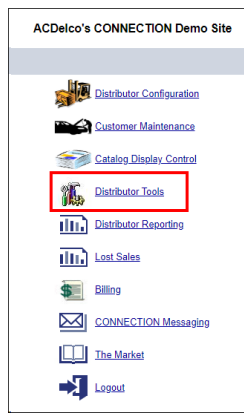


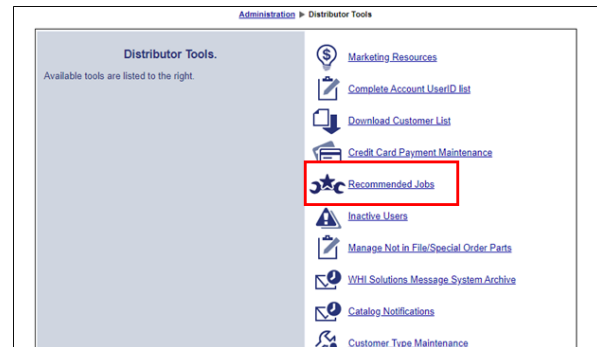
## Recommended Jobs Admin

The CONNECTION Parts Catalog now offers an opportunity for you to assist your customers in finding the correct parts for the job, quickly and easily. With Recommended Jobs you create non application specific jobs that your customers can add to their Favorite Jobs, with a couple clicks.

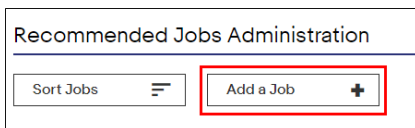
### 1. Select Distributor Tools in CONNECTION Admin



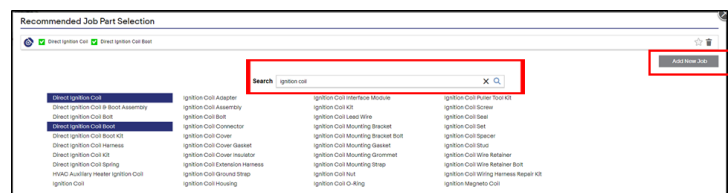
### 2. Select the Recommended Jobs option



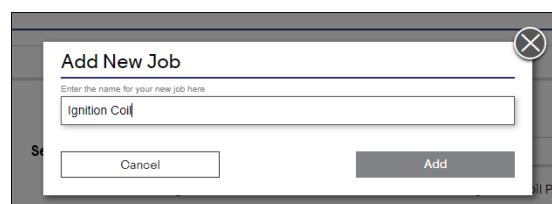
### 3. Select Add a Job to create a new Favorite Job



### 4. Use Search to find and add Part Types. When you have all the parts added for the job, select Add New Job



### 5. Name the new job and click Add. It will then be added to your Jobs on the Recommended Jobs Admin screen



## Other Functions Available in Recommended Jobs Admin

The screenshot shows the 'Recommended Jobs Administration' page. At the top, there is a search bar labeled 'Search Jobs' with a magnifying glass icon. Below the search bar, there are several controls: a 'Sort Jobs' button, an 'Add a Job' button with a plus icon, and a toggle switch for 'Enable for Customers' which is currently checked. The main table lists jobs with columns for 'OFF / ON', 'Downloads', 'Created', and 'Last Updated'. The jobs listed are 'Ignition Coil' (2 parts), 'HVAC' (6 parts), and 'test' (5 parts). Red numbers 1 through 7 are placed over the interface to indicate specific functions: 1 points to the search bar, 2 points to the edit icon, 3 points to the add icon, 4 points to the delete icon, 5 points to the delete icon for the entire job, 6 points to the 'Downloads' column, and 7 points to the 'Created' column.

1. Search for created jobs by name or product type included in the job
2. Edit the name of the job
3. Add parts to an existing job
4. Delete the entire job
5. Delete a part from a job
6. Shows the number of times the job has been downloaded by your customers. You can also search\* using this column
7. Shows Created and Last Updated dates for your jobs. Search\* is also available in these columns

\*search is done using Greater Than, Less Than, or Equal

This screenshot shows the same interface as the first one, but with two callout boxes. The first callout box, with a red arrow pointing to the 'Enable for Customers' toggle, contains the text: 'Click this to allow your customers to see the Favorite Jobs you created'. The second callout box, with a red arrow pointing to the 'OFF / ON' toggle for the 'test' job, contains the text: 'Click these to make individual jobs visible to the customer, or hide them'.



<https://bit.ly/2Br0ZCR>