

# Jobs The Vault

You can put jobs in the Vault in PlanManager, so that, by default, they are no longer visible in the job list. To do this, go to "System - Vault".

Select the files you wish to move and click on "send to Vault".

The screenshot shows the PlanManager interface. The left sidebar has a 'SYSTEM' menu item highlighted in blue. The top navigation bar has a 'Vault' tab highlighted in blue. The main content area shows a 'Filter' section with a 'Reset' button and a table of jobs. The table has columns for 'Order number', 'Make', and 'Model'. A 'Send to vault' button is highlighted in blue. Arrows point from the 'SYSTEM' menu, the 'Vault' tab, and the 'Send to vault' button to the table of jobs.

| Filter                   | Order number | Make  | Model |
|--------------------------|--------------|-------|-------|
| <input type="checkbox"/> | 10550        | OPEL  | VIV   |
| <input type="checkbox"/> | 10553        | VOLVO | V60   |
| <input type="checkbox"/> | 10554        | BMW   | 5     |
| <input type="checkbox"/> | 10555        | AUDI  | A3    |
| <input type="checkbox"/> | 10556        |       |       |
| <input type="checkbox"/> | 10557        | SKODA | OCT   |
| <input type="checkbox"/> | 10558        | VOLVO | V90   |
| <input type="checkbox"/> | 10559        | BMW   | I3    |

These files are now no longer visible in the job list.

You can always make them visible again by ticking the box in the filter for "Hide files in the vault".

# Jobs

The screenshot displays the PlanManager software interface. On the left is a dark sidebar with navigation options: COMMUNICATION, HELP, WORKSHOP, JOB (highlighted in blue), PLANNING, REPORT, and MAINTENANCE. The top navigation bar includes a 'Back' button and several menu items: Job List (active), Winformex, Order list, Job Queue, Audanet, Deliveries, and Offer Requ. Below the navigation bar, there are more menu items: Albatros, Carpass, and Calendar. The main content area is titled 'Filter' and contains various search and filter fields. A blue box highlights the checkbox option 'Hide jobs that are in the vault' under the 'Advanced' section. Other filter options include 'Show only vehicles in' and 'priority'. The 'Advanced' section also includes fields for 'type a Navision nr', 'type a sent by name', 'Job Admin', 'Repair appointment', 'Job (Engineer)', 'type a repairer name', 'type an Insurer name', 'Estimation tag...', 'All', and 'Creation Date'.

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