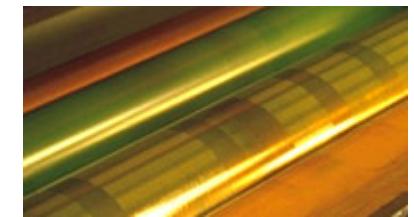


JOBZ!

Internal & Customer
Production Details

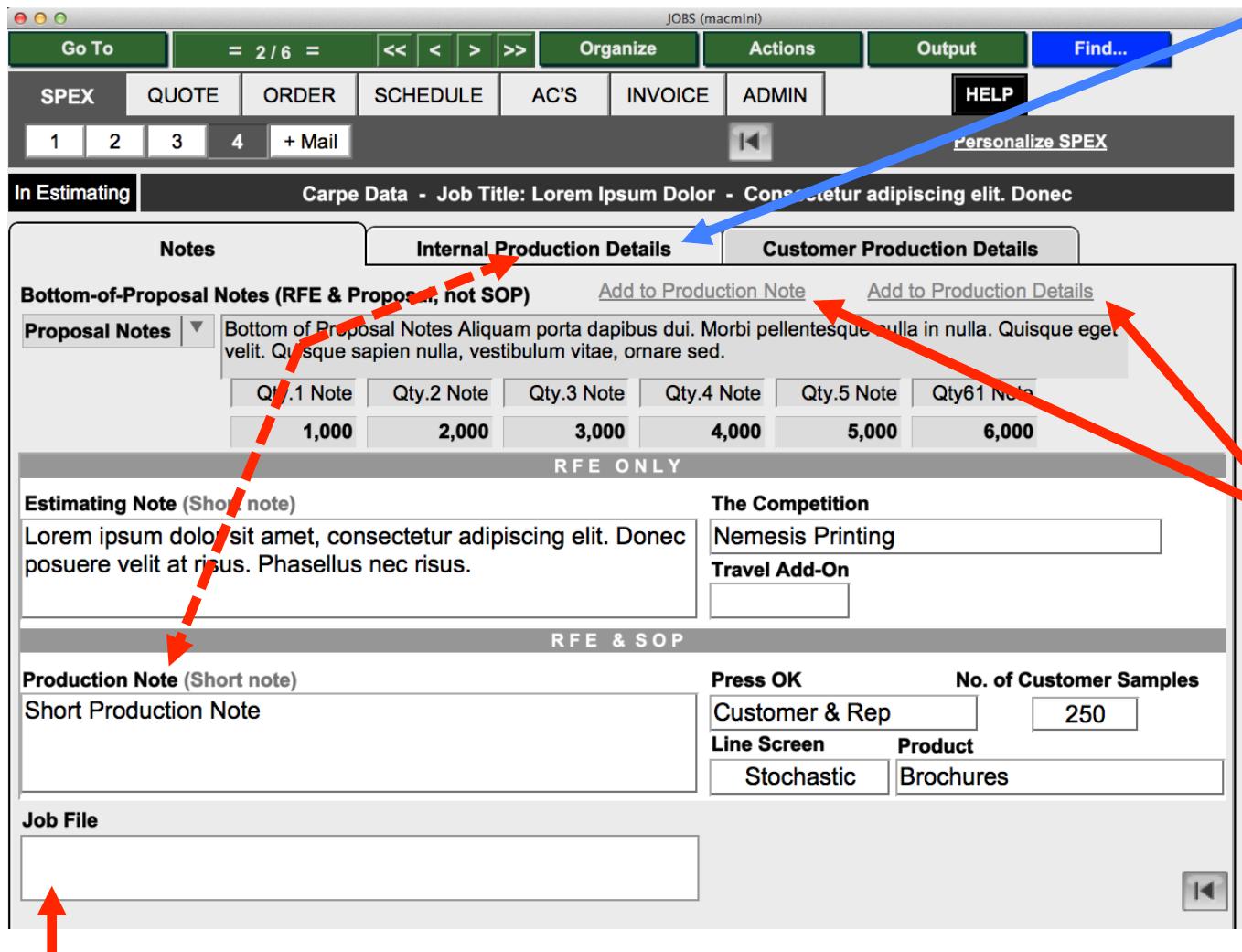


Handling those Monster Jobs



Production Details

An easy way to handle those Monster Jobs.



To include a large amount of text that is needed in the job documents, click the Internal Production Details Tab.

Often, the notes just above the pricing on the proposal are moot once the job becomes an order, so they only appear on the RFE and Proposal. However, these links will move data from the Bottom-of-Proposal Notes to the SOP fields below in case they apply at the order stage as well.

BTW, you can attach the job's art file here, by right-clicking (or Control clicking) here and selecting Insert File.



Production Details

An easy way to handle those Monster Jobs.

You can Paste a text selection from another document into this field. E.g.: A customer email or Word doc.

The screenshot shows the JOBS (macmini) application window. At the top, there's a menu bar with 'JOBS (macmini)', 'Go To', 'Actions', 'Output', and 'Find...'. Below the menu is a toolbar with buttons for 'SPEX', 'QUOTE', 'ORDER', 'SCHEDULE', 'AC'S', 'INVOICE', 'ADMIN', and 'HELP'. A 'Personalize SPEX' button is also present. The main area has tabs for 'Notes', 'Internal Production Details', and 'Customer Production Details'. The 'Customer Production Details' tab is currently selected. It contains a large text area with placeholder text about production details. Above this text area, there's a note: 'Appears on RFE & SOP' and a 'Unformat' button. A red arrow points from the text above this section to the 'Unformat' button. Another red arrow points from the text above to the 'Customer Production Details' tab itself. A third red arrow points upwards from the bottom of the text area towards the 'Customer Production Details' tab.

Clean it up to the standard font by clicking Unformat.

If you would also like this to appear on customer communications, click this tab.

This (Production Details) field (label it what you like) will always appear on the RFE and SOP. It holds up to two pages of text, depending on the amount of mailing & distribution details you have.



Production Details

An easy way to handle those Monster Jobs.

In Estimating Carpe Data - Job Title: Lorem Ipsum Dolor - Consectetur adipiscing elit. Donec

Notes	Internal Production Details	Customer Production Details
Production Details	Appears on certain Proposals- see Proposals Menu. Print as Addendum >	P
<p>These are PRODUCTION DETAILS Lorem ipsum dolor sit amet, consectetur adipiscing elit. # Donec posuere velit at risus. Phasellus nec risus. Aenean euismod, neque quis fermentum blandit, odio dui hendrerit orci, quis vestibulum dolor felis et neque. Integer blandit lacinia dui. Cum sociis natoque penatibus et magnis dis parturient montes, nascetur ridiculus mus. Fusce blandit tellus vel neque. Nullam lacus metus, rutrum vel, consequat in, varius faucibus, sapien. Maecenas in metus at nisl sagittis tristique. Sed semper justo pulvinar lectus. Quisque placerat rutrum erat. Phasellus in massa id sapien ultricies ullamcorper. Aliquam porta dapibus dui. Morbi pellentesque nulla in nulla. Quisque eget velit. Quisque sapien nulla, vestibulum vitae, ornare sed, vestibulum id, sem. In hac habitasse platea dictumst. Aenean vel nisl. Duis faucibus viverra felis. Praesent nec diam at lectus euismod tristique. Pellentesque consequat condimentum quam. Lorem ipsum dolor sit amet, consectetur adipiscing elit. Nulla et nunc. Praesent tristique tempus leo. Phasellus mollis, justo at convallis fringilla, velit orci pellentesque est, egestas posuere nibh risus ut quam. Aenean nec magna. Nunc at augue. Donec nec augue. Curabitur eget dolor quis lorem sollicitudin semper. Sed eget enim vel nunc vulputate condimentum. Phasellus viverra orci ac quam.</p> <p>Nullam sit amet orci. Mauris ac tellus. Praesent vehicula interdum libero. Duis diam neque, # lacinia ut, sagittis non, rutrum id, ante. Suspensisse nibh. Quisque mauris ipsum, convallis ac, aliquam at, lobortis id, orci. Quisque elementum turpis quis augue. Fusce molestie, tellus a ultricies consequat, elit pede accumsan enim, et placerat magna enim ornare ligula. Nam condimentum est et risus. Aenean posuere ipsum quis arcu. Cras erat. Etiam vel augue quis justo faucibus molestie. Integer faucibus. Donec massa nisi, sagittis ut, vehicula eu, cursus at, justo. Nam aliquet, orci tincidunt pulvinar tempor, dui quam ultrices felis, ut molestie est diam eu mauris. Aliquam tempor dapibus mi.</p> <p>Quisque placerat rutrum erat. Phasellus in massa id sapien ultricies ullamcorper. Aliquam porta dapibus dui. Morbi pellentesque nulla in nulla. Quisque eget velit. Quisque sapien nulla, vestibulum vitae, ornare sed, vestibulum id, sem. In hac habitasse platea dictumst. Aenean vel nisl. Duis faucibus viverra felis.</p> <p>Suspendisse nibh. Quisque mauris ipsum, convallis ac, aliquam at, lobortis id, orci. Quisque elementum turpis quis augue. Fusce molestie, tellus a ultricies consequat, elit pede accumsan enim, et placerat magna enim ornare ligula. Nam condimentum est et risus. Aenean posuere ipsum quis arcu.</p> <p>Praesent tristique tempus leo. Phasellus mollis, justo at convallis fringilla, velit orci pellentesque est, egestas posuere nibh risus ut quam. Aenean nec magna. Nunc at augue. Donec nec augue. Curabitur eget dolor quis lorem sollicitudin semper. Praesent tristique tempus leo. Phasellus mollis, justo at convallis fringilla, velit orci</p> <p>##Bottom of Proposal Notes</p>		

Click Insert... and the text from the Internal tab will be copied to the Customer tab. It can be left as is or edited further.

Click the P (for Print) button to produce this text on a letterhead document.

Certain Proposals will also include this text (see the Proposals Menu.)

This (Customer Production Details) field (label it what you like) can be left the same as the Internal field or revised for customer consumption.



Proposal Menu

JOBS (macmini)

Go To Organize Find... = 1 / 1 Carpe Data - Job Title: Lorem Ipsum Dolor =

Proposals T&C Sched 4-20 Scans 12 Breakouts Prod. Details + Mail

1						
2						
3						
4						
4.5						
4.6						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
TC	Terms & Conditions					
CS	Cover Sheet					
CT	Cover Sheet + T&C Page					
PD	Production Details					
BD	Breakouts & Billing					

A red circle highlights the "Production Details" row.

Special Purpose Proposals

- Camp** Campaign (...email)
- Grid** Grid, 8 Items (... no prices)
- PKG** Packaging
- A** Address at Top for #10 Window (no color work)
- E** Plain Text Email
- G** Generic (non print)
- S** Specs Only
- BC** Business Cards
- Mgr** From Your Manager
- OA** 4 lines of Options, above prices, no Total
- €** Foreign Exchange
- MIM** Multiple Items Matrix

Project Name: [] [Unite Project](#) Current found set is 1 jobs.

Quote Summaries

- The "Matrix" (Alternate Versions)
- The "Spreadsheet" (Project Total)

Use the PDF-Append function and these documents to build multi-page PDFs.

Certain Proposals will include the Customer Production Details.

Click the number:
e.g.: 4.5, 4.6, 5, 6, & 14

Or, PD to print it by itself.

Remember, use the "PDF Append" choice when making a PDF to add it onto another PDF that you have previously made.

