



# Support Centre Prime Ecosystem

Updated 25.10.22

## Prime Support Centre - Jobs

### Prime Instructions | Jobs - How to View a Job

There are several options when searching for a job. To begin any search select 'Jobs' from the menu on the left.

#### Option 1 is to manually search through the list:

1. Select 'Jobs' on from the menu of the left of the screen.
2. Select the sorting and type. The default is set to the latest job first.
3. Scroll until you find the job. Then simply click on that job and the job screen will appear.

Job Number	Client Ref	Client	Customer	Street Address	Suburb
DC232	123456679	New client	John Jones	84 Coopers Camp Road	Bardon
DC231	12312312	GGG Client	Paul Brandis	68 Holmesbrook Street	Ashgrove
DC230	23123123	New client	Paul Brandis	11 Griffin Place	Nudgee
DC229	12323432	New client	Paul Brandis	68 Holmesbrook Street	Ashgrove
DC228	12322	New client	Paul Brandis	68 Holmesbrook Street	Ashgrove
DC227	qw12321312	New client	Paul Brandis	11 Griffin Place	Nudgee
DC226	new	New client	asafd asd	50 Swanston St	Melbourne
sefrwerwe225	564656767768	QBE Insurance	Paul brabdis	2/7 Stellmach Street	Everton Park

## Option 2:

From any screen enter the information in the search box at the top left of the page. (in the example we have used the job number), you should now be able to select from the options containing the information you have entered (shown in the image below).

The screenshot displays the PRIME software interface. On the left is a dark sidebar with the PRIME logo and a user profile for Gayle Domagala at Devcon Technologies. The sidebar contains a list of navigation items: Dashboard, Community, Jobs, Contacts, Resources, Reports, Administration, Map, Finance, Sync (with a red notification badge '2'), Support Centre, and Logout. The main content area features a search bar at the top left containing the text 'DC232'. A dropdown menu is open below the search bar, listing search results. The results include several 'Job' entries with job numbers (DC232, DC231, DC230, DC212, DC32) and 'Work Order' entries with labels and job numbers (e.g., DC232-00388, DC231-00385, DC230-00382). Below the search results, there are sections for 'Appointment Types', 'Authorised Works' (with a dropdown arrow), 'Company' (with a dropdown arrow), and 'Documents'. The top right of the interface shows the date 'Thursday, 22nd Aug, 2019' and buttons for 'Register Job' and 'Add Contact'.

### Option 3 is to use the search function.

From the 'Jobs' screen

1. Enter the information in the text boxes, you can use many of the options as you need, we have used 'name' in the example below.
2. Click Search

The jobs list will appear on the right with all the jobs containing the search criteria. click on the job to be taken to that job page.

**Jobs**

Search Jobs

Reset Search

1

2

Job Number	Client Ref	Client	Customer	Street Address	Suburb
MS40	TEST876	QBE Insurance	Rhys Benjamin	8 Clarke Street	Prahran
DC38	TEST789	CQU	Rhys Benjamin	21 Hyland Street	South Yarr
DC36	TEST5	CQU	Rhys Doma	8 Clarke Street	Prahran
DC35	RHYSTEST6	CQU	Rhys Domag	8 Clarke Street	Prahran
DC34	TEST7	CQU	Rhys Domag	8 Clarke Street	Prahran
DC0000025	TestRef123	QBE Insurance	Rhys Benjamin	8 Clarke Street	Prahran
DC0000012	TEST567	QBE Insurance	Rhys Benjamin	8 Clarke Street	Prahran