



Work Instruction

Viewing Completed Job History

When any Scheduled, Planned or Unplanned work has been completed, the work will appear in the Job History tab. The Job History tab enables users to view the status of any completed job, including financial details and/or cancelled jobs for any asset covered by the FM Arrangements.

To view the history of a completed job, complete the following steps:

1. Select the Asset from the Asset List pane.
2. Select the Job History tab.
3. Select the Job History fields for the required selections:
 - Created
 - Finished
 - Standard
 - All
 - Between (calendar populates)
4. Click the Select button to display results.

The screenshot shows the FAMIS uatagency interface. The top navigation bar includes 'File', 'Search', 'Reports', and 'Help'. The main menu has tabs for 'Welcome', 'Budget', 'Schedules', 'Work Request', 'Agreement', 'Job Tracking', 'Approval', 'Job History' (selected), 'Job Billing', 'Invoicing', and 'Asset List'. The 'Job History' tab is active, showing a filter for 'Created' and a date range of 'between 01/01/2015 and 31/03/2015'. The 'Select' button is highlighted. A calendar pop-up for March 2015 is shown, with the 31st selected. The 'Job Number' field is empty and highlighted. The main table has columns for Job ID, Remote Request ID, Job Note, Job Type, Job Description, Est Cost, Fixed Price, Total Fixed Price, Class, Ident, Plan Start, and Plan Finish.

