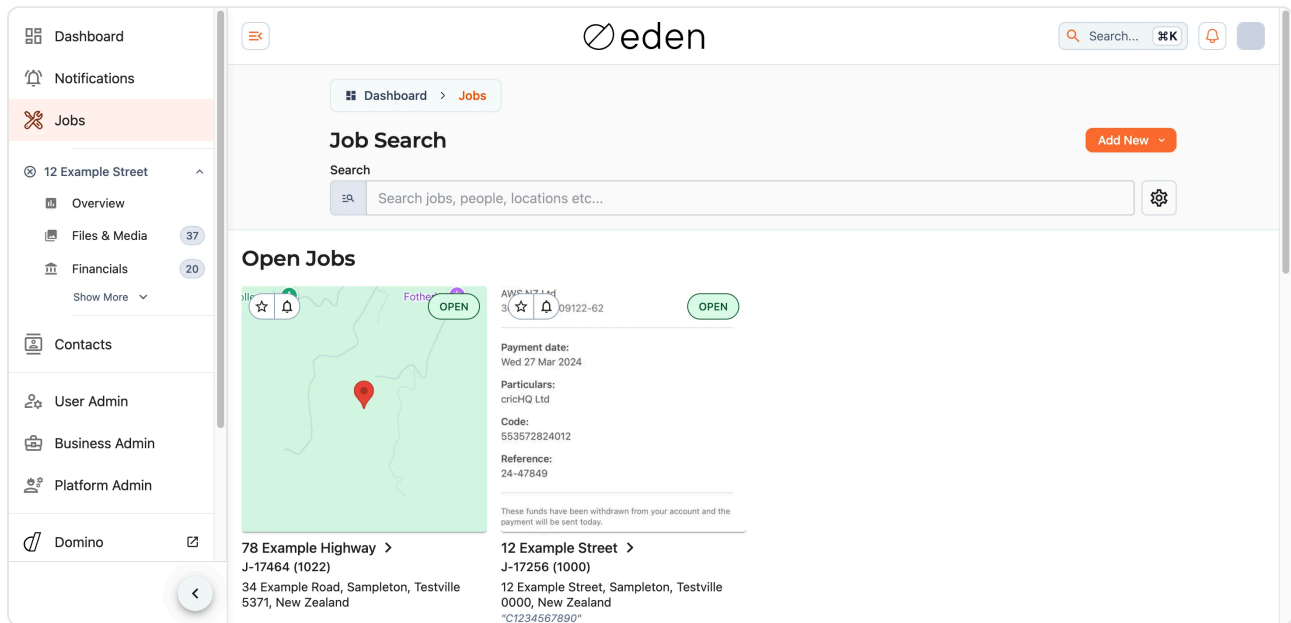


# Your Jobs

EST. 4 MINUTE READING TIME

When you sign into EDEN you land on your jobs dashboard - the list of every job you have been invited to. It is the hub you will use to find a job, jump back into the ones you visit often, and keep an eye on which jobs have something new waiting for you. You can return to it at any time:

- <https://eden.samconsulting.co.nz/jobs>

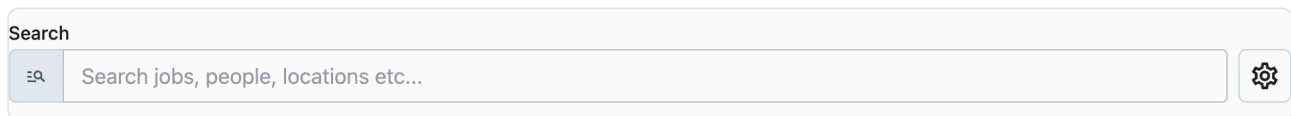


Your jobs dashboard in grid layout.

Each job appears as a card (or a row, depending on the layout you choose) showing its cover photo, name, reference, location, and current status. Selecting a job opens its overview page. If you have not been added to any jobs yet, the dashboard will tell you so - you will be invited by email or SMS when a job involving you begins.

## Finding a Job

Start typing in the search box at the top of the page to filter your jobs. Search looks across job names, references, locations, and the people on each job, so you can find what you need however you happen to remember it.



Results update as you type. Clear the box with the X button to return to your full list.

## Filtering and Sorting

Click the gear icon beside the search box to expand the search options. From here you can change the layout, narrow the list with filters, and choose how it is ordered. Any filters you have applied are summarised above the options, so you can see at a glance what is being shown.

Search

🔍 Search jobs, people, locations etc...

☰ ☰ ⚙️

Created after 📅 Created before 📅

Status Any ▾ Sort by Recent ▾

Animated search results

## Status

The **Status** selector lets you show only jobs in a particular state, and you can pick more than one at a time:

- **Open** - jobs that are currently underway
- **Draft** - jobs that are still being set up or quoted
- **Closed** - jobs that have been completed
- **Cancelled** - jobs that are no longer going ahead

Choose **Any** (the default) to clear the status filter and show everything again.

## Dates

Use the **Created after** and **Created before** date pickers to limit the list to jobs created within a certain window. You can set either one on its own, or both together to bracket a range.

## Sort

The **Sort by** selector controls the order of your results:

- **Newest** - most recently created first (the default)
- **Oldest** - oldest first
- **Name** - alphabetically by job name
- **Location** - grouped by location

## Layout

Toggle between the grid (☰) and list (☰) layouts to suit your preference. The grid view leads with a large cover photo for each job; the list view is more compact and shows a short description alongside each one. *EDEN* remembers your choice for next time.

The screenshot displays the 'eden' Jobs dashboard. On the left is a sidebar menu with options: Dashboard, Notifications, Jobs (highlighted), 12 Example Street (with sub-items: Overview, Files & Media (37), Financials (20), Show More), Contacts, User Admin, Business Admin, Platform Admin, and Domino. The main content area is titled 'Job Search' and includes a search bar with the placeholder 'Search jobs, people, locations etc...'. Below the search bar are filters for 'Created after', 'Created before', 'Status' (set to 'Any'), and 'Sort by' (set to 'Recent'). An 'Add New' button is in the top right. The 'Open Jobs' section shows two job cards. The first card is for '78 Example Highway - J-17464 (1022) ☆' with a location map and a description: '34 Example Road, Sampleton, Testville 5371, New Zealand met LA on site to discuss the damages and provide a quote to reinstate the shop verandahmet LA on site to discuss the damages and provide a quote to reinstate the shop verandah'. The second card is for '12 Example Street - J-17256 (1000) ☆' with a description: '12 Example Street, Sampleton, Testville 0000, New Zealand "C1234567890" hey123hey123'. Both cards have an 'OPEN' button and a star icon.

## Animated Results

By default, results gently animate in as they load. If you would rather they appear instantly, switch off **Animated search results**.

**Note:** if you have reduced motion turned on for your device, this option is disabled and results will not animate regardless.

## Favourites

Mark a job as a favourite by clicking the star (☆) on its card. Favourited jobs turn the star yellow (★) and are gathered into their own **Favourites** section at the top of the dashboard, keeping the jobs you check most often within easy reach.



**78 Example Highway** >

**J-17464 (1022)**

**34 Example Road, Sampleton, Testville**  
**5371, New Zealand**

In the grid layout, the rest of your jobs sit below your favourites, grouped into **Open Jobs** and **Closed Jobs**.

## Status at a Glance

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Every job card carries a status pill so you can tell where each one is up to without opening it. Open jobs are shown in green, drafts in grey, and closed or cancelled jobs in red.

## Notifications

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The bell (🔔) on each job opens that job's notification preferences, letting you set how and when *EDEN* keeps you updated about it. A filled, yellow bell (🔔) means you are currently subscribed to updates for that job.

You can read more about what these preferences mean and how they work in the [notifications article](#).

## Loading More Jobs

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The dashboard loads a batch of jobs at a time. If you are on a lot of jobs, use the **Fetch more** button at the bottom of the list to load the next batch. Once everything has loaded you will see "No further jobs to show".