

MYOB Job Manager Suggested Homepages

PARTNERS

MYOB

Practice view (no filter required)

🔜 Filter Jobs	
Click here to add filter criteria	

My clients

🛃 Filter Jobs	
Client Partner 🔹 Equal 🔹 Simon Bache 🔹 🏹 🏹	

My review jobs

💀 Filter Jobs	<
Client Partner Equal Simon Bache Image: Simon Bache And Queries (Status) Equal Complete Image: Simon Bache And Image: Review (Status) Image: Not equal Image: Complete Image: Simon Bache And Image: Review (Status) Image: Not equal Image: Complete Image: Simon Bache	•

Assigned jobs

(Note: No filter but Assigned To field is pulled up into the grouping area.)

No Filter

Assigned To

.



Target Date

(Note: No filter but Target Date field is pulled up into the grouping.)

It is very important that you have the field sorted in the both places, one being in the grouping and the other being the field in the homepage.

Targe	et Date		
	Job Sheet - 26 Jobs/Schedules		
	Client Co Client/Assignment	Job/Sc Assigned Budget Budget Left Not Target Da 🔺	
*		Click here to add	

Jobs flagged as Risk

Books In (Status) • Equal •
Or Complete (Status) Equal Risk

Jobs due next 5 days

Displays all jobs where the review has not been done **and** the job is due for completion within 5 days.

🔜 Filter Jobs	
Review - Not equal - Complete - 🔀 📡	
And 🔹 Days Left 🔹 Less than 🔹 5 🏹 📡	



MANAGERS

My clients

🖶 Filter Jobs	
Client Manager 🔹 Equal 🔹 Alex Bantin 🔹 🏹	

My review jobs

🔜 Filter Jobs	×
Client Manager Equal Gary Butler Image: The second s	
	11

Jobs flagged as problem

💀 Filter Jobs 🛛 🔀
Client Manager Equal Gary Butler Image: Status in (Status) Equal Problem Image: Status in (Status) Image:

Jobs due next 5 days

MYOB

Display all my client jobs where the job is due for completion within 5 days.

💀 Filter Jobs	
Client Manager Equal Gary Butler And Complete (Status) Not equal Complete And Days Left Less than And Equal Equal	5

Jobs completed in last week

Display all my client jobs where the job has been completed in the last week.

🖳 Filter Jobs		×
Client Manager Equal Gary Butler And Complete (Date) Between 11 / 08 / 2008	▼ 17 / 08 / 2008	



STAFF

My jobs Filter Jobs Assigned To Equal Alex Bantin

ADMIN STAFF

Jobs to be invoiced

🛃 Filter Jobs	
Complete Equal Complete And Invoiced Not equal Complete	

Jobs where Books not received info

Show me all the jobs due to be completed between 8th August 2008 and the 31st August as an example, where we have not received the books into the office.

🖷 Filter Jobs	X
Books In (Status) 🔹 Not equal 🔹 Complete 💌 🏹 🏹	
And Target Date Between 8 / 08 / 2008 31 / 08 / 2008	

Filtering on certain type of assignments

Display all accounting or BAS jobs only.

🔜 Filter Jobs	×
Assignment Type Equal BAS Equal Accounting K K K K K K K K K K K K K	