



## Job Management

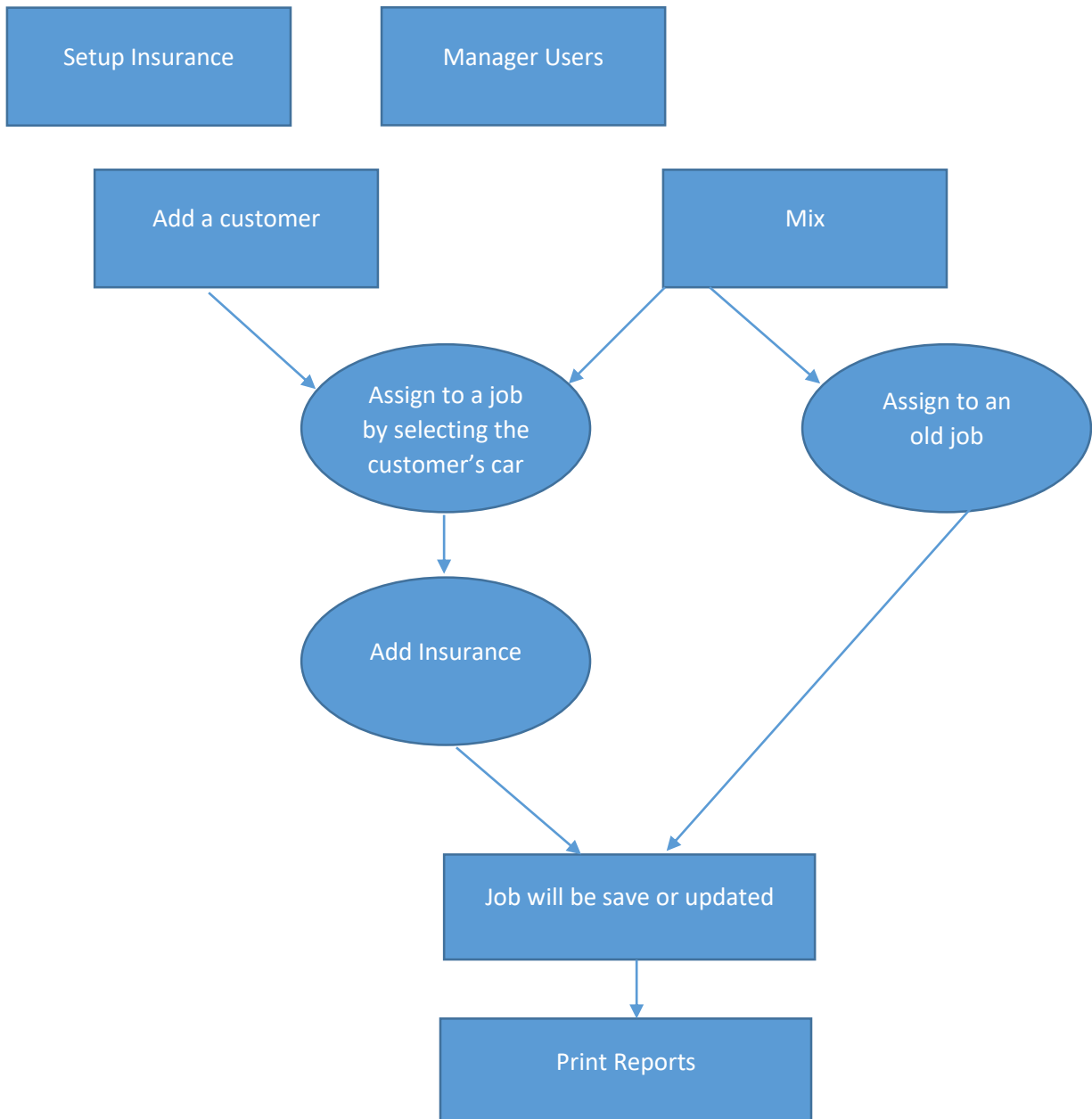
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### 1. Introduction (Summary Diagram)

**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:



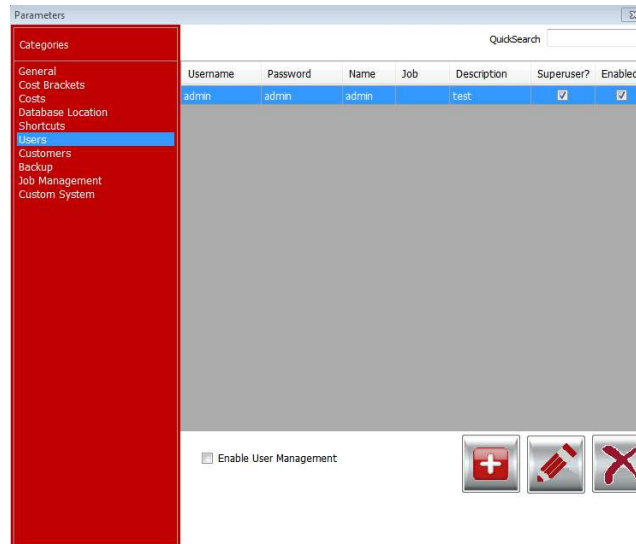


## 2. User Management

### 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):

A screenshot of the "AddEditUser" dialog box. It contains several input fields: Name, Username, Password, Job, and Other Details. At the bottom, there are two checked checkboxes: "Enable User" and "SuperUser". A floppy disk icon is also present in the bottom right corner.



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.

A screenshot of the 'AddEditUser' dialog box. The dialog has a title bar with 'AddEditUser' and a close button. It contains several input fields: 'Name' with 'admin', 'Username' with 'admin' (highlighted with a red box), 'Password' with 'admin', 'Job' (empty), and 'Other Details' with 'test'. To the right is a table of permissions with checkboxes in the 'Enabled' column. At the bottom, there are two checkboxes: 'Enable User' and 'SuperUser', both of which are checked and highlighted with red boxes. A floppy disk icon is located in the bottom right corner of the dialog.

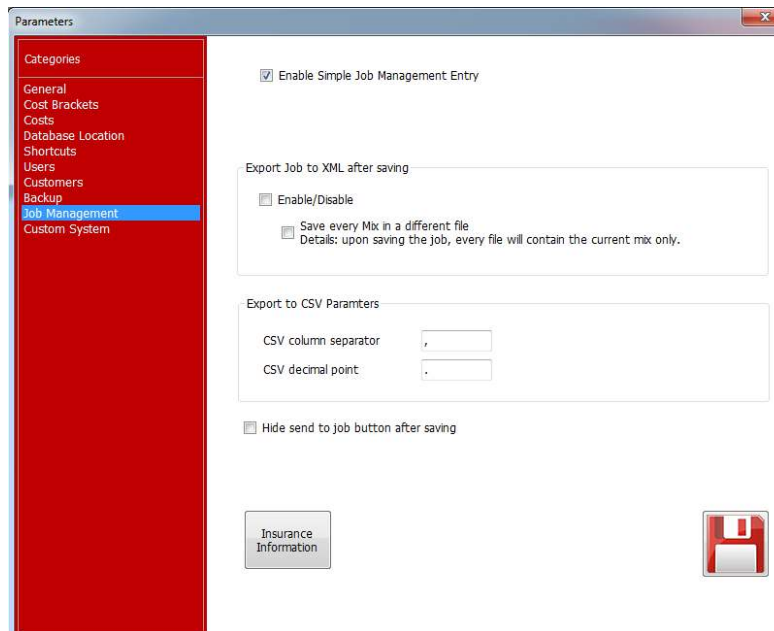
Permission	Enabled
Access to parameters	<input checked="" type="checkbox"/>
Access to mixing system	<input checked="" type="checkbox"/>
Access to custom system	<input checked="" type="checkbox"/>
Scale Jobs - Maintenance	<input checked="" type="checkbox"/>
Access to Scale Reports	<input checked="" type="checkbox"/>
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:



## 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 (jobnumber, date, VOC, panelno, 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

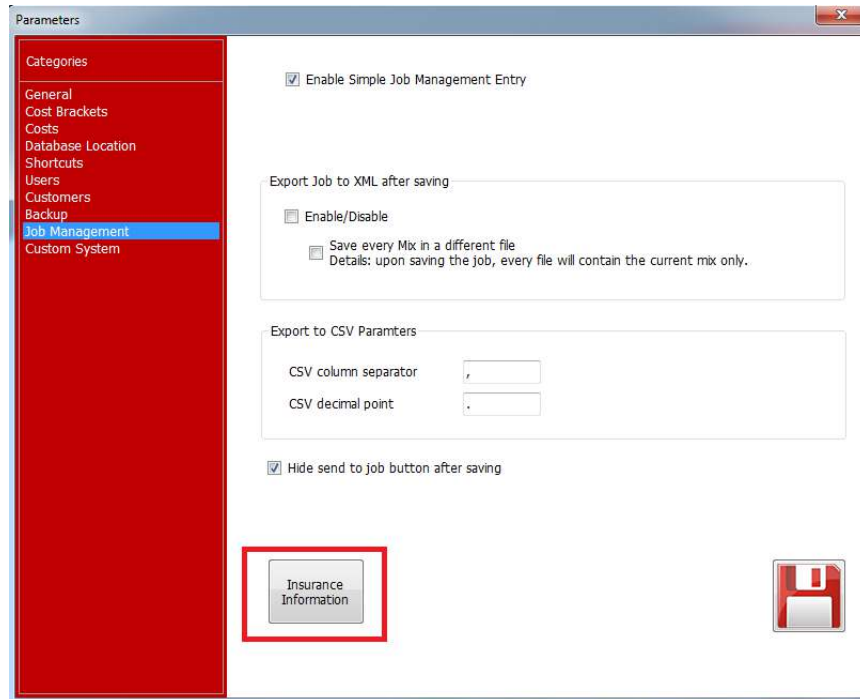
After saving a Job from the mixing system, you can hide now the button of "Send to Job Management".





- 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 several text input fields with the following labels and values: "Custom Identifier" with "01", "Insurance Name" with "ABC", "Address" (empty), "Contact Name" with "Ben", and "Contact Number" with "333 333 333". At the bottom center of the window 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).

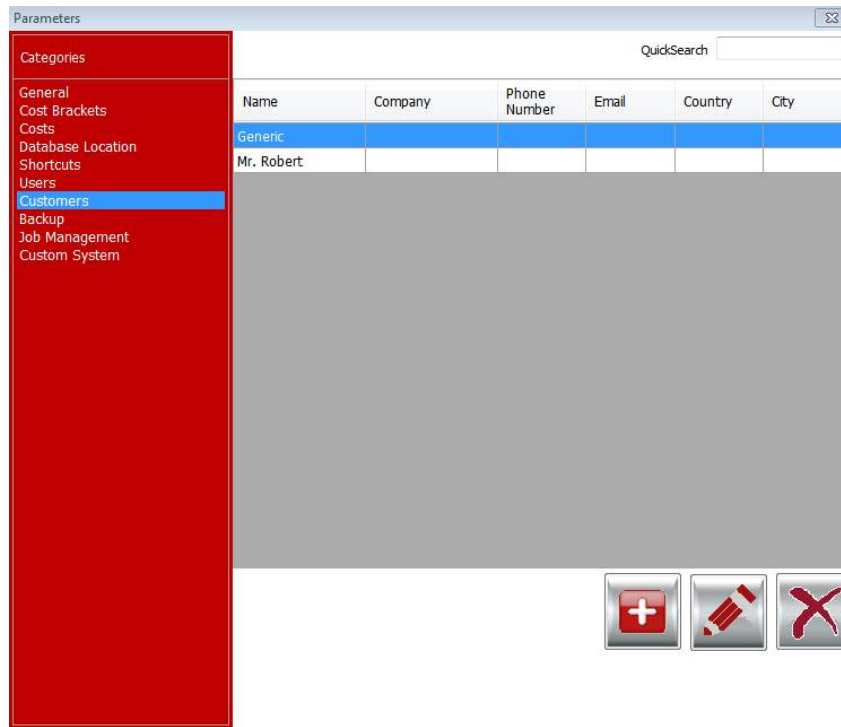


## 6. Customer Setup

### 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:

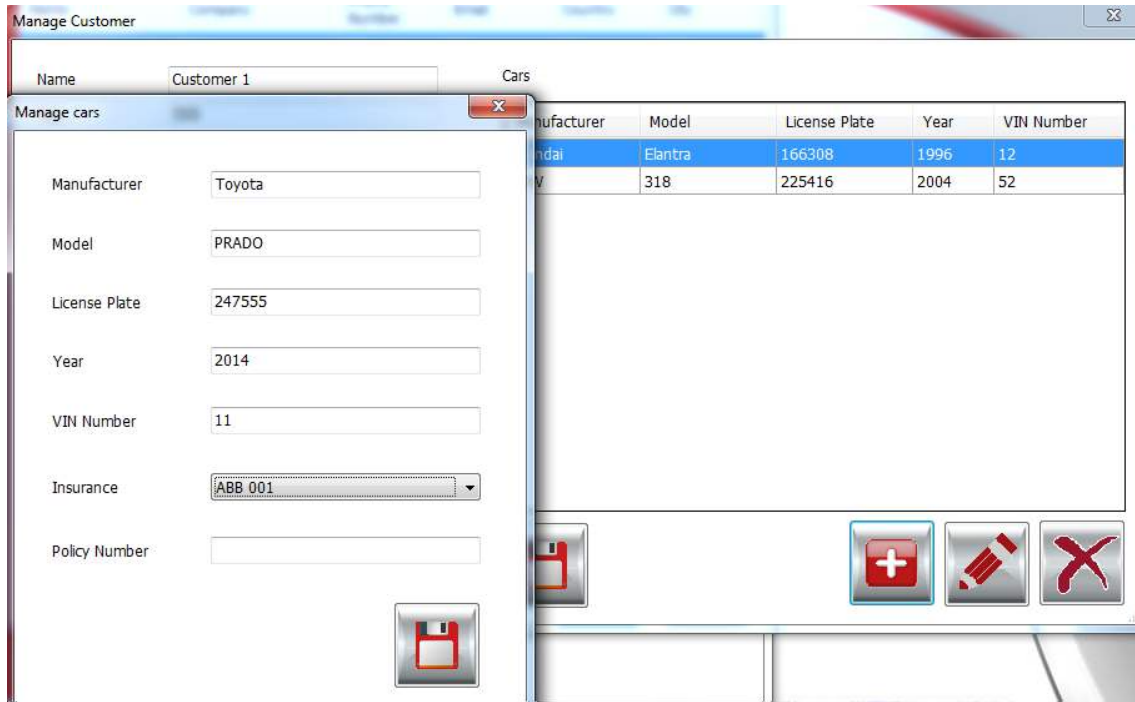
A screenshot of a software window titled "Manage Customer". The window is divided into two main sections. On the left, there is a form with several input fields: "Name", "Tel.", "Fax", "Email", "Company", "Country", "City", "State", "Address 1", "Address 2", and "Zip/Postal Code". On the right, there is a section titled "Cars" with a large empty rectangular area. 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 pencil icon (edit). The plus sign icon is highlighted with a red rectangular box.

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

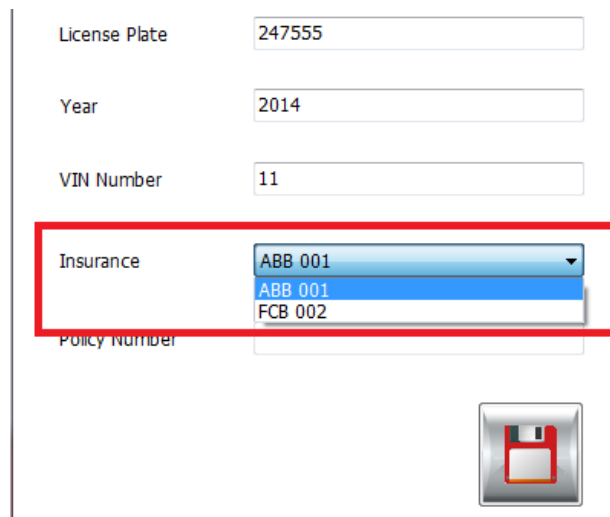


b. Assigning cars to a customer

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. Job Management to Mixing System

Click on the following link for a complete description of how to proceed to send a formula from **Job Management** to **Mixing System**:

[http://generalpaint.biz/userfiles/docs/help/job\\_management\\_to\\_mixing\\_system.pdf](http://generalpaint.biz/userfiles/docs/help/job_management_to_mixing_system.pdf)

## 9. Job Management to Scale

Click on the following link for a complete description of how to proceed to send a formula from **Job Management** to **Scale**:

[http://generalpaint.biz/userfiles/docs/help/job\\_management\\_send\\_to\\_scale.pdf](http://generalpaint.biz/userfiles/docs/help/job_management_send_to_scale.pdf)

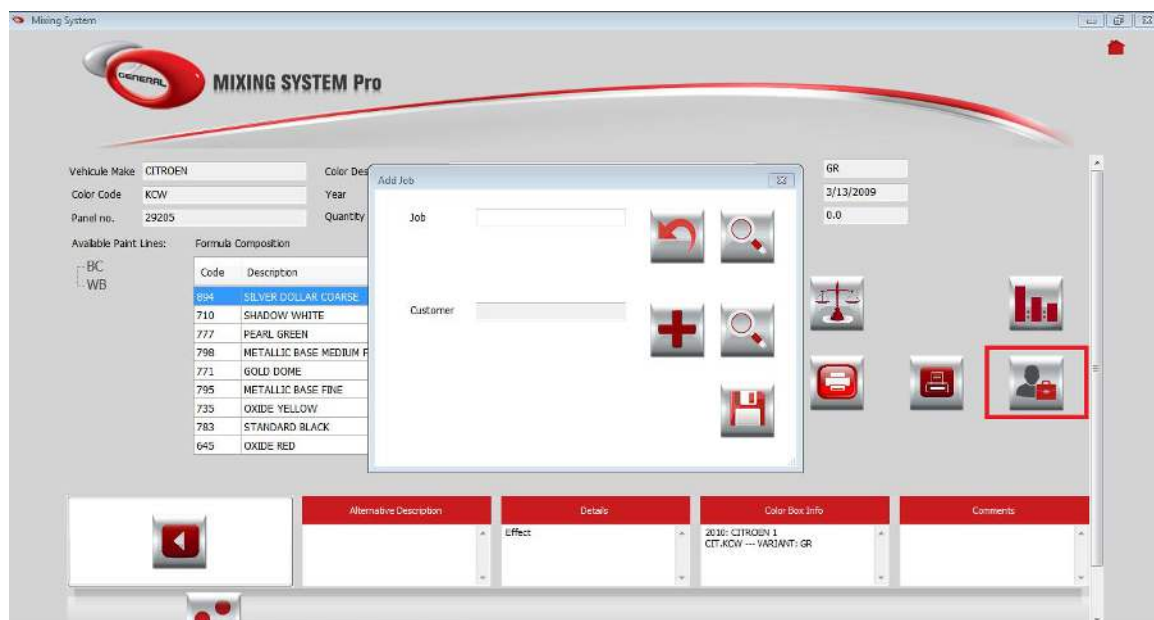
## 10. Mix Tracking

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).

The screenshot shows the 'Add Job' form in the 'MIXING SYSTEM Pro' software. The form is titled 'Add Job (admin - admin)'. It contains several sections for data entry:

- Job Information:** Includes a dropdown for 'Title', text boxes for 'Vehicle Make' (populated with 'MERCEDES'), 'Color Code' (populated with '5321'), and 'Car Model'. There is also a 'Comments' text area.
- Additional Information:** Includes a text box for 'Number of Sprayed Panels' (populated with '1').
- Insurance Information:** Includes text boxes for 'Claim Number', 'Location', and 'Date'.
- Customer Information:** Includes a dropdown for 'Name', text boxes for 'License Plate', and a field for 'Insurance'.

On the left side of the form, there are additional fields: 'Vehicle Make' (MERCEDES), 'Color Code' (5321), 'Panel no.' (14741), and 'Available Paint Lines' with a list containing '2K', 'BC', and 'WB'. Below this list is a 'Formula Code' section with a table:

Code	Formula Code
702	
721	
717	
781	

At the bottom right, there is a 'Comments' section with a red header and the text 'GRAY PRIMER'. The software interface includes a 'GENERAL' logo in the top left, a home icon in the top right, and a sidebar with icons for a bar chart, a person with a briefcase, and a document.



### 11. 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 of this features 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:

GENMIX PRO

Detailed VOC Report  
Generated On Jul 27, 2015  
From Jul 27, 2010 To Jul 28, 2015

Job ID	Title	Date	Customer ID	Customer Name	Email	Manufacturer	Model	Year	Total VOC (GRAMS)	Total Cost	
20	job test 1	June 17, 2015	2	customer 1	test@test.com	Lexus	LS400	1991	840.31	0.00	
		Type	Volume (LITERS)	Coatings VOC (GRM/LIT)	Material VOC (GRM/LIT)	Total VOC (GRAMS)	Total Cost	Code	Description	Quantity (LITERS)	
		Primer	2.000	78625.03	50345.94	840.31	0.00	9700	WASH PRIMER	1105.00	
								9732	WASH PRIMER HARDENER	814.00	
Job ID	Title	Date	Customer ID	Customer Name	Email	Manufacturer	Model	Year	Total VOC (GRAMS)	Total Cost	
17	jobx123	May 28, 2015	2	customer 1	test@test.com	Lexus	LS400	1991	0.00	0.00	
		Type	Volume (LITERS)	Coatings VOC (GRM/LIT)	Material VOC (GRM/LIT)	Total VOC (GRAMS)	Total Cost	Code	Description	Quantity (LITERS)	
		COLOR	1.000	0.00	0.00	0.00	0.00	793	METALLIC BASE VERY COARSE	216.70	
		Formula Details: Make:OPEL/VAUXHALL Code:GYL Tone: Panel no.:32285 Paint Line:						783	STANDARD BLACK	211.70	
									898	SILVER DOLLAR FINE	209.20
									860	METALLIC ADDITIVE	184.30
									894	SILVER DOLLAR COARSE	74.70
									756	PURE MAROON	24.90
									710	SHADOW WHITE	19.90
									702	WHITE	10.00
									753	TRANSPARENT OXIDE RED	5.70
									51918	TOUCH UP BICOAT	1618.80
									51522	REDUCER FAST	667.90
		COLOR	1.000	0.00	0.00	0.00	0.00	793C	METALLIC BASE VERY COARSE	249.60	



## 2. Simple VOC Report

The following information will be displayed:

GENMIX PRO

Simple VOC Report  
Generated On Jul 27, 2015  
From Jul 27, 2010 To Jul 28, 2015

Job ID	Title	Date		Customer Name	Manufacturer	Model	Year	Total VOC (GRM/LIT)	Total Cost
20	job test 1	June 17, 2015	2	customer 1	Lexus	LS400	1991	795.23	0.00
17	jobx123	May 28, 2015	2	customer 1	Lexus	LS400	1991	0.00	0.00
15	job2	May 25, 2015	2	customer 1	Plymouth	Valiant	1973	163.29	0.00
19	test1	June 11, 2015	3	Customer 2	BMW	X6	2010	618.06	0.00
14	job1	May 25, 2015	2	customer 1	Lexus	LS400	1991	163.29	0.00
13	jx	February 16, 2015	2	customer 1	Lexus	LS400	1991	45638.08	0.00
12	bla	February 16, 2015	2	customer 1	Plymouth	Valiant	1973	0.00	0.00
11	jl	February 16, 2015	2	customer 1	Lexus	LS400	1991	41964.28	0.00

Total VOC: 89342.23 GRM/LIT  
Total Cost: 0.00

## 3. Single VOC Report

The following information will be displayed:

GENMIX PRO

Single VOC Report  
Generated On Dec 28, 2015  
From Dec 28, 2010 To Dec 29, 2015

Job ID	Title	Date	Customer ID	Customer Name	Email	Manufacturer	Model	VIN Number	Year	Total VOC (GRAMS)	Total Cost
24	second	December 21, 2015	S	test	testaw	test	test	test	test	717.88	0.00
Type		Volume (LITERS)	Coatings VOC (GRM/LIT)	Material VOC (GRM/LIT)	Total VOC (GRAMS)	Total Cost	Code	Description	Quantity (LITERS)		
Ma		1.000	717.86	717.86	717.88	0.00	872	XIRALLIC WHITE	755.70		
Formula Details:											
Make: TOYOTA											
Code: 070											
Tone:											
Panel no.:22980											
Paint Line: BC (S)											
							850	BASECOAT BINDER	187.70		
							702	WHITE	16.80		
							682	MIXING BLACK	1.00		

## 12. Contact information

For more information or comments, please do not hesitate to contact the General Paint GenMix support team by email at [support.it@generalpaint.biz](mailto:support.it@generalpaint.biz) or by phone at +961 9 925990.

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