NEOED TRAINING

Cheat Sheet for Creating a New Job Template (Job Description)

Step 1) Click Dashboard to get drop down box – Click Insight



Click Insight

Step 2) Select jobs dropdown and select Job Templates



Click for dropdown

Step 3) – Select Job Templates



4) Click Plus Sign



Step 5) Complete the required data



Step 6) – Click Next



Step 7) – Click Add Approval Group



Click Add Approval Group

Step 8) – Click Search button



Click Add Search Button

9) – Select OEC and SAVE

Click OEC



Click SAVE

10) – Enter date



Enter Date

Step 11) – Click ad an Approver



Clcik Ad an Approver

Step 12) – Select a name AND Click Add an Approver again



Click Ad an Approver

&

Click Add an Approver again

Step 13) – Click Save



Click save

Step 14) – Click Submit



Click submit

END OF PROCESS