Job: Add New Screen

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Data Input for Add New Job/Project Screen

- **Company** - Customer/Client Name
- **Contact** - Contact person. Choose from the dropdown list or add a new contact name.
- **Type** - This is a user-definable value to help you categorize your Job records according to type. (Note: Go to **Settings>Jobs/Projects>Job Types** (section) and customize/define your Job types.
- **Short Description** - Any special note related to the Job.
- **Job ID** - An auto-generated number code.
- **Status** - Job status (select from the dropdown list).
- **Job Orig Date** - The date is auto-filled to current date, otherwise, click on the box then select the date the Job will commence.

Tabs

- **Data Conversion**
  - Accounting Software
  - Order Entry Software
  - Using QuickBooks Online? (checkbox)
  - Database
- **Modules**
  - Pricing Method(s)
  - Custom Pricing (checkbox)
- **Audit Log**