

How to Create a Job in TheBossApp

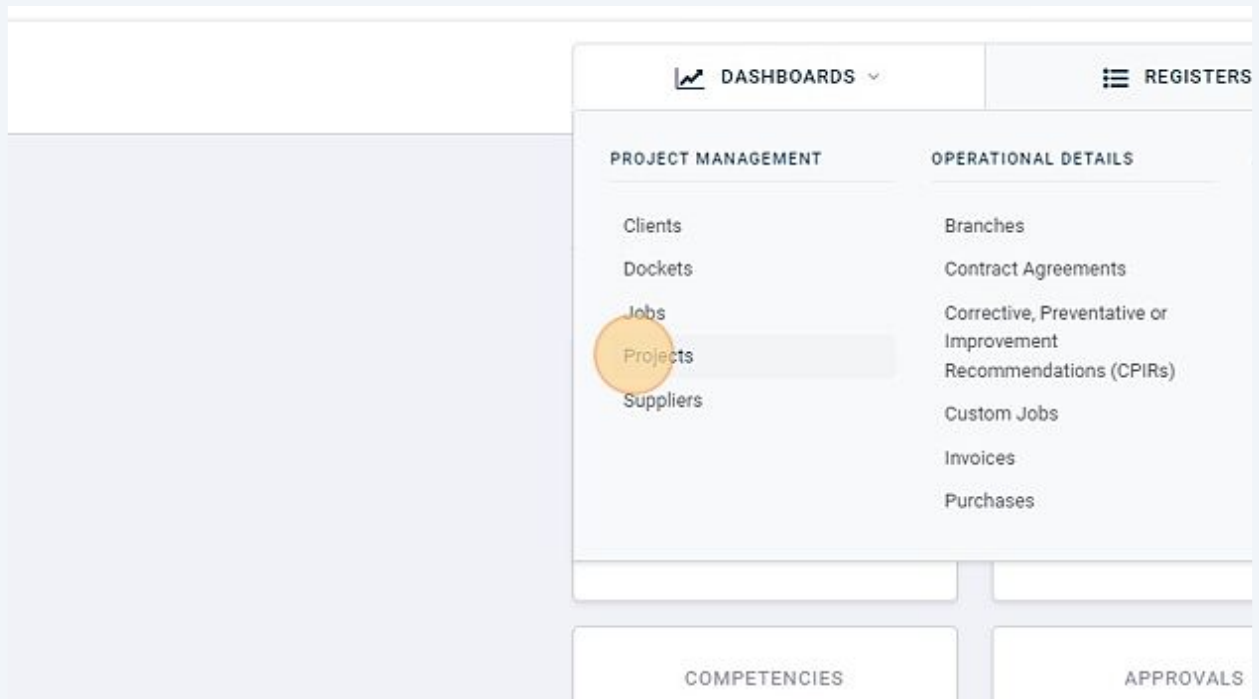


1 Click "REGISTERS"

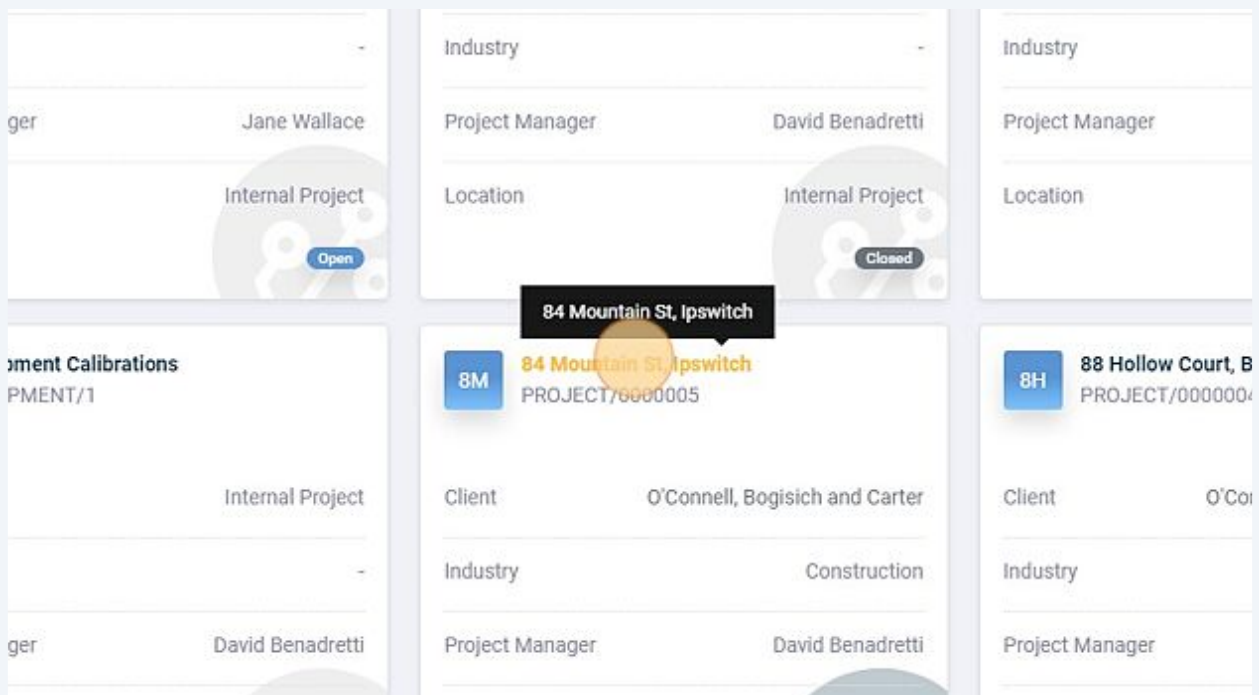
The screenshot shows the TheBossApp interface. At the top, there is a search bar with the placeholder text "Search..." and a magnifying glass icon. Below the search bar is a navigation menu with three main sections: "DASHBOARDS", "REGISTERS", and "RESOURCES". The "REGISTERS" section is highlighted with a yellow circle. Underneath the navigation menu, there are four columns of menu items: "PROJECT MANAGEMENT", "OPERATIONAL DETAILS", "ASSETS", and "HR". The "OPERATIONAL DETAILS" column contains a list of items: "Branches", "Contract Agreements", "Corrective, Preventative or Improvement Recommendations (CPIRs)", "Custom Jobs", "Invoices", and "Purchases".

PROJECT MANAGEMENT	OPERATIONAL DETAILS	ASSETS	HR
Clients	Branches	Equipment	Staff Matrix
Dockets	Contract Agreements	Equipment Type Groups	
Jobs	Corrective, Preventative or Improvement Recommendations (CPIRs)	Equipment Types	
Projects			
Suppliers	Custom Jobs		
	Invoices		
	Purchases		

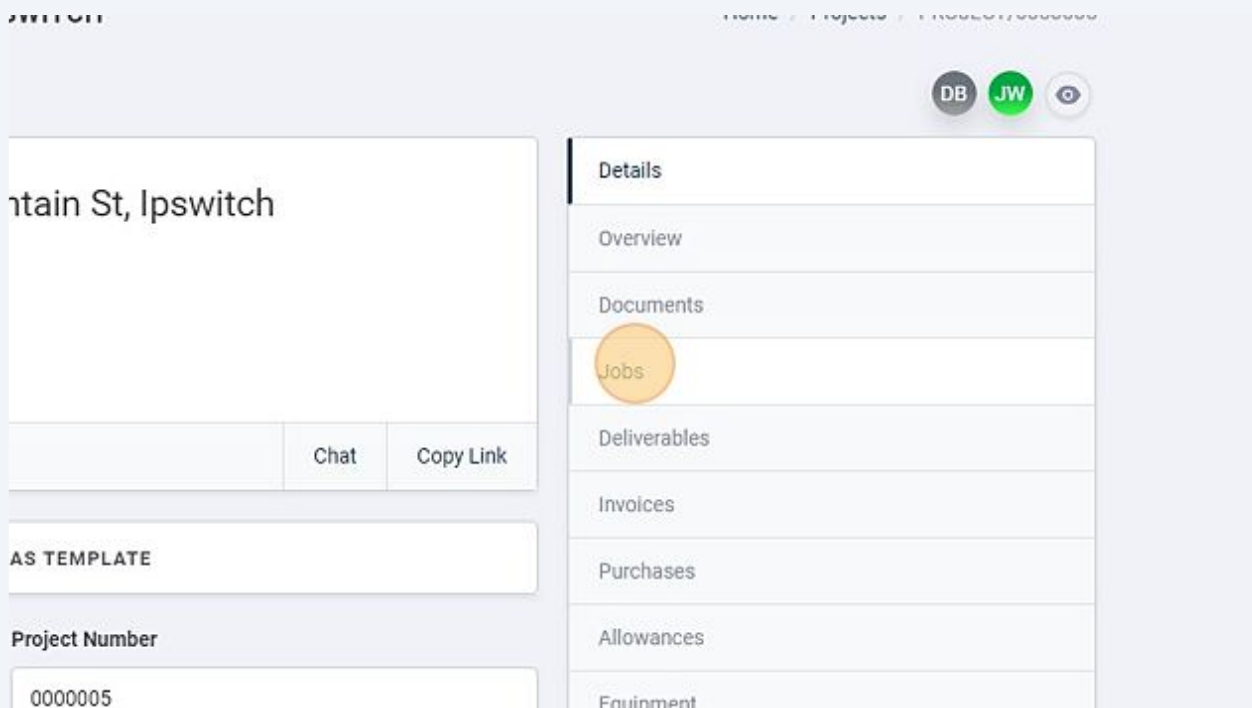
2 Click "Projects"



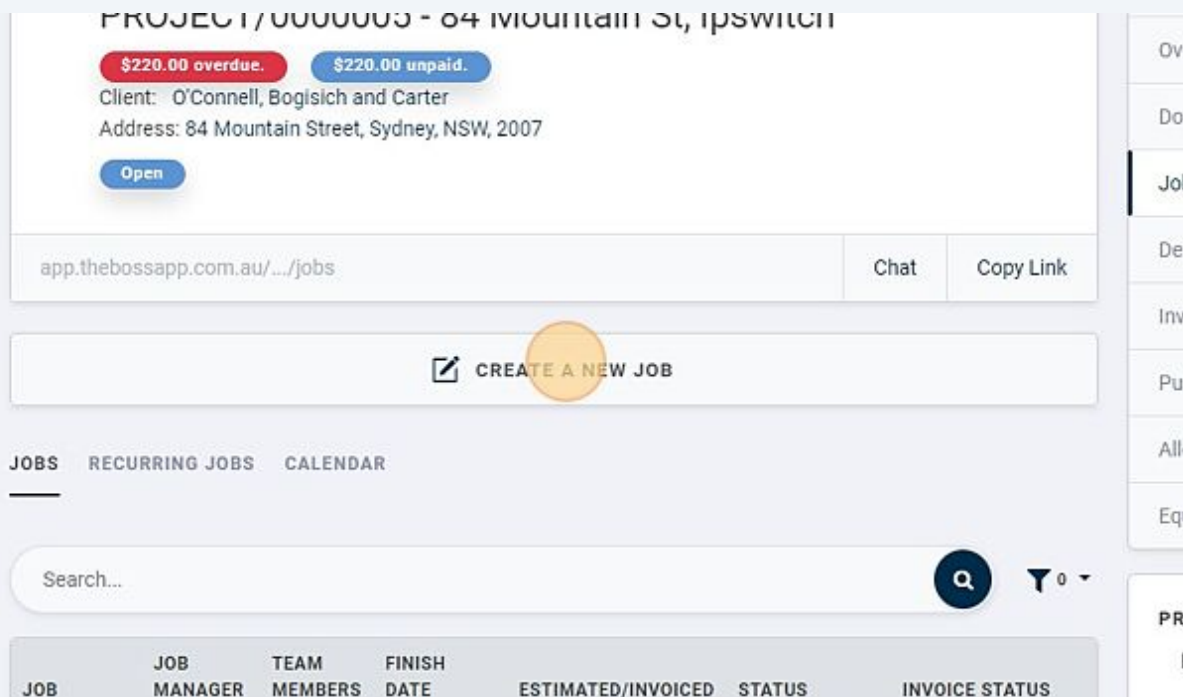
3 Click into the project that you would like to add the job to.



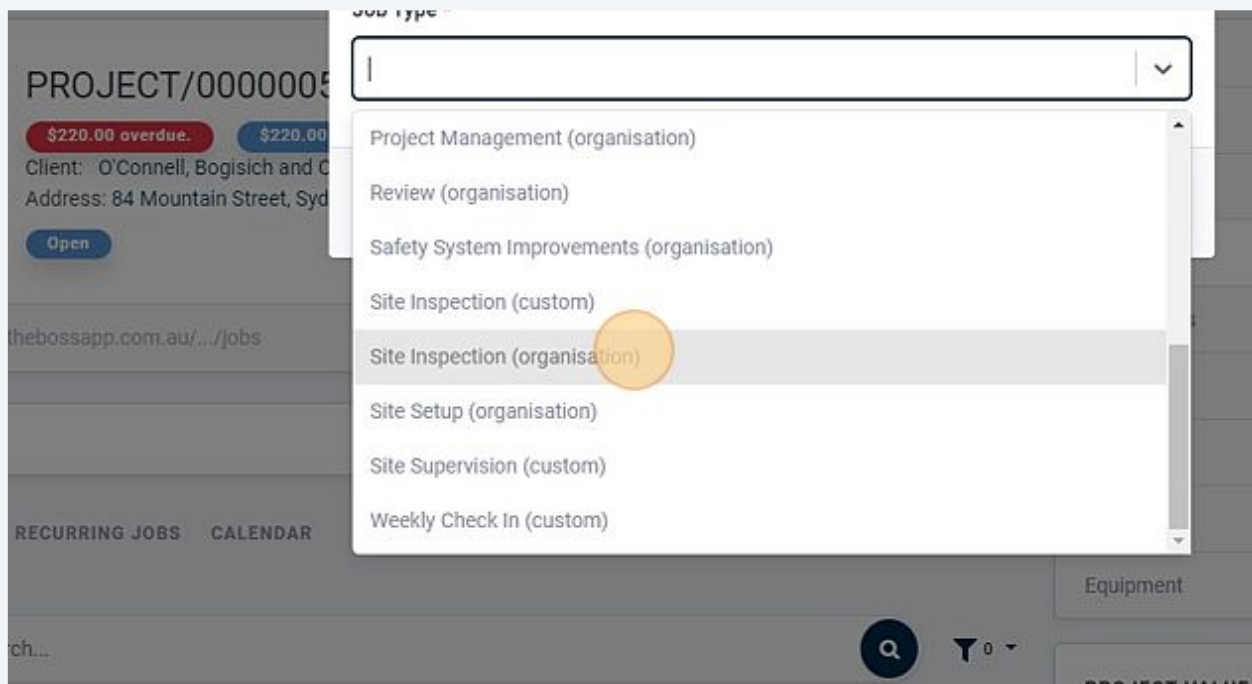
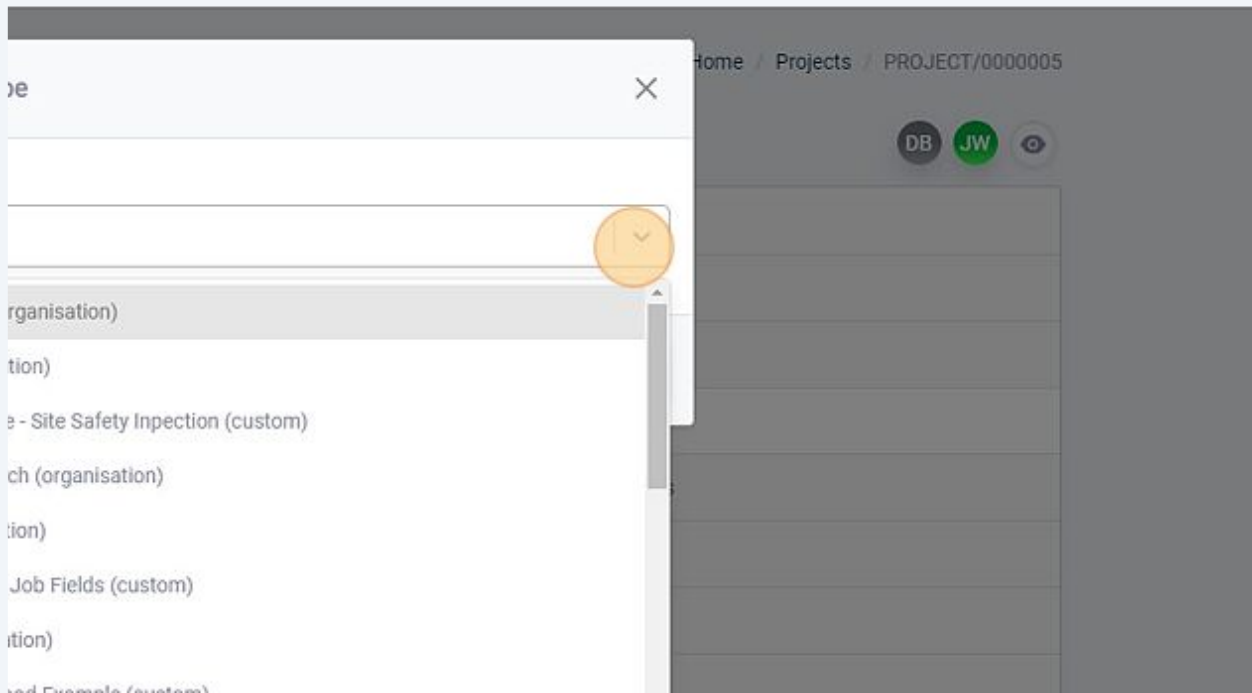
4 Click "Jobs" on the right-hand column.

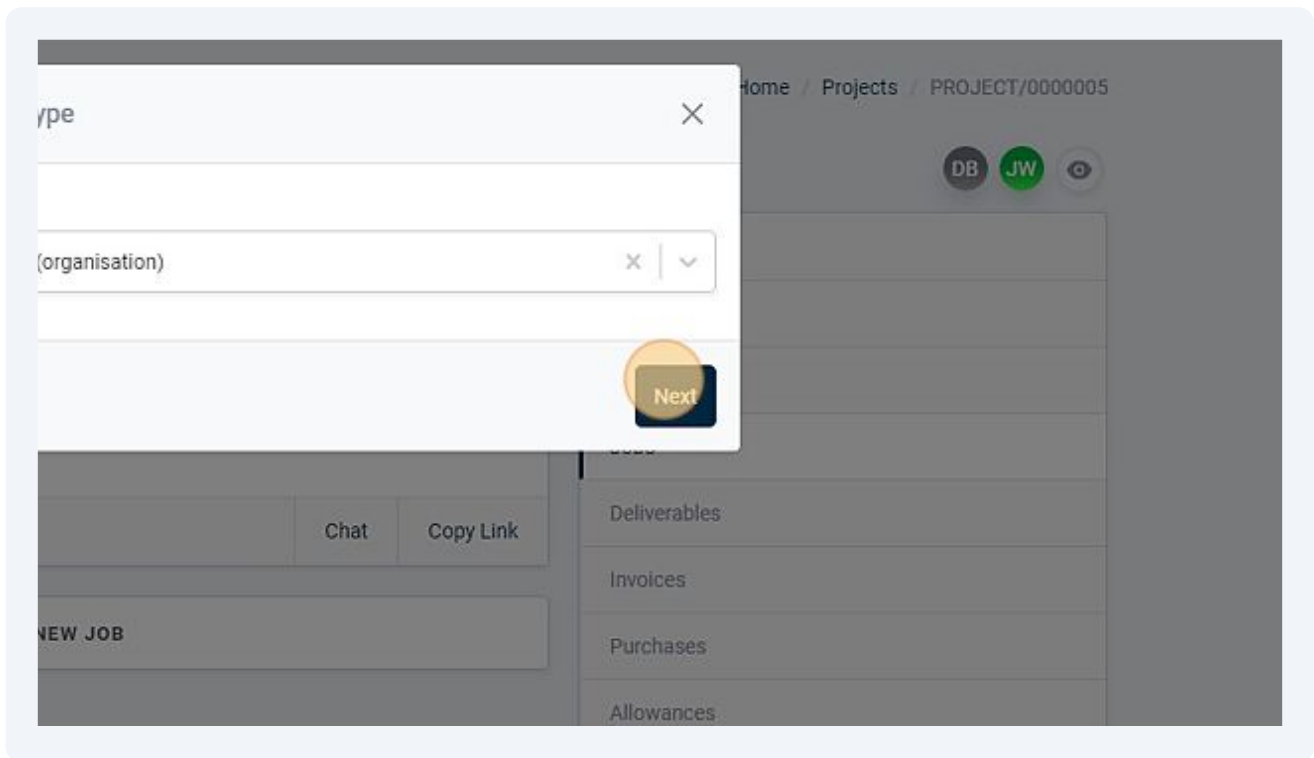


5 Click "CREATE A NEW JOB"



6 Choose the type of job that you would like to create.





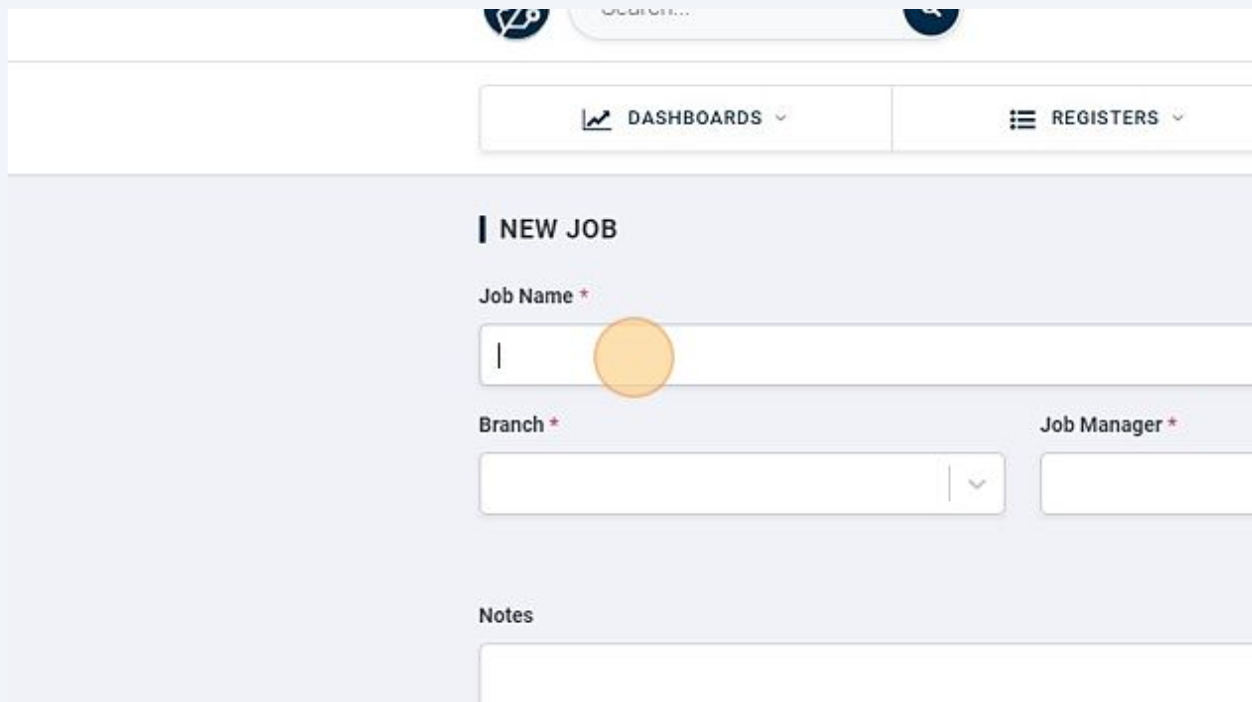
Tip!

Standard jobs are defined by theBOSSapp. Your organisation sets up which standard jobs they would like.

Organisation job types only have the most basic information associated to them.

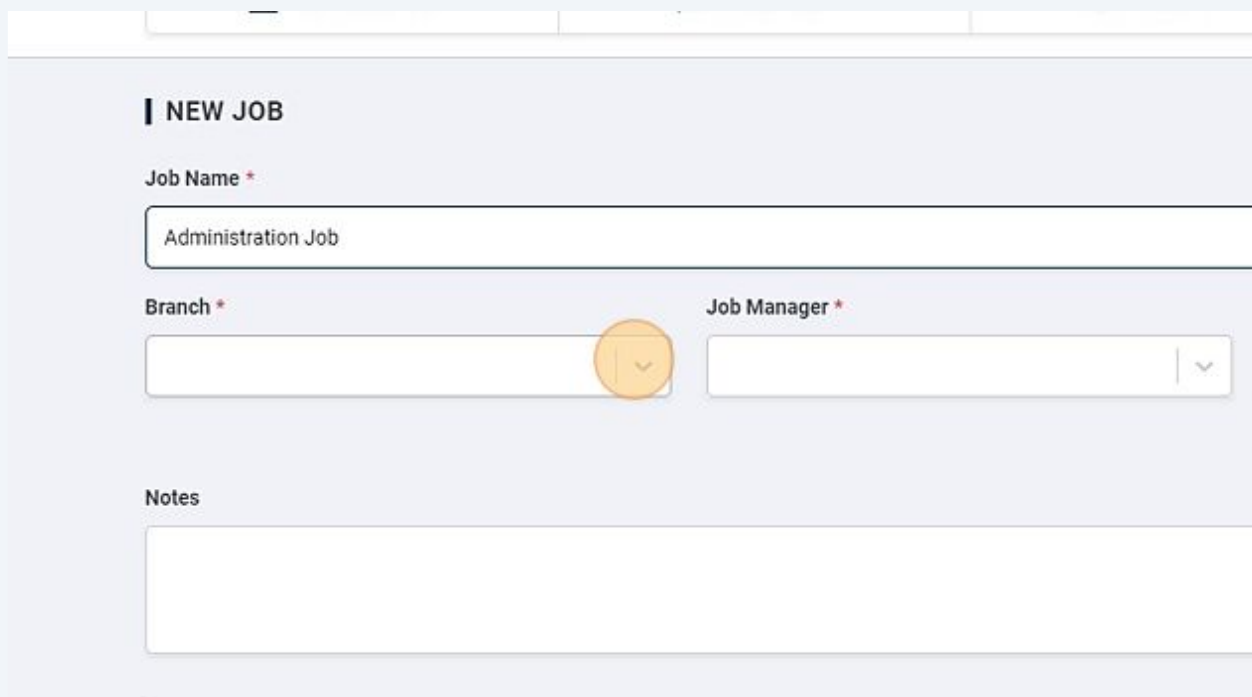
Custom job types are also defined by the organisation but are used when more specific information is required to finish the job. These are setup in Organisation -> Custom Jobs.

7 Enter a title for your job.



The screenshot shows a web interface for creating a new job. At the top, there are navigation tabs for 'DASHBOARDS' and 'REGISTERS'. Below this is a section titled 'NEW JOB'. The 'Job Name' field is highlighted with a yellow circle and contains a vertical cursor. The 'Branch' field is a dropdown menu, and the 'Job Manager' field is an empty text input. A 'Notes' text area is located at the bottom of the form.

8 Choose your branch that will be conducting the work.



The screenshot shows the same 'NEW JOB' form. The 'Job Name' field now contains the text 'Administration Job'. The 'Branch' dropdown menu is highlighted with a yellow circle and has a vertical cursor. The 'Job Manager' field remains empty. The 'Notes' text area is still present at the bottom.

9 The job manager is the person responsible for completing the work.

Home / New Job

Job Manager *

Staff

Select Staff from Your Organisation that will be job

10 Add any staff members that need to view the job or get notification updates on its status.

Home / New Job

Staff

Select Staff from Your Organisation that will be working on this job

11 Set the start and end dates of the job.

Notes

Scheduled Start Date *

Scheduled Start Time


Scheduled Finish Date *

Estimated Value (\$)

Estimated Time (Hours)

Job Dependencies


Scheduled Start Time

Scheduled Finish Date *

Scheduled Finish Time

Estimated Time (Hours)

Job Dependencies

Critical Path

Save

12 Click "Save"

h Date *

Scheduled Finish Time

es

Critical Path



Add CPIR

Suggest Improvement