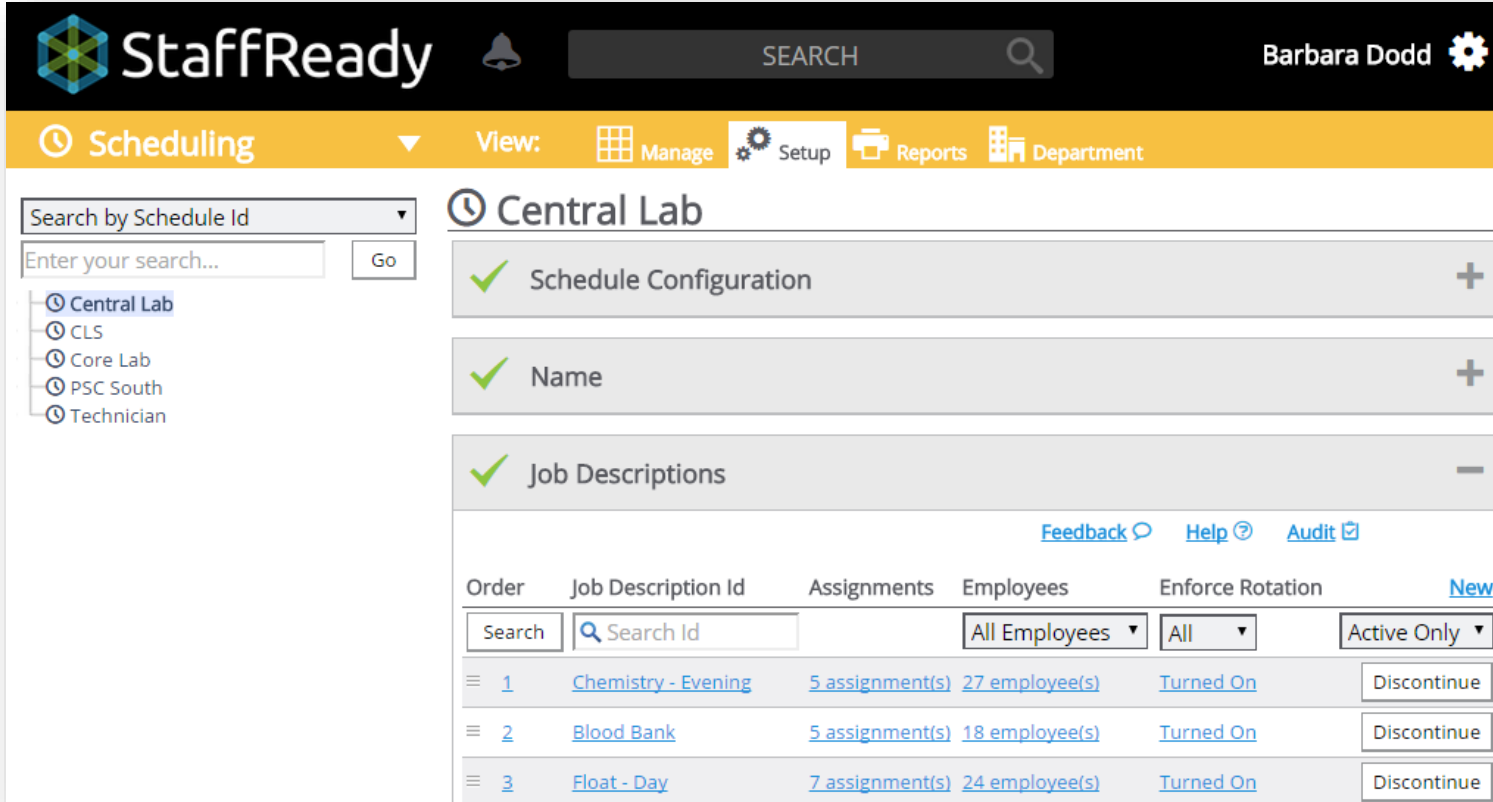


## Setup View – Job Description Color Bar

### Sort Job Descriptions

This reference guide provides a process overview of how to **Sort Job Descriptions** within the **Job Description** Color Bar in the StaffReady Scheduling Module. The following process steps and instructional information are provided within this document:

- Sort job descriptions



The screenshot displays the StaffReady Scheduling module interface. The top navigation bar includes the StaffReady logo, a search bar, and the user name Barbara Dodd. The main navigation menu shows 'Scheduling' selected, with sub-options for 'View: Manage', 'Setup', 'Reports', and 'Department'. The left sidebar contains a search box for 'Search by Schedule Id' and a list of departments: Central Lab, CLS, Core Lab, PSC South, and Technician. The main content area is titled 'Central Lab' and shows a 'Schedule Configuration' section with a green checkmark and a plus sign. Below this is a 'Name' section with a green checkmark and a plus sign. The 'Job Descriptions' section is expanded, showing a table with columns for Order, Job Description Id, Assignments, Employees, Enforce Rotation, and a 'New' button. The table lists three job descriptions: Chemistry - Evening, Blood Bank, and Float - Day, each with its respective assignment and employee counts and rotation status.

Order	Job Description Id	Assignments	Employees	Enforce Rotation	
1	<a href="#">Chemistry - Evening</a>	5 assignment(s)	27 employee(s)	Turned On	Discontinue
2	<a href="#">Blood Bank</a>	5 assignment(s)	18 employee(s)	Turned On	Discontinue
3	<a href="#">Float - Day</a>	7 assignment(s)	24 employee(s)	Turned On	Discontinue

# Sort Job Descriptions

## Sort Job Descriptions

1. Click **Job Description** color bar.

View: Manage Setup Department


5East

✓ Name +

✓ Job Descriptions ←

Feedback Help Audit

Order	Job Description Id	Assignments	Employees	Enforce Rotation	
<input type="text" value="Search"/>	<input type="text" value="Search Id"/>		All Employees	All	Active Only
≡ 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

2. In the row of the job description you wish to reorder, drag the  icon to the new position.

