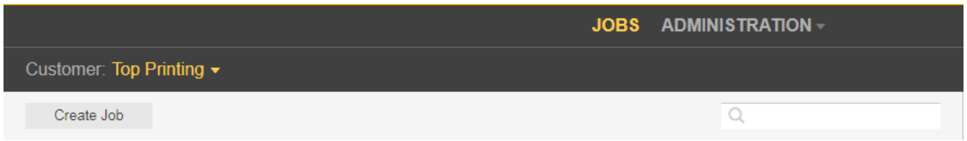
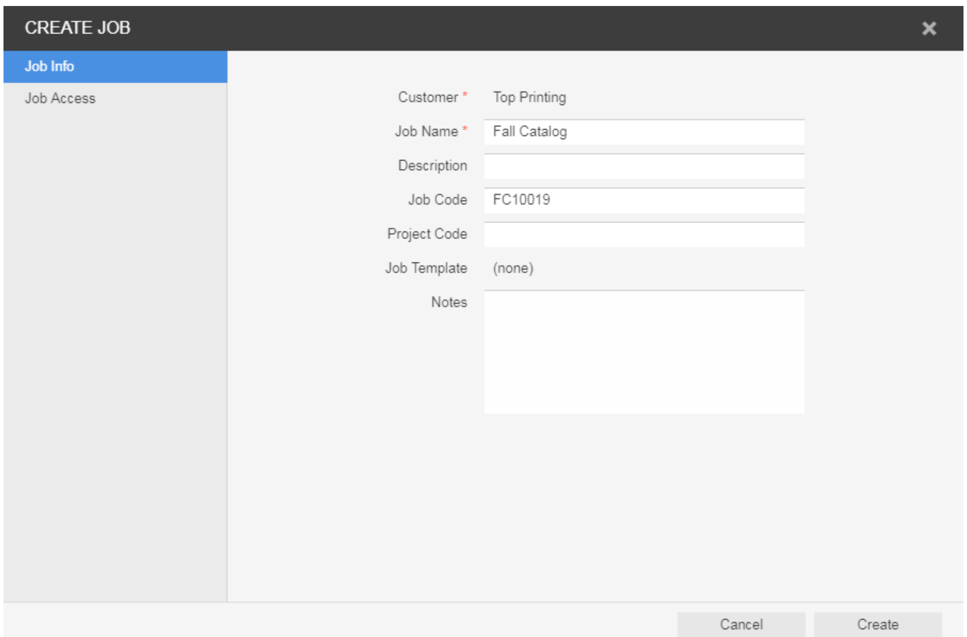
Creating a job

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

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



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.



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