



User Guide

Quick Job Entry
V21.1.0200

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EFI PrintStream | V21.1.0200 Quick Job Entry User Guide

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Table of Contents

Introduction 4

Overview 4

Contact Information 4

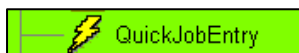
Create a Quick Job 5

Edit a Quick Job 6

Introduction

Overview

Quick Job Entry is a module that allows users to create a job quickly by entering minimal information. Typically, Quick Job Entry is used when a job number is needed for cost accrual. An example may be when a job needs preliminary work done such as Prepress before the estimate has been completed. A Quick Job can be created allowing for Prepress costs to be accrued to the job. When the estimate has been completed, the Quick Job number and its accrued costs can be linked to the estimate when it is converted to a job.



Contact Information

EFI Support

US Phone:	855.334.4457 (first select option 3, then press option 8, then press option 1)
US Fax:	415.233.4157
US E-mail:	printstream.support@efi.com

Regular Service Desk hours are 8:00 AM to 7:00 PM Central Time, Monday – Friday. Outside of these hours, you may leave a voice mail message and an on-call support representative will be paged. Response time is based on the severity of the issue.

Note For problems involving infrastructure (i.e., computers, networks, operating systems, backup software, printers, third-party software, etc.), contact the appropriate vendor. EFI cannot support these types of issues.

EFI Professional Services

US Phone:	651.365.5321
US Fax:	651.365.5334
E-Mail:	ProfessionalServicesOperations@efi.com

EFI Professional Services can help you perform EFI software installations, upgrades, and updates. This group can also help you implement, customize, and optimize your EFI software plus offer a range of training options.

Create a Quick Job

To create a Quick Job

1. Click the **New** button.
2. Choose the **Customer #**.
3. Select the **Product Type** and enter a **Title**, **Quantity**, and **Due Date**.
4. Select Job Type to be created as **Mail Job**, **Print Job**, or **Print & Mail Job**.

Start a New Estimate

File Help

Edit Job **New** Save Cancel Create Mail Job Create Print Job Create Print & Mail Job Mail Work Ticket Print Work Ticket

Job Number:

Customer #:

Customer:

Contact:

Address:

Phone:

Salesrep:

CSR:

Estimator:

Sub Acct

Prod. type:

Title:

Desc:

Quantity: Section Size: x

P/O:

Sell Price:

Due Date: 8/3/2009

Customer Price List:

Standard Price List: ☒

☐ Monthly Job

Note Optional fields are **Description**, **P/O**, **Sell Price**, **Section Size**, and **Price Lists**.

Job #1995 has been created.

Start a New Estimate

File Help

Edit Job **New** Save Cancel Create Mail Job Create Print Job Create Print & Mail Job Mail Work Ticket Print Work Ticket

Job Number: 1995

Customer #: ALASKA

Customer: Alaska Inc.

Contact: Sally Samster

Address: 123 West Main
Suite 7
Watertown, UT 84601

Phone: 801555 0133

Salesrep: House Account

CSR: Sue Smith

Estimator: Rob Hales

Sub Acct

Prod. type: Brochures

Title: Summer Sales Flyer

Desc:

Quantity: 500 Section Size: 0 x 0

P/O:

Sell Price: \$0.00

Due Date: 8/3/2009

Customer Price List:

Standard Price List: ☒

☐ Monthly Job

Edit a Quick Job

To edit the Quick Job

1. Click the **Edit Job** button.
2. Enter the **Job Number**.
3. Edit and **Save** the job information.

Start a New Estimate

File Help

Edit Job New Save Cancel Create Mail Job Create Print Job Create Print & Mail Job Mail Work Ticket Print Work Ticket

Job Number: 1995

Customer #: ALASKA

Customer: Alaska Inc.

Contact: Sally Samster

Address: 123 West Main
Suite 7
Watertown, UT 84601

Phone: 801555 0133

Salesrep: House Account

CSR: Sue Smith

Estimator: Rob Hales

Sub Acct

Prod. type: Brochures

Title: Fall Sales Flyer

Desc:

Quantity: 500 Section Size: 0 x 0

P/O:

Sell Price: \$0.00

Due Date: 8/3/2009

Customer Price List:

Standard Price List: ☒

☐ Monthly Job

4. Print a Work Ticket by selecting the appropriate Work Ticket button.