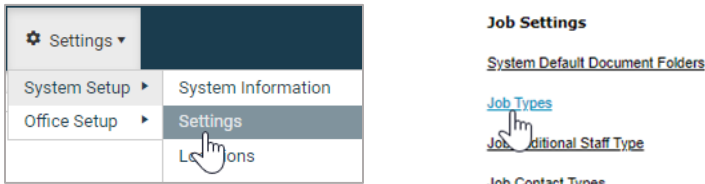


Job Type - Setup

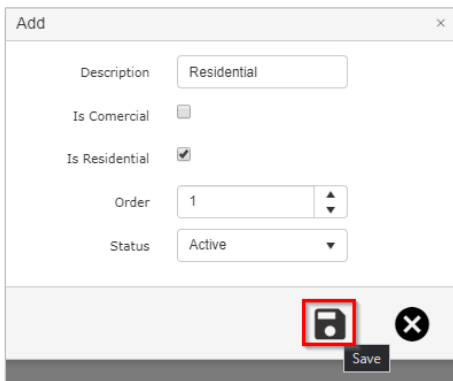
The Admin can setup Job Type descriptions by going to Settings → System Setup → Settings → Job Settings, Job Types



Click the Add icon to add the Job Type description.



A pop-up window will display, complete the following steps.



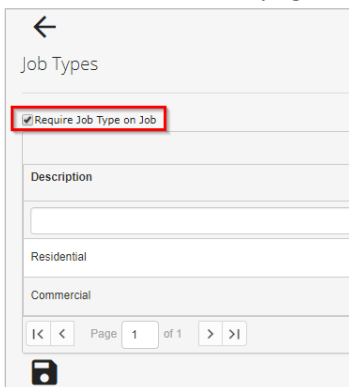
The 'Add' pop-up window contains the following fields and controls:

- Description: Text input field containing 'Residential'.
- Is Comercial: Unchecked checkbox.
- Is Residential: Checked checkbox.
- Order: Spin box containing '1'.
- Status: Dropdown menu set to 'Active'.
- Bottom right: 'Save' button (highlighted with a red box) and a close button (X).

1. Add the Job Type description
2. Check Is Commercial or Is Residential
3. Add an Order number (if applicable)
4. Click Save

Proceed with steps 1-4 until all Job Type descriptions have been entered.

This field can be set as required, by checking Require Job Type on Job. Job Type displays within the Lead Entry page as well as the Job Detail page. The user will be prompted upon saving a Job if the field is left blank.



Job Type - Setup


Click the pencil to edit or inactivate an existing Job Type description.

Job Types

Require Job Type on Job

Description	Is Comercial	Is Residen...	Order	Status	
Residential	<input type="checkbox"/>	<input checked="" type="checkbox"/>	1	Active	
Commercial	<input checked="" type="checkbox"/>	<input type="checkbox"/>	2	Active	

The arrow to the top left of the page takes you back to the settings page.



Job Types


Require Job Type on Job

Description

Residential

Commercial

Page 1 of 1



The Admin can change the Job Type Terminology by going to Settings → Office Settings → Terminology; Property

Term	Singular	Max	Plural	Max	Abbreviation	Max
Region:	Location	15	Locations	15	Location	8
Site:	Office	15	Offices	15	Office	8
Project:	Company	15	Companies	15	Company	8
Job:	Job	15	Jobs	15	Job	8
Property:	Property	15	Properties	15	Property	8
List:	Loss	15	Losses	15	Loss	8