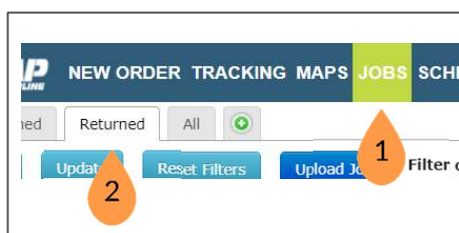


HOW TO EDIT A FIELD ORDER

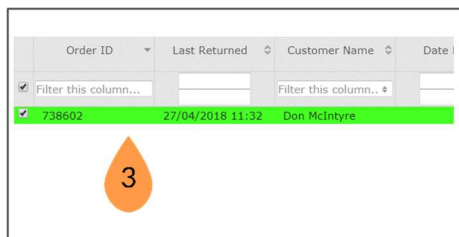
Field jobs are created on the display unit and returned to TracMap.

When a field order is returned, it may need additional details added, such as customer name, background map, product, and rate.

ATTACHING A MAP TO A RETURNED FIELD ORDER



- 1 Click Jobs
- 2 Click the Returned tab



- 3 Click on Job



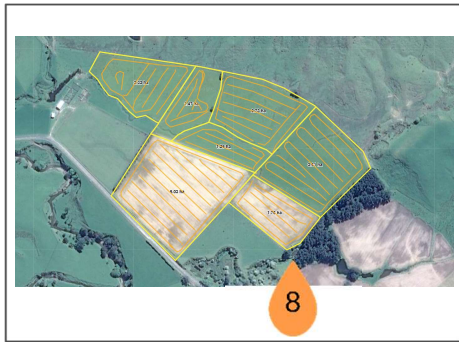
- 4 Click on Attach Map



- 5 Select the map
- 6 Click on Select Map



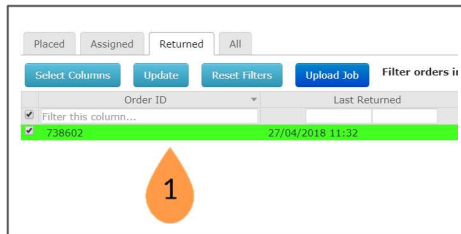
7 Click on **Confirm**



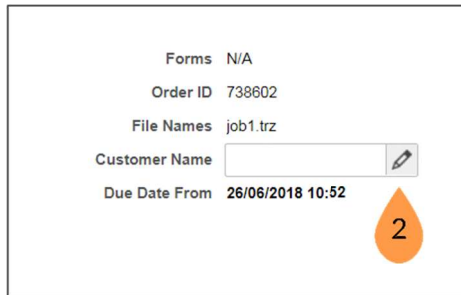
8 Your map has now been added to the job

ADDING A CUSTOMER'S NAME

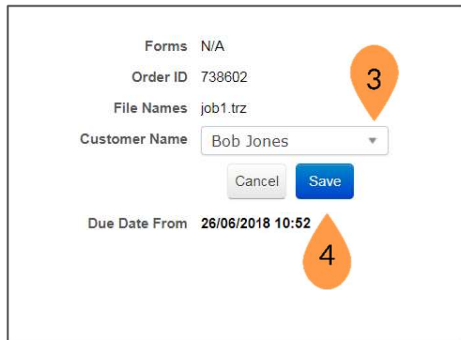
Some field jobs may be returned to TMO and not have the customer name details. Without a customer name, the completed order will not appear on the customer's account.



1 Click on the **Job**



2 Hover over the Customer Name field and click on the **Pencil** icon



3 Click the Drop Down Arrow . Select the Customer

4 Click on **Save**

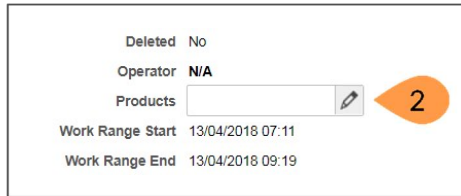


Customer's details are now added and saved

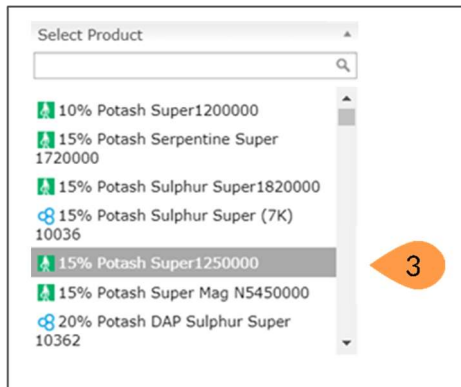
ADDING A PRODUCT AND RATE



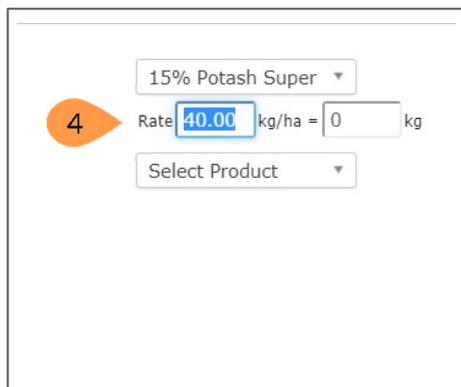
1 Click on the job



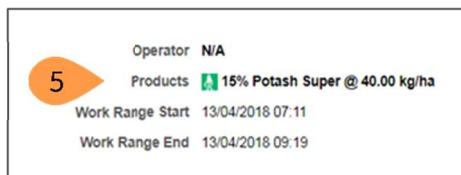
2 Hover over the **Products** field and click on the **Pencil** icon



3 Click on a **Product**



4 Enter a **Rate**



5 **Product** and **Rate** are added and saved