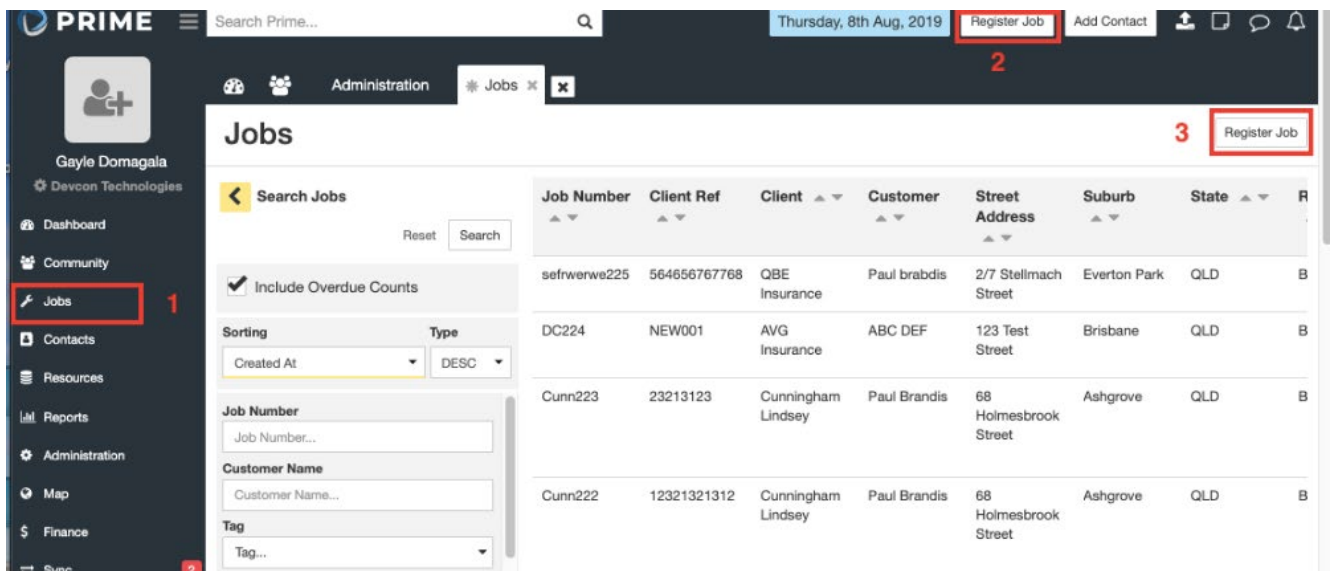


Updated 27.10.22

Prime Support Centre - Jobs

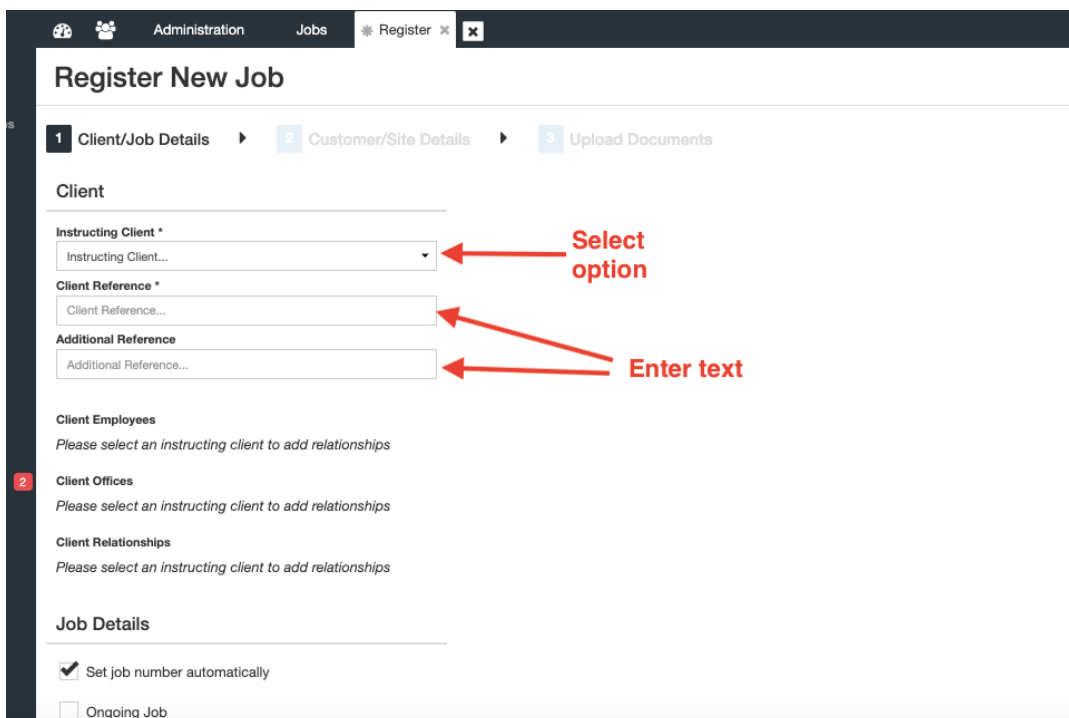
Prime Instructions |Jobs - Adding a New Job

1. To add a new job select 'jobs' on the menu on the left (1). Then select 'register job' from either the top of the page (2) or at the top of the white area (3)



Job Number	Client Ref	Client	Customer	Street Address	Suburb	State	R
sefrwerwe225	564656767768	QBE Insurance	Paul brabdis	2/7 Stellmach Street	Everton Park	QLD	B
DC224	NEW001	AVG Insurance	ABC DEF	123 Test Street	Brisbane	QLD	B
Cunn223	23213123	Cunningham Lindsey	Paul Brandis	68 Holmesbrook Street	Ashgrove	QLD	B
Cunn222	12321321312	Cunningham Lindsey	Paul Brandis	68 Holmesbrook Street	Ashgrove	QLD	B

2. Fill in the client job details in the text boxes and select from the drop down options where appropriate.



Administration Jobs Register x

Register New Job

Description *

Workflow *

Division *

Peril *

Catastrophe *

Assigned *

Case Manager

Supervisor

Excess Amount \$0.00

Cancel Next

Enter text

Select options from all categories with an *

Select if appropriate

Click when complete

3. Enter the customer/site details using the text boxes and drop down options as required

Administration Jobs Register x

Register New Job

1 Client/Job Details ▶ 2 Customer/Site Details ▶ 3 Upload Documents

Customer

Q Search Existing Customers

Company Type

Salutation

First Name *

Last Name *

Preferred Contact Number *

Mobile Number

Home Number

Work Number

Email

Select options

Enter text

Register New Job

Email
Email...

Customer Address

Street Address
Street Address...

City/Town/Suburb
City/Town/Suburb... Q

State... Postcode...
State... Postcode...

Country
Australia X

Site

2 Site Address

Site Address Same As Customer Address **← Check the box if required**

Site Contacts +
There are currently no site contacts

Main Contact
Customer

Back Register Job **← Click**

4. Upload any documents. This can be done by dragging and dropping the file or selecting 'browse' and selecting the document from your computer. Click the upload button to continue or reset to start again. Then select to view the job or to add a new job.

Register New Job

1 Client/Job Details ▶ 2 Customer/Site Details ▶ **3 Upload Documents**

The Job was created successfully View Job Add Another Job

Add Documents

Files

Drop files or browse **← Select to search your computer**
Max file size 100MB

Click to start again (arrow pointing to Reset)

Reset Add Document to Upload Queue **← Click to add**

There are 0 documents in the upload queue

View Job Add Another Job **← Select an option**