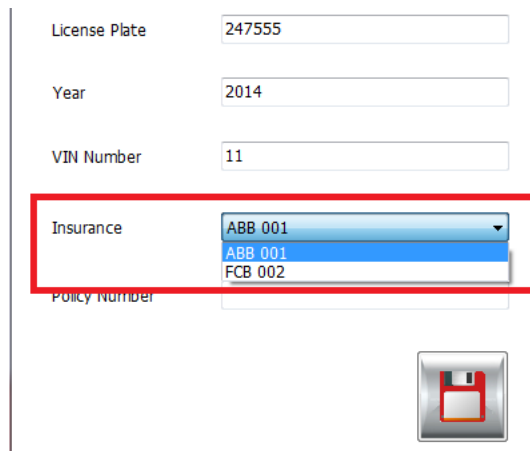


b. Assigning cars to a customer

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.



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.





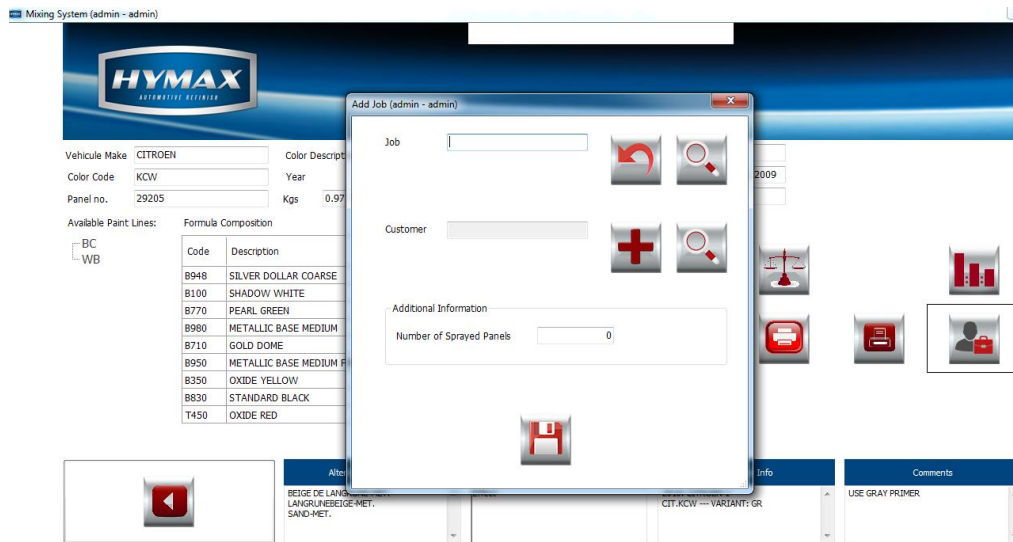
8. Mix Tracking

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).

- **Additional Information:** > Number of Sprayed Panels:
In this field, the user can add the total number of panels that have been sprayed.
- **Insurance Information:**
 - Claim Number: add the number of the claim
 - Location: location of the claim.
 - Date: date of the claim
 - Insurance Name + Customer Identifier: these two fields will be filled automatically when selecting the customer name (If you link the customer to an insurance when creating the account), otherwise, this field can be updated manually.



9. 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.

Insurance	Username	Finished	Send to scale
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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
Date End: Wednesday, July 24, 2019
Filter By User: jobs - reporting - All Users
Filter By Insurance: All
Show Jobs: All
QuickSearch:
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	555	555	AUDI	0E		33046	123558	ABB	admin	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Send to Mixing System
.CSV .XML

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 for this feature 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:

HYMAX PRO												Detailed Job Management Report	
												Generated On Jul 24, 2019	
												From Jun 23, 2019 To Jul 24, 2019	
Job ID	Title	Date	Customer ID	Customer Name	Email	Manufacturer	Model	VIN Number	License Plate	Year	Total VOC (GRAMS)	Total Cost	
42	job2	July 24, 2019	11	Mr. Robert							2099.33	0.00	
Type		Volume (LITERS)	Coatings VOC (GRM/LIT)	Material VOC (GRM/LIT)	Total VOC (GRAMS)	Total Cost	Code	Description	Quantity (GRAMS)	Actual Quantity Weighed (GRAMS)			
Ready To Spray		2.750	763.34	763.34	2099.33	0.00	5191	BASECOAT BLENDING THINNER	1618.80	0.00			
Formula Detail:													
Make: OPEL/VAUXHALL													
Code: GYL													
Tone:													
Panel no.:32285													
Paint Line: BC													
Weight : 2575.9 Grams													
							8930	METALLIC BASE VERY COARSE	216.70	0.00			
							8830	STANDARD BLACK	211.70	0.00			
							8988	SILVER DOLLAR FINE	209.20	0.00			
							8002	METALLIC ADDITIVE	184.30	0.00			
							8948	SILVER DOLLAR COARSE	74.70	0.00			
							8560	PURE MAROON	24.90	0.00			
							8100	SHADOW WHITE	19.90	0.00			
							8020	WHITE	10.00	0.00			
							8530	TRANSPARENT OXIDE RED	5.70	0.00			
									2575.90	0.00			
Job ID	Title	Date	Customer ID	Customer Name	Email	Manufacturer	Model	VIN Number	License Plate	Year	Total VOC (GRAMS)	Total Cost	
41	job1	July 24, 2019	11	Mr. Robert							679.13	0.00	
Type		Volume (LITERS)	Coatings VOC (GRM/LIT)	Material VOC (GRM/LIT)	Total VOC (GRAMS)	Total Cost	Code	Description	Quantity (GRAMS)	Actual Quantity Weighed (GRAMS)			
No		1.000	679.12	679.12	679.13	0.00	8020	WHITE	504.50	0.00			
Formula Detail:													
Make: MERCEDES													
Code: 5321													
Tone:													
Panel no.:14741													
Paint Line: BC													
Weight : 1056.1 Grams													
							8210	LUMINOUS GREEN	333.50	0.00			
							8170	GREENISH BLUE	145.40	0.00			
							8810	CARBON BLACK	72.70	0.00			
									3632.00	0.00			



2. Simple VOC Report

The following information will be displayed:

HYMIX PRO											Simple Job Management Report	
											Generated On Jul 24, 2019	
											From Jun 23, 2019 To Jul 24, 2019	
Job ID	Title	Date	Customer ID	Customer Name	Manufacturer	Model	VIN Number	License Plate	Year	Total VOC (GRAMS)	Total Cost	
48	job8	July 24, 2019	17	Dan						438.05	1861.17	
47	job7	July 24, 2019	16	Tomy						699.67	0.00	
46	job4	July 24, 2019	15	Jeff						719.64	0.00	
45	job6	July 24, 2019	14	Mike						696.93	0.00	
44	job5	July 24, 2019	13	John						446.03	1098.44	
43	job3	July 24, 2019	11	Mr. Robert						90.29	0.00	
42	job2	July 24, 2019	11	Mr. Robert						2099.33	0.00	
41	job1	July 24, 2019	11	Mr. Robert						679.13	0.00	

3. Single VOC Report

The following information will be displayed:

HYMIX PRO											Single Job Management Report	
											Generated On Jul 24, 2019	
											From Jun 23, 2019 To Jul 24, 2019	
Job ID	Title	Date	Customer ID	Customer Name	Email	Manufacturer	Model	VIN Number	License Plate	Year	Total VOC (GRAMS)	Total Cost
41	job1	July 24, 2019	11	Mr. Robert							679.13	0.00
Type	Volume (LITERS)	Coatings VOC (GRM/LIT)	Material VOC (GRM/LIT)	Total VOC (GRAMS)	Total Cost	Code	Description	Quantity (GRAMS)	Actual Quantity Weighed (GRAMS)			
Mix	1.000	679.12	679.12	679.13	0.00	B020	WHITE	504.50	0.00			
Formula Details: Make: MERCEDES Code: 5321 Tone: Panel no.:14741 Paint Line: BC						B210	LUMINOUS GREEN	333.50	0.00			
						B170	GREENISH BLUE	145.40	0.00			
						B810	CARBON BLACK	72.70	0.00			
Weight : 1056.1 Grams								1056.10	0.00			



- Additional Information:

At the end of all these three reports, there is a small table contains some information related to the job. For example, the total of jobs in the report, the total and the average sprayed panels, the total cost, etc., ...

Additional Information :	
Number of Jobs	1
Total Sprayed Panels	3
Avg. Sprayed Panels	3.00
Total VOC	679.12 GRM/LIT
Total Cost	59.56
Avg. Cost per Panel	19.853
Total Volume	1.00 LITERS

10. Contact information

For more information or comments, please do not hesitate to contact the HyMax Automotive Refinish support team by email at support.it@hymax.biz or by phone at +961 9 925990.

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