Export Process for Jobs

Summary

Instruction on the daily process to export the job data from our third-party service provider. This process is run daily by 9 a.m.

Steps

1. Log into the third-party site using supplied network credentials
2. Go to the job dashboard on the third-party site.
3. Filter the jobs to show only those that have been modified in the last 24 hours.
4. Select all jobs
5. Using the third-party site export feature, export the selected jobs and save the file to our //TST_DATA/DailyExport/ExportFile/ directory.
6. In our TST SQL server run the DailyJobExport job. This will import the data into our database and create the file that accounting needs for invoicing.