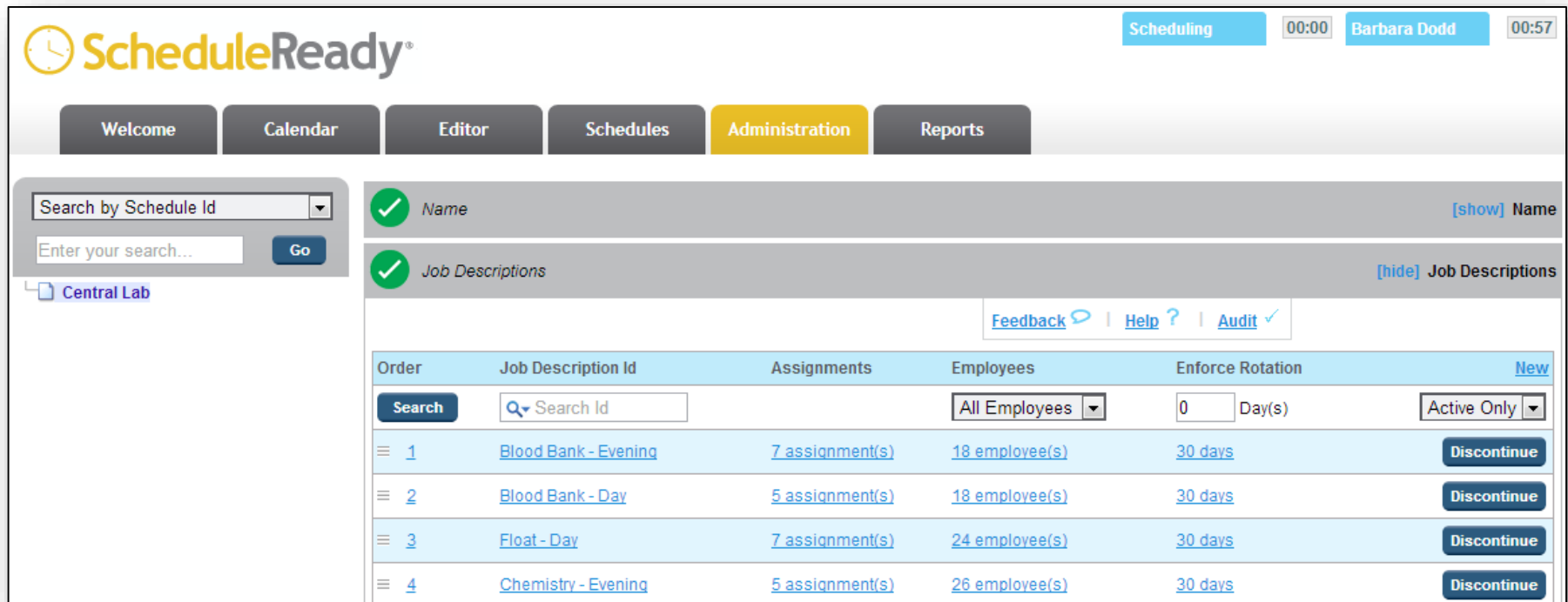


Administration Tab

Job Description Color Bar

This reference guide provides an overview of how to add a new job description within ScheduleReady 4.5. The following process steps and instructional information are provided within this document:

- 🕒 Add a new job description



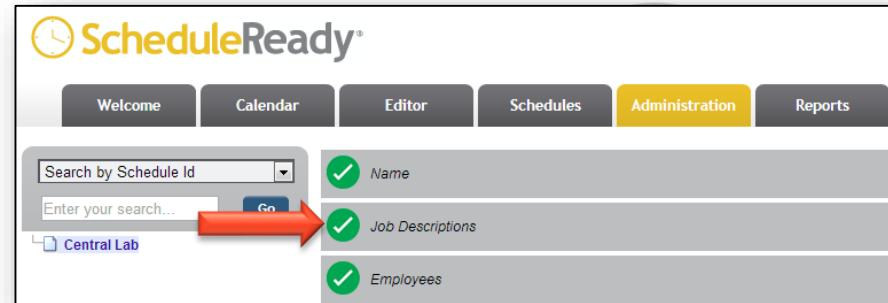
The screenshot shows the ScheduleReady Administration interface. At the top, there's a navigation bar with tabs: Welcome, Calendar, Editor, Schedules, Administration (highlighted), and Reports. A search box on the left allows searching by Schedule Id. The main content area shows a list of job descriptions with columns for Order, Job Description Id, Assignments, Employees, and Enforce Rotation. Each row has a 'Discontinue' button. A 'New' button is visible in the top right of the table area.

Order	Job Description Id	Assignments	Employees	Enforce Rotation	New
1	Blood Bank - Evening	7 assignment(s)	18 employee(s)	30 days	Discontinue
2	Blood Bank - Day	5 assignment(s)	18 employee(s)	30 days	Discontinue
3	Float - Day	7 assignment(s)	24 employee(s)	30 days	Discontinue
4	Chemistry - Evening	5 assignment(s)	26 employee(s)	30 days	Discontinue

Add a New Job Description

Add a New Job Description

1. Click **Administration**.
2. Click **Job Description**.



3. Click [New](#).

The screenshot shows the 'Job Descriptions' table with a red arrow pointing to the 'New' button in the top right corner. The table has columns for Order, Job Description Id, Assignments, Employees, and Enforce Rotation. There are two rows of data: 'Blood Bank - Evening' and 'Blood Bank - Day'.

Order	Job Description Id	Assignments	Employees	Enforce Rotation	New
1	Blood Bank - Evening	7 assignment(s)	18 employee(s)	30 days	Discontinue
2	Blood Bank - Day	5 assignment(s)	18 employee(s)	30 days	Discontinue


4. In the **Job Description Id** box, type the name of the job description.


The screenshot shows the 'NEW/EDIT JOB DESCRIPTION' form. The 'Job Description Id*' field contains the text 'BB1'. A red arrow points to this field. The 'Work Layer?' dropdown menu is set to '1'.

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**.



≡ 17	Night1	7 assignment(s)	3 employee(s)
≡ 18	Nights2	7 assignment(s)	3 employee(s)
≡ 19	Night3	7 assignment(s)	3 employee(s)
≡ 20	Night4	7 assignment(s)	3 employee(s)
≡ 21	BB 1	0 assignment(s)	 0 employee(s)

