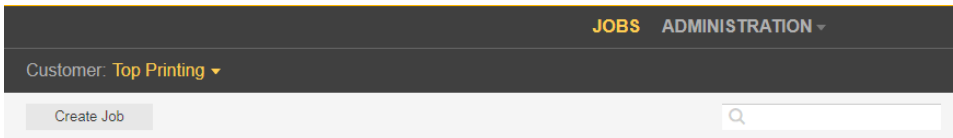


Creating a job

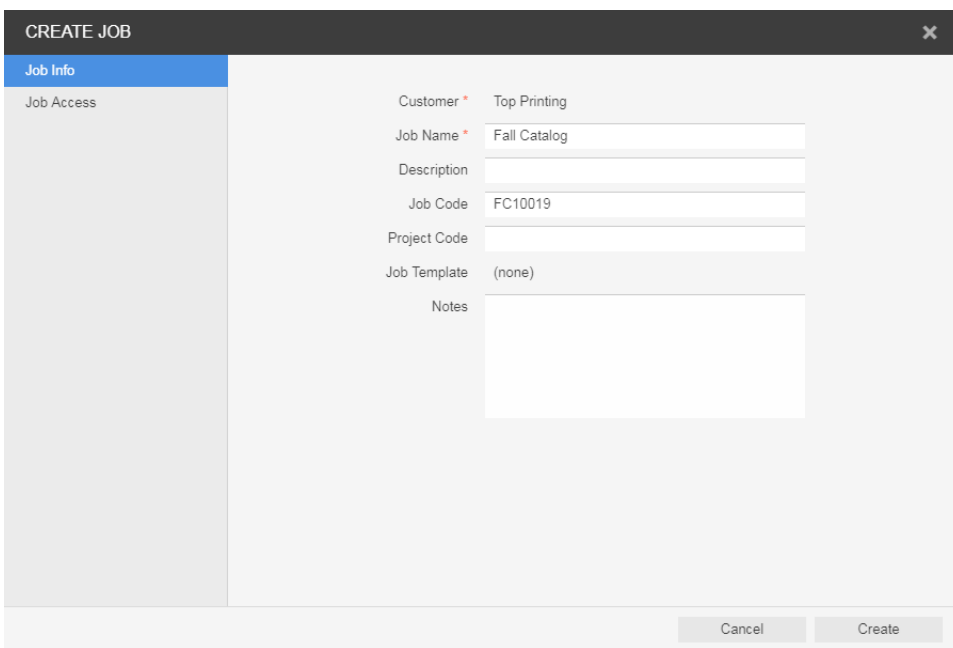
Requirements: Your job role must include the Create Jobs right.

1. In the **Jobs** area, click **Create Job**.



This screenshot shows the top navigation bar of the system. It features a dark grey header with the text 'JOBS ADMINISTRATION' in white. Below this, a lighter grey bar displays 'Customer: Top Printing' with a dropdown arrow. At the bottom of this section, there is a 'Create Job' button on the left and a search input field on the right.

2. As a customer user, if you have access to more than one customer, in the **Customer** list, select the desired customer, for whom you want to create a job.
3. Type a job name. If desired, type a job description, job code, or project code.



This screenshot shows the 'CREATE JOB' modal window. The title bar at the top says 'CREATE JOB' with a close button. On the left, there is a sidebar with two tabs: 'Job Info' (which is selected and highlighted in blue) and 'Job Access'. The main area of the modal contains a form with the following fields: 'Customer' (set to 'Top Printing'), 'Job Name' (set to 'Fall Catalog'), 'Description' (empty), 'Job Code' (set to 'FC10019'), 'Project Code' (empty), 'Job Template' (set to '(none)'), and 'Notes' (a large text area). At the bottom right of the modal, there are 'Cancel' and 'Create' buttons.

4. Click **Job Access** and set the desired job role.
5. Click **Create**.