

Prioritize sales jobs by work status

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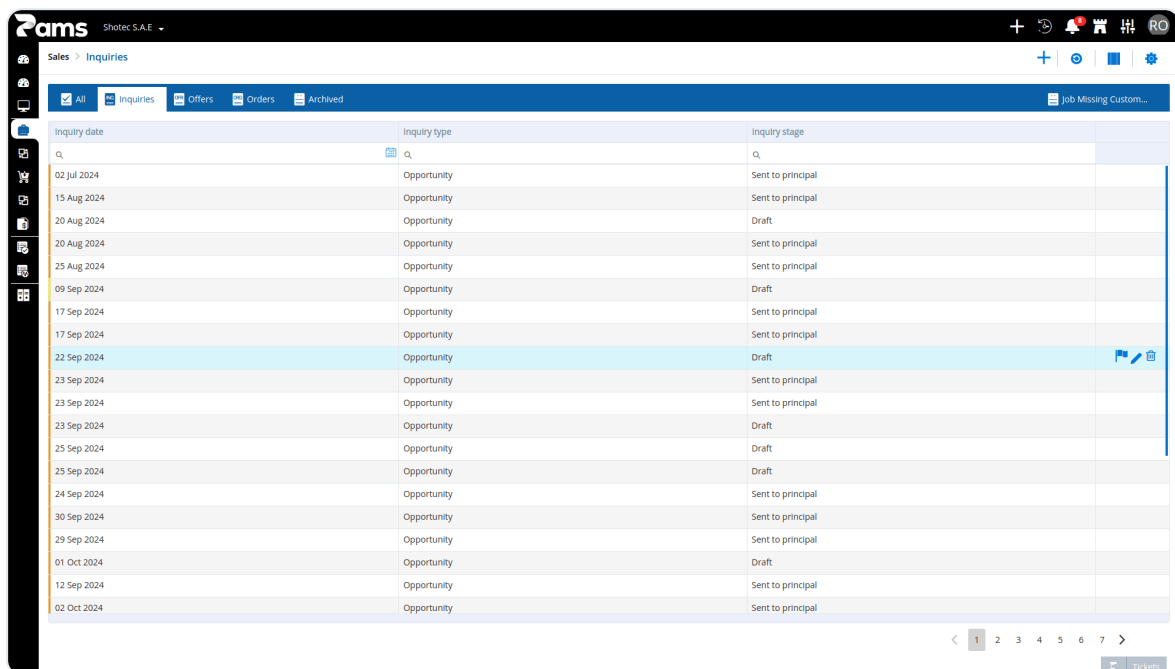
Use the Sales Jobs worklists to distinguish active inquiries, offers in progress, and accepted orders requiring downstream attention.

Before you start

- Access to the Sales app and Sales jobs.

Steps

1. All on [Sales jobs](#) — Provides the broad sales worklist.



The screenshot shows the PAMS application interface for the 'Sales > Inquiries' worklist. The top navigation bar includes the PAMS logo, user 'Shatec.S.A.E', and various utility icons. Below the navigation bar, there are tabs for 'All', 'Inquiries', 'Offers', 'Orders', and 'Archived'. The 'Inquiries' tab is selected. The main area displays a table with three columns: 'Inquiry date', 'Inquiry type', and 'Inquiry stage'. The table contains 20 rows of data, with the row for '22 Sep 2024' highlighted in blue. The table also includes search filters for each column and a pagination bar at the bottom showing page 1 of 7.

Inquiry date	Inquiry type	Inquiry stage
02 Jul 2024	Opportunity	Sent to principal
15 Aug 2024	Opportunity	Sent to principal
20 Aug 2024	Opportunity	Draft
20 Aug 2024	Opportunity	Sent to principal
25 Aug 2024	Opportunity	Sent to principal
09 Sep 2024	Opportunity	Draft
17 Sep 2024	Opportunity	Sent to principal
17 Sep 2024	Opportunity	Sent to principal
22 Sep 2024	Opportunity	Draft
23 Sep 2024	Opportunity	Sent to principal
23 Sep 2024	Opportunity	Sent to principal
23 Sep 2024	Opportunity	Draft
25 Sep 2024	Opportunity	Draft
25 Sep 2024	Opportunity	Draft
24 Sep 2024	Opportunity	Sent to principal
30 Sep 2024	Opportunity	Sent to principal
29 Sep 2024	Opportunity	Sent to principal
01 Oct 2024	Opportunity	Draft
12 Sep 2024	Opportunity	Sent to principal
02 Oct 2024	Opportunity	Sent to principal

2. **Inquiries** on [Sales jobs](#) — Narrows the worklist to active inquiries.
3. **Offers** on [Sales jobs](#) — Narrows the worklist to quotations in progress.
4. **Orders** on [Sales jobs](#) — Narrows the worklist to accepted work needing downstream attention.

Result

Narrows the worklist to accepted work needing downstream attention. Confirm this on [Sales jobs](#).

Screens involved

Sales > Sales jobs