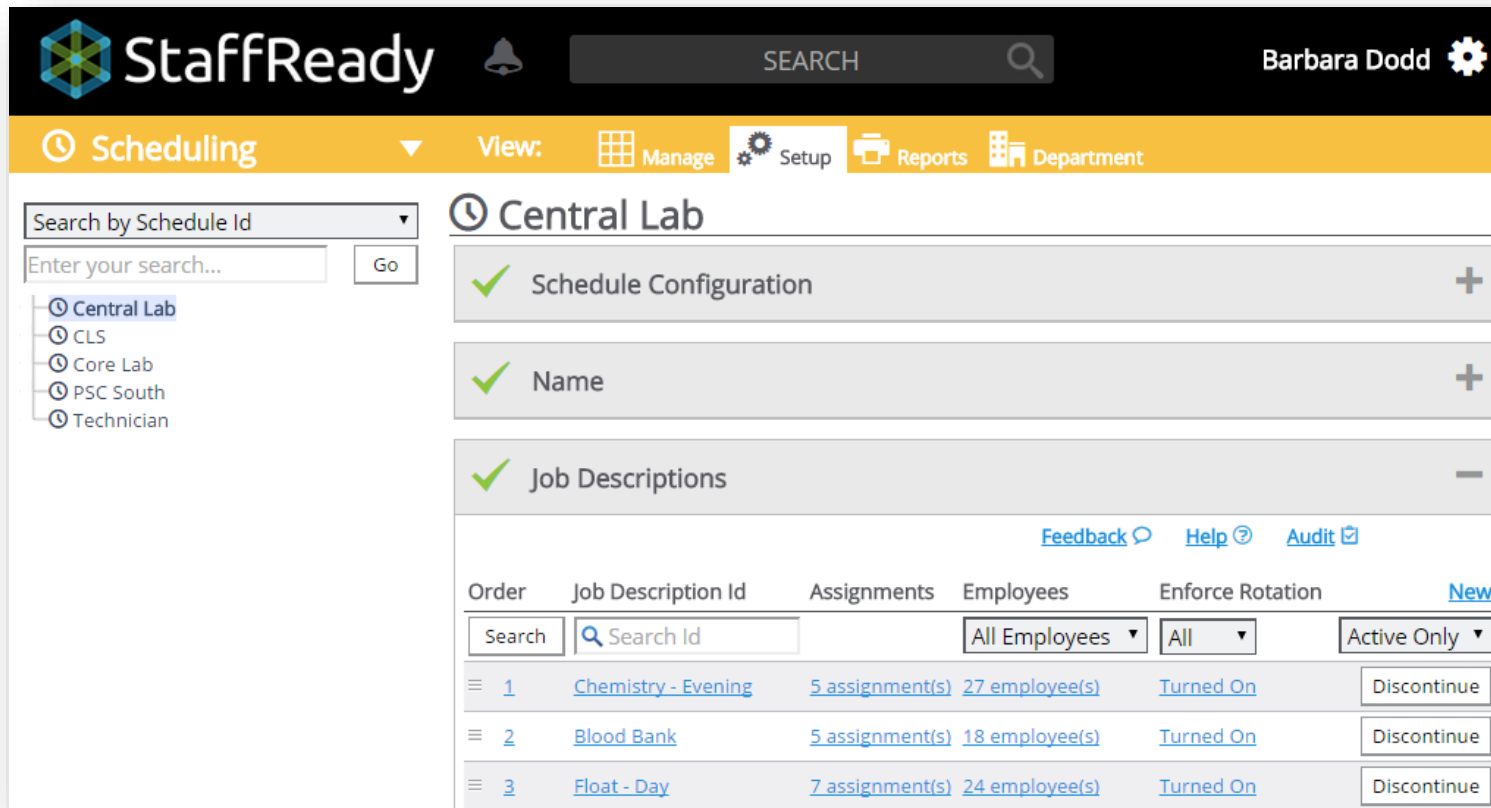


Setup View – Job Description Color Bar

Add New Job Description

This reference guide provides an overview of how to **Add New Job Description** within **Setup** View in the StaffReady Scheduling Module. The following process steps and instructional information are provided within this document:

- Add a new job description



StaffReady

SEARCH

Barbara Dodd

Scheduling

View: Manage Setup Reports Department

Search by Schedule Id

Enter your search... Go

Central Lab

- Central Lab
- CLS
- Core Lab
- PSC South
- Technician

✓ Schedule Configuration +

✓ Name +

✓ Job Descriptions -

Feedback Help Audit

Order	Job Description Id	Assignments	Employees	Enforce Rotation	New
Search	Search Id		All Employees	All	Active Only
1	Chemistry - Evening	5 assignment(s)	27 employee(s)	Turned On	Discontinue
2	Blood Bank	5 assignment(s)	18 employee(s)	Turned On	Discontinue
3	Float - Day	7 assignment(s)	24 employee(s)	Turned On	Discontinue

Add New Job Description

Add New Job Description

1. Click **Setup** view.
2. Click **Job Description** color bar.
3. Click **New**.
4. In the **Job Description Id** box, type the name of the job description.
5. Click **Save Changes**.

The newly added job description appears at the bottom of the **Job Description Color Bar**.

Note: You will next want to add shift assignments to your job description and qualify employees that can work your job description. Please see the reference guides titled **Adding-Editing Shift Assignments** and **Adding Qualified Employees to Job Descriptions**.

The screenshot shows the StaffReady Scheduling interface for the 5East department. The 'Job Descriptions' section is highlighted with an orange arrow. Below it is a table with columns for Order, Job Description Id, Assignments, Employees, and Enforce Rotation. A 'New' button is visible in the top right corner of the table area.

Order	Job Description Id	Assignments	Employees	Enforce Rotation	
1	IV2	5 assignment(s)	4 employee(s)	Off	Discontinue
2	3M Pharmacy	5 assignment(s)	4 employee(s)	Off	Discontinue
3	IV3	5 assignment(s)	4 employee(s)	Off	Discontinue
4	D2	5 assignment(s)	4 employee(s)	Off	Discontinue

The 'New/Edit Job Description' dialog box is shown. The 'Job Description Id' field contains the text 'BBI'. The 'Responsibility' dropdown menu is set to 'No'. The 'Save Changes' button is highlighted with an orange arrow.

Job Description Id*

Responsibility

Save Changes