

# How to Pull a List of Jobs with Change Orders

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The article will show how to use the Job Query Builder to pull all jobs that have had some type of Change Order done.

Overview:

The steps below will show what fields to use, criteria to use to pull records in a certain timeframe, and display the results.

Steps:

1. Click on Query – Job Query

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2. When the Job Query Builder Form opens fill in the following areas:

a. Select the following fields to display, on the left, (*more fields can be added if needed*) by double clicking each field to display

- Job – Job\_Code
- Customer – Customer\_Number
- System – Alarm\_Account
- Job – Sold\_Date
- Job – Amount
- Job – Change\_Order
- Job – Reversal

b. Select the search criteria fields, in the center, by left clicking on field and dragging into the center

- Job – Sold\_Date >= Date
- Job – Change\_Order = Y

c. Select the Order By fields to sort the data received, on the right, by left clicking on field and dragging into the right box

- Customer – Customer\_Number
- Job – Job\_Code

d. Job Query Builder Form should look like example below

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3. Once all fields are filled in, click on the Green Arrow at the bottom of the form

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4. The results will fill in the bottom of the form – in this example Job 3851 has 3 change orders indicated by -1, -2,

-3 after job 3851

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- **NOTE:** Each change order is its own "job" within a job. So each change order will have the main job number and the number representing the change order. If both job and job change order is needed, remove the Change\_Order filter field.  
– *see example below*

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5. Results as well as the Query can be saved by clicking on the Save button to save the query or the Export button to save the results. To Open the saved query, click on the Open button

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