

Job Notification History User Guide

Introduction

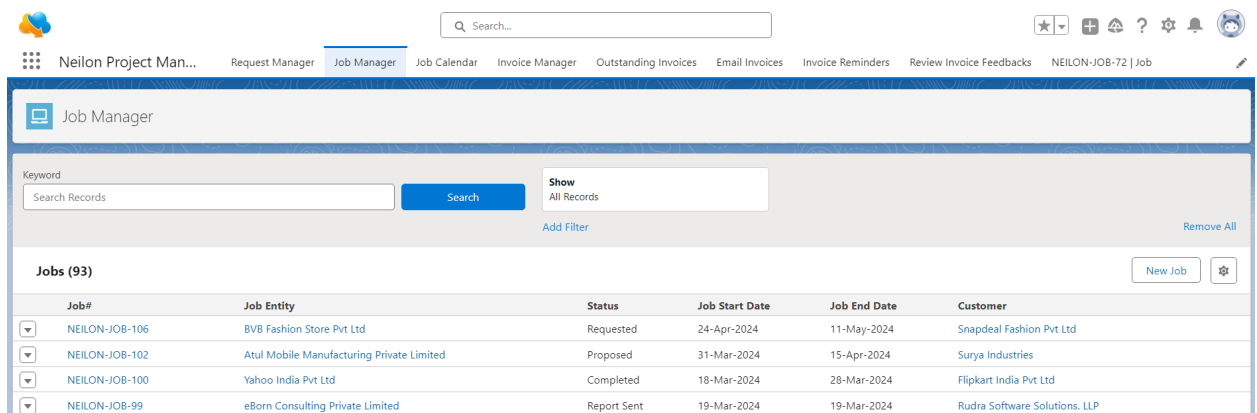
We have a feature where you can view job notification history, set the scheduling status, and send new job notifications to the job entity or factory if needed.

Functionality Overview

Send job notifications to the factory

Follow the below steps to send job notifications to the factory or job entity for the job.

1. Navigate to the **Neilon Project Management** application from the App Launcher.
2. Go to the **Job Manager** tab.



The screenshot shows the 'Job Manager' interface within the 'Neilon Project Management' application. The top navigation bar includes tabs for 'Request Manager', 'Job Manager' (selected), 'Job Calendar', 'Invoice Manager', 'Outstanding Invoices', 'Email Invoices', 'Invoice Reminders', 'Review Invoice Feedbacks', and 'NEILON-JOB-72 | Job'. Below the navigation bar, the 'Job Manager' section features a search bar with the placeholder 'Search Records' and a 'Search' button. To the right of the search bar is a 'Show' dropdown menu set to 'All Records' and a link to 'Add Filter'. A 'Remove All' link is also present. Below the search bar, a table displays job records. The table has columns for 'Job#', 'Job Entity', 'Status', 'Job Start Date', 'Job End Date', and 'Customer'. The table shows 93 jobs in total. The first four jobs are listed:

Job#	Job Entity	Status	Job Start Date	Job End Date	Customer
NEILON-JOB-106	BVB Fashion Store Pvt Ltd	Requested	24-Apr-2024	11-May-2024	Snapdeal Fashion Pvt Ltd
NEILON-JOB-102	Atul Mobile Manufacturing Private Limited	Proposed	31-Mar-2024	15-Apr-2024	Surya Industries
NEILON-JOB-100	Yahoo India Pvt Ltd	Completed	18-Mar-2024	28-Mar-2024	Flipkart India Pvt Ltd
NEILON-JOB-99	eBorn Consulting Private Limited	Report Sent	19-Mar-2024	19-Mar-2024	Rudra Software Solutions. LLP

3. Open job record details by clicking on the job name from the **Job#** column.

4. Go to the **Notifications** section. There are three sections. **Scheduling & Quote**, **Notification**, and **Notification Emails Sent**.

Neilon Project Man... Neilon Jobs Administration Request Manager Job Manager Job Calendar Invoice Manager Outstanding Invoices Email Invoices Invoice Reminders */JOB-1 | Job X More

Job NEILON-JOB-1 Edit Clone Delete

Job Status Proposed Job Start Date 01/08/2023 Job End Date 15/08/2023 Customer Amazon India Private Limited Job Entity Atul Mobile Manufacturing Private Limited

Details **Notifications** Notes Client Categories Workers Demographics More

▼ Scheduling & Quote

Scheduling Status --None-- Exclude from Initial Notification ☐

Save

▼ Notification

Notification Template	Notification
NT-2023-000005	Send

Job Services (3+)

SOC2 Audit

Chargeable?: ☒ Pre-paid?: ☒ On-site?: ☒

Infrastructure Improvement

Chargeable?: ☒ Pre-paid?: ☒ On-site?: ☒

Data Security

Chargeable?: ☒ Pre-paid?: ☒ On-site?: ☒

View All

5. In the **Scheduling & Quote** section, you can change the job **Scheduling Status**. If the factory's address is incorrect or not known, then choose Different Job Addresses. If documentation of the factory is incomplete, then choose Documents Missing. If the factory owner wants to postpone the audit, then choose Request For Postponement. If everything is fine then select OK.

If a job notification is not supposed to be sent to the factory, then set the **Exclude from Initial Notification** checkbox to true and click **Save**. It will show the success message.

Details **Notifications** Notes Client Categories Workers Demographics More

▼ Scheduling & Quote

Scheduling Status --None-- Exclude from Initial Notification ☐

Save

▼ Notification

Notification Template	Notification
NT-2023-000005	Send

6. In the **Notification** section, you will see a list of notification templates with a **Send** link.

Details
Notifications
Notes
Client Categories
Workers Demographics
More

Scheduling & Quote

Scheduling Status
--None--
Exclude from Initial Notification
☐

Save

Notification

Notification Template	Notification
NT-2023-000005	Send

- If you want to notify the factory, then click the Send link for the respective notification template.
- It will show a UI to send a job notification. Please refer to the guide “**Send Job Notifications to Factory User Guide**” to see how you can send job notifications.
- After sending a job notification, it will create a notification history record.

View sent notification histories

Follow the below steps to see the sent job notification histories

- In the **Notification Emails Sent** section, you can see the list of all job notifications that were already sent to the factory in the past. Click on the job notification history number to open the

details of the job notification.

 Job

NEILON-JOB-122

▼ Scheduling & Quote

Scheduling Status

--None--

▼

Exclude from Initial Notification

☐

Save

▼ Notification

Notification Template	Notification
NT-2023-0000005	Send

▼ Notification Emails Sent

Job Notificatio...	Sent Date	To	Cc	Bcc	Created By
NH-2024-0000116	15-May-2024	sharmamanu@hpgas.com	pratikrathod@hpgas.com;apatinge@neilontechnologies.com	rajurao@hpgas.com	Neilon Adr