

Job Cards can be put on hold if you have a valid reason to do so.

This will help the workflow to not show Job Cards in the “New” or “Active” status when there is something blocking the job from being scheduled or completed.

Go to Workflow -> Lead to Receipt -> Job Cards

Workflow

Job Cards » On Hold

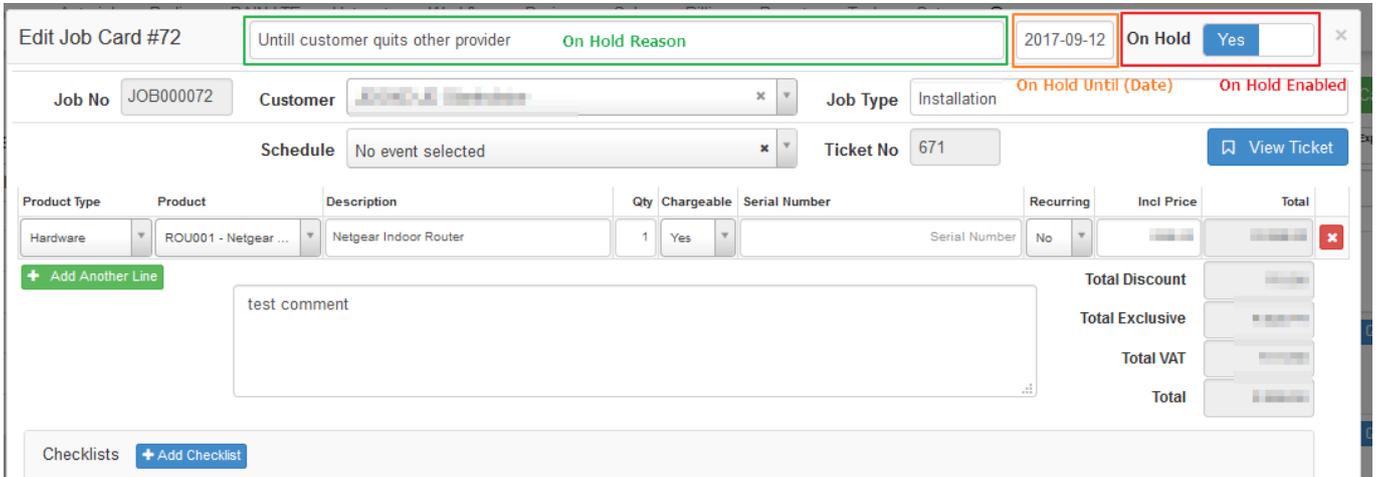
All	Mine
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▶ Leads	36
▶ Surveys	9
▶ Quotes	1
▶ Customers	7
▼ Job Cards	
+ New	15
Active	9
On Hold	1
⌚ All Incomplete	
👍 Completed	
▶ Invoicing	25

Edit the Job Card by clicking on the green “Edit Job Card” button:



Enabling the “On Hold” status on a Job Card:



On Hold Reason: Put in any reason for why the Job Card should be put on hold.

On Hold Until (Date): This is the date until the Job Card should be on hold for. The Job Card will no longer be on hold after this date.

On Hold Enabled: This is the switch to show if the “On Hold” status is enabled for the selected Job Card or not.

Disabling the “On Hold” status on a Job Card:

The “On Hold” status can be disabled in two ways.

1. Wait for the “On Hold Until” date to come for the Job Card to move out of the “On Hold” status automatically. This will move the Job Card back to its previous status.
2. Switch the “On Hold” field to “No”. This will move the Job Card back to its previous status.

