

## Jobs – Viewing a Job

**From the Dashboard** – in the main Navigation on the left of your screen:

- click 'Jobs',
- or click the drop down arrow to the right of Jobs. Then click 'Manage Job'.
- Click the ID or Name of the Job to view the Job record

You can now edit the Job information, such as:

- Job Title
- Description
  - format the text using the toolbar at the top of the Description field
- Salary
- Active, Interview & Creation Dates
- 'Live for Web' to display this Job on your website should you have one
- Skills and Languages
- Consultants assigned
- Charge, Pay & Commission values

Click Save to commit your changes for this Job, or Cancel to revert your changes.