

Linking a parent and child Job Bag

The Child and Parent Job feature lets you attach several related jobs to a parent job.

This is created in cases where multiple jobs are created at the same time. You can capture your budget and costs against the parent job, but manage time worked on child jobs.

The only prerequisite is to ensure both the parent and the child jobs belong to the same client account. You will be able to quickly see the number of child bags linked to the main Job Bag and report on how the entire project is progressing.

Below are steps to show you how to link a Child Job Bag to a Parent Job Bag.

Step-by-step guide

1. Open the Child Job that you want to link to a Parent Job.

In this example, Job Bag 13 has been opened.

The screenshot shows the 'JOB BAG 13' form. The form is divided into two main sections. The left section contains fields for Client (Trish Beauty Spa - Heidelberg), Product (Summer Beauty), Element (200 Flyers for Geish Nail Promotion 2016), Campaign (Summer Look), Contact (Gavin McKrow), Category (Print Production), Sub-Category (Flyers), Account Executive (Adam), Traffic Controller (Mpho Thulo), Short Name (MT), Distribution List (Berry McGraw, Carol Fourie, Francine), Current Status (Open), and Business Unit. The right section contains fields for Open date (22 September 2016), Presentation date (27 September 2016), Production Delivery (03 October 2016), Material Deadline (10 October 2016), Media Start (17 October 2016), Finished Date, Closed Date, Quantity (200), Size (A3), Colour (RGBY), Budget (30000), Language (English), Billing Category, Financial Notes, and Parent Job. A red box highlights the Parent Job field, which has a dropdown arrow.

2. Click the drop down arrow on the **Parent Job** field.
A list of all Jobs available on the system will appear.
3. Select a Job that is of the same client.

In this example, Job 2 was selected.

Open date: 22 September 2016

Presentation date: 27 September 2016

Production Delivery: 03 October 2016

Material Deadline: 10 October 2016

Media Start: 17 October 2016

Finished Date:

Closed Date:

Quantity: 200

Size: A3

Colour: RGBY

Budget: 30000

Language: English

Billing Category:

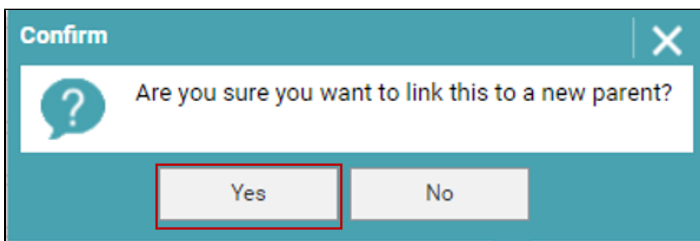
Financial Notes:

Parent Job:

- 2 - TV AD for Gelish Nails - Draft - Nail Promotion
- 3 - Billboard AD for Gelish Nails - Draft - Nail Promotion
- 5 - TV ad for Ladies Manicures summer beauty 2016 - Finished - Nail Promotion
- 7 - A3 Flyers for Gelish Nail Promotion 2016 - Finished - Summer Beauty
- 8 - 850 Flyers for Geish Nail Promotion 2016 - Awaiting Closure - Nail Promotion

A *Confirm* dialog appears.

4. Click **Yes** to confirm the link.



Notice that Job **13** now shows that it has been made a child of another Job in the **Parent Job** field.

5. Click the **Save** button to save changes made to the Job Bag.

J O B B A G
1 3

Client: Trish Beauty Spa - Heidelberg

Product: Summer Beauty

Element: 200 Flyers for Geish Nail Promotion 2016

Customer Ref:

Campaign: Summer Look

Contact: Gavin Mckrow

Category: Print Production

Sub-Category: Flyers

Account Executive: Adam

Traffic Controller: Mpho Thulo

Short Name: MT

Distribution List: Berry McGraw,Carol Fourie,Francine

Current Status: Open

Business Unit:

Notes:

Open date: 22 September 2016

Presentation date: 27 September 2016

Production Delivery: 03 October 2016

Material Deadline: 10 October 2016

Media Start: 17 October 2016

Finished Date:

Closed Date:

Quantity: 200

Size: A3

Colour: RGBY

Budget: 30000

Language: English

Billing Category:

Financial Notes:

Parent Job: 2 - TV AD for Gellish Nails - Draft - Nail Promotion

6. Open the parent job from where you can view all the child jobs.

In this example, the parent job is Job 2.

J O B B A G
2

Client: Trish Beauty Spa - Heidelberg

Product: Nail Promotion

Element: TV AD for Gellish Nails

Customer Ref:

Campaign:

Contact:

Category: Multimedia

Sub-Category:

Account Executive: Berry McGraw

Traffic Controller: Ruth Janson

Short Name:

Distribution List: Adam ,inactive Team

Current Status: Open

Business Unit:

Notes:

Open date: 18 May 2016

Presentation date: 19 July 2016

Production Delivery: 29 July 2016

Material Deadline: 31 August 2016

Media Start: 05 September 2016

Finished Date:

Closed Date:

Quantity:

Size:

Colour:

Budget: 500000

Language: English

Billing Category: In Scope

Financial Notes:

Child Jobs: Select to Navigate

Related articles

Page:How to print a Job Recon Statement from the Job Bag

Page:How to make sense of the Job Recon

Page:How to Close a Job

Page:Reports Comparison column explained

Page:Report filters

