

- Overview** A master job is simply a file which holds a number of sub-jobs. The reports produced by the master job enable you to see the resources for several jobs together or issue a B/Q of a number of collated sub-jobs.
- Outline**
1. Create your sub jobs and then create a new Master Job
 2. Sub Jobs e.g. Preliminaries, Earthworks, Concrete, Brickwork, Soft Landscape etc
 - or
 3. All jobs currently out on tender (so that you can assess your workload)
 - or
 4. All won jobs for the next month. (so that you can assess your Material, Labour, Plant requirements for next month)

 5. You can then run reports to ascertain your total requirement on say bricks or labour or hired plant for the period chosen.

 6. Please note that you cannot alter information in a master job. You must open the sub job to alter or amend information.

 7. We strongly suggest that if after making alterations you wish to refresh the master job that you use the Refresh Master Job function found on the Job menu under File in the master Job.

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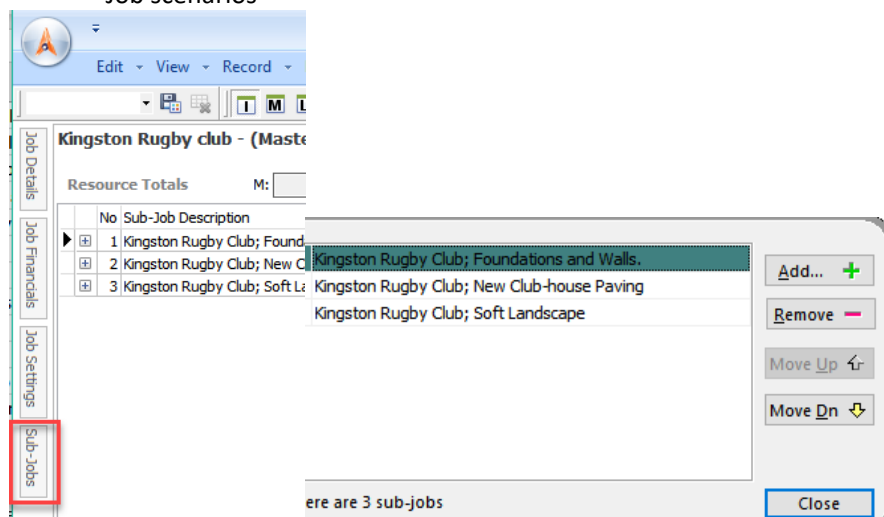
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Procedure for creating a Master Job

On the Job screen: -

1. Menu>Job>Create new empty Job
2. Choose A Master Job (see below for Master Jobs)
3. Press finish
4. Place a title in the description box and your mark-ups /labour rates etc by pressing button 1.
5. Now simply add the sub jobs to the master Job by accessing the sub-job tab on the flyout bar button and "Add"
6. The sub jobs will be added in the order you select them.
7. You can change the order of the sub jobs by using the yellow up/down reorder arrows whilst in the "Change" Jobs dialogue (button no 3)
8. It may be useful to note that a sub job can be part of more than one Master Job scenarios



Re-order Jobs You may have a high number of Jobs on your Job list and wish to see those with a higher priority or in a different order on the list

Procedure Use the Up-down arrows on the Master Job tab to reorder your Sub Jobs