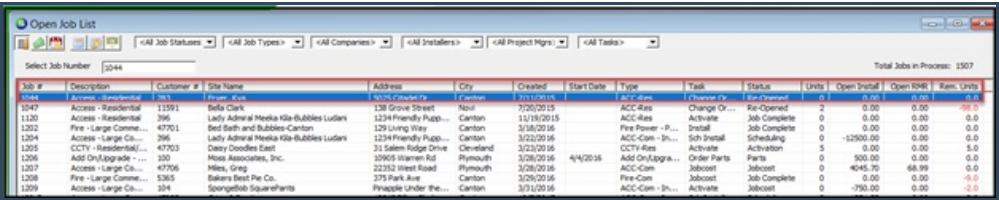


How To Export a User's Job Queue into Excel

07/17/2025 6:04 pm EDT

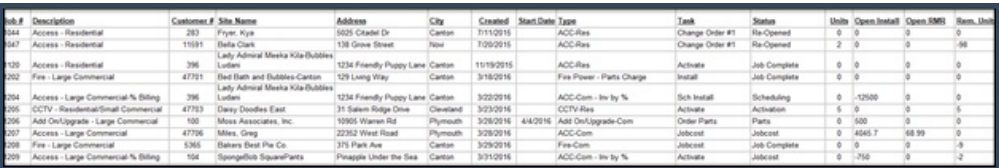
Job Management

From the Job Queue, highlight the top line and press CTRL + C on your Keyboard.



Job #	Description	Customer #	Site Name	Address	City	Created	Start Date	Type	Task	Status	Units	Open Install	Open BMS	Rem. Units
1044	Access - Residential	11391	Bella Clark	138 Grove Street	Nor	7/20/2015		ACC-Ras	Change Or...	Re-Opened	2	0.00	0.00	0.00
1120	Access - Residential	396	Lady Admiral Meeka Kila-Bubbles Ludan	1234 Friendly Pub...	Canton	11/19/2015		ACC-Ras	Activate	Job Complete	0	0.00	0.00	0.00
1202	Fire - Large Comm...	47701	Bed Bath and Bubbles-Canton	129 Living Way	Canton	3/18/2016		Fire Power - P...	Install	Job Complete	0	0.00	0.00	0.00
1204	Access - Large Co...	396	Lady Admiral Meeka Kila-Bubbles Ludan	1234 Friendly Pub...	Canton	3/22/2016		ACC-Com - Dr...	Sch Install	Scheduling	0	-12500.00	0.00	0.00
1205	CCTV - Residential	47703	Daisy Doodles East	31 Salem Ridge Drive	Cleveland	3/23/2016		CCTV-Ras	Activate	Activation	5	0.00	0.00	5.00
1206	Add On/Upgrade - ...	300	Hose Associates, Inc.	10905 Warren Rd	Plymouth	3/28/2016	4/4/2016	Add On/Upgra...	Order Parts	Parts	0	500.00	0.00	0.00
1207	Access - Large Co...	47706	Miles, Greg	22352 West Road	Plymouth	3/28/2016		ACC-Com	Jobcost	Jobcost	0	4045.70	68.99	0.00
1208	Fire - Large Comm...	1263	Bakers Best Pie Co.	375 Park Ave	Canton	3/29/2016		Fire-Com	Jobcost	Job Complete	0	0.00	0.00	-0.00
1209	Access - Large Co...	304	Spongobob Squarepants	Pineapple Under the...	Canton	3/31/2016		ACC-Com - Dr...	Activate	Jobcost	0	-750.00	0.00	-2.00

Open Excel and press CTRL + V on your Keyboard.



Job #	Description	Customer #	Site Name	Address	City	Created	Start Date	Type	Task	Status	Units	Open Install	Open BMS	Rem. Units
1044	Access - Residential	11391	Fryer, Kyle	5025 Citadel Dr	Canton	7/11/2015		ACC-Ras	Change Order #1	Re-Opened	0	0	0	0
1047	Access - Residential	11391	Bella Clark	138 Grove Street	Nor	7/20/2015		ACC-Ras	Change Order #1	Re-Opened	2	0	0	-68
1120	Access - Residential	396	Lady Admiral Meeka Kila-Bubbles Ludan	1234 Friendly Puppy Lane	Canton	11/19/2015		ACC-Ras	Activate	Job Complete	0	0	0	0
1202	Fire - Large Commercial	47701	Bed Bath and Bubbles-Canton	129 Living Way	Canton	3/18/2016		Fire Power - Parts Charge	Install	Job Complete	0	0	0	0
1204	Access - Large Commercial % Bldg	396	Lady Admiral Meeka Kila-Bubbles Ludan	1234 Friendly Puppy Lane	Canton	3/22/2016		ACC-Com - Inv by %	Sch Install	Scheduling	0	-12500	0	0
1205	CCTV - Residential/Small Commercial	47703	Daisy Doodles East	31 Salem Ridge Drive	Cleveland	3/23/2016		CCTV-Ras	Activate	Activation	5	0	0	5
1206	Add On/Upgrade - Large Commercial	300	Hose Associates, Inc.	10905 Warren Rd	Plymouth	3/28/2016	4/4/2016	Add On/Upgrade-Com	Order Parts	Parts	0	500	0	0
1207	Access - Large Commercial	47706	Miles, Greg	22352 West Road	Plymouth	3/28/2016		ACC-Com	Jobcost	Jobcost	0	4045.7	68.99	0
1208	Fire - Large Commercial	1263	Bakers Best Pie Co	375 Park Ave	Canton	3/29/2016		Fire-Com	Jobcost	Job Complete	0	0	0	-9
1209	Access - Large Commercial % Bldg	304	Spongobob Squarepants	Pineapple Under the Sea	Canton	3/31/2016		ACC-Com - Inv by %	Activate	Jobcost	0	-750	0	-2