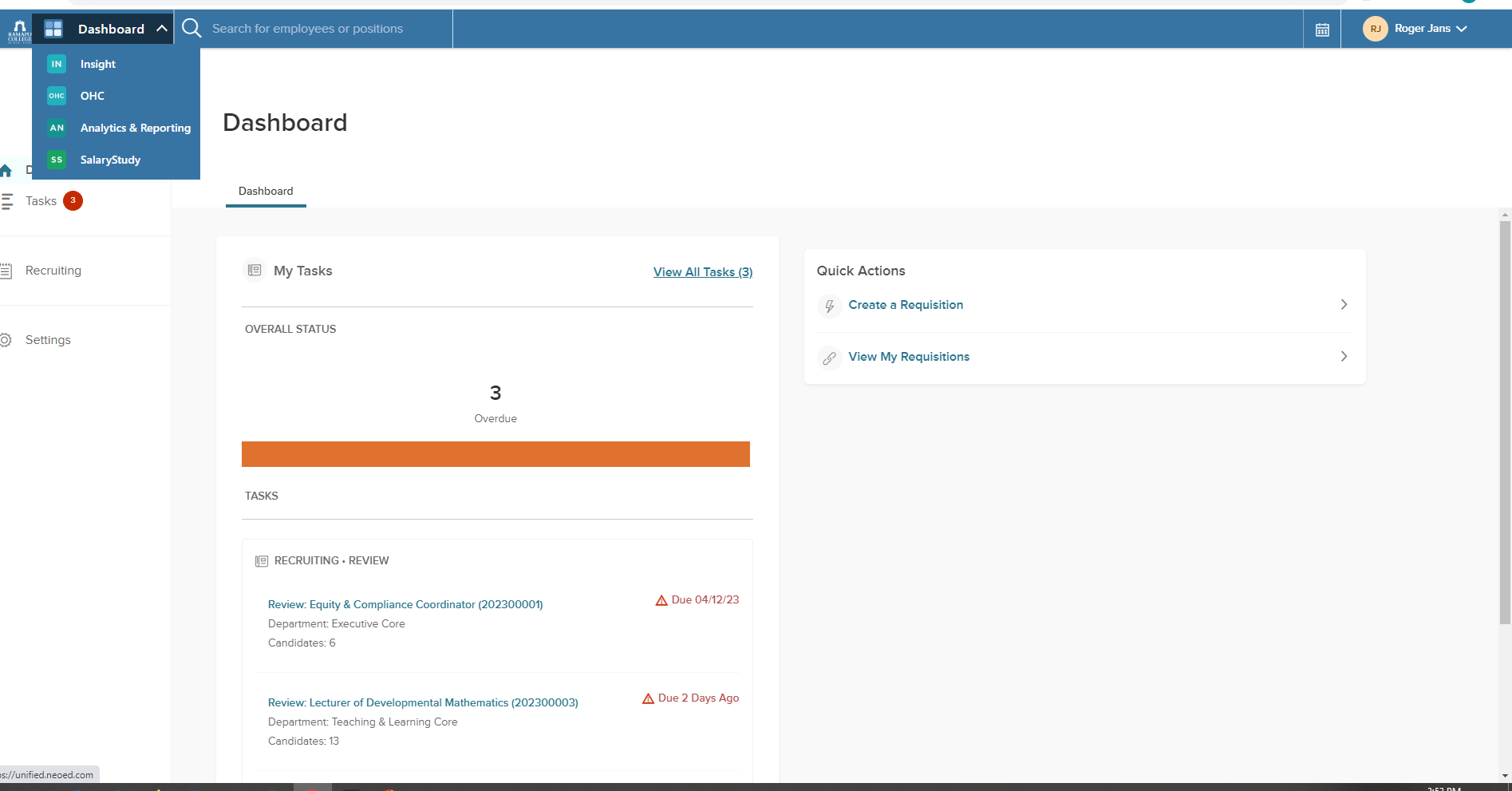
NEOED TRAINING

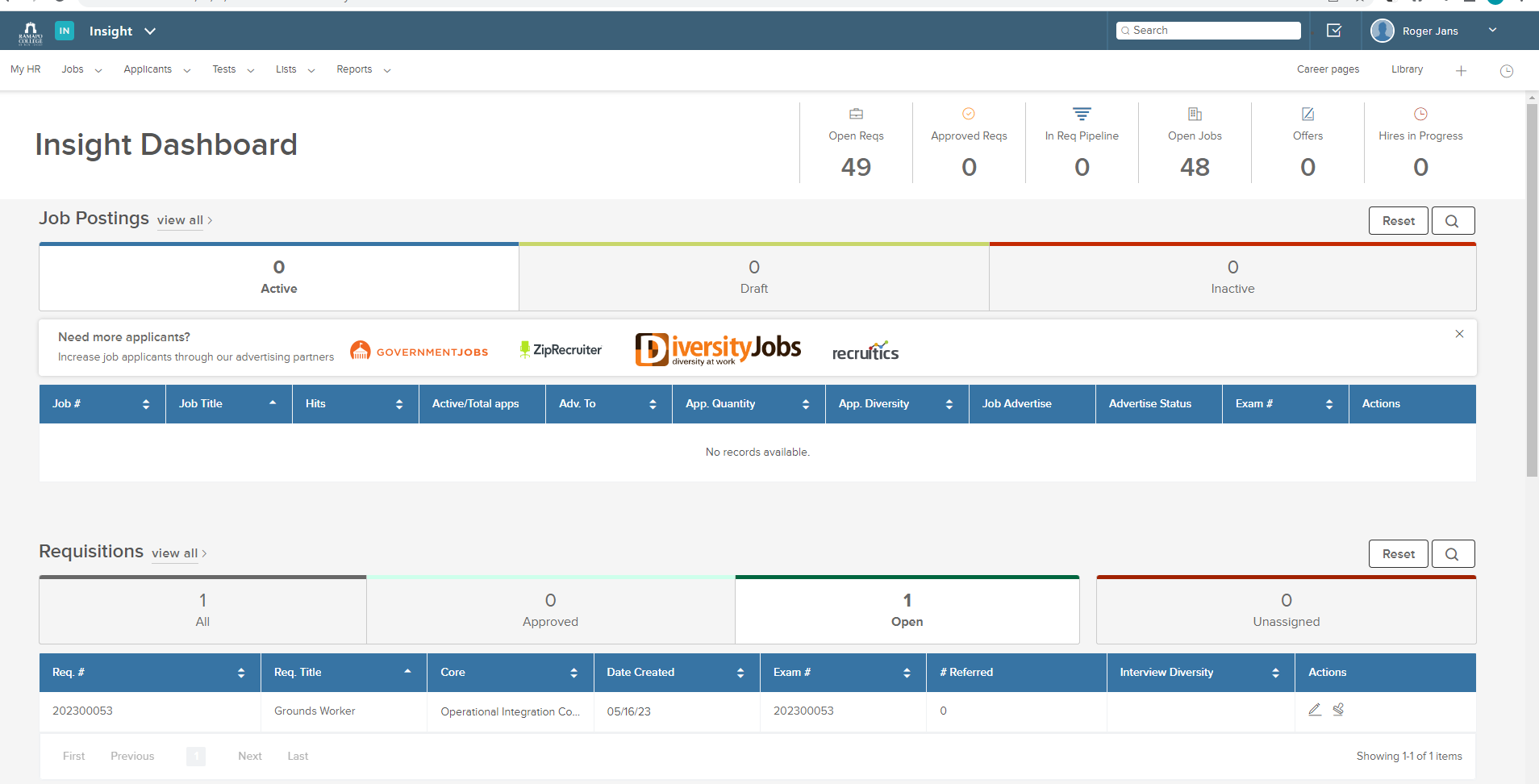
Cheat Sheet for Creating a New Job Template (Job Description)

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



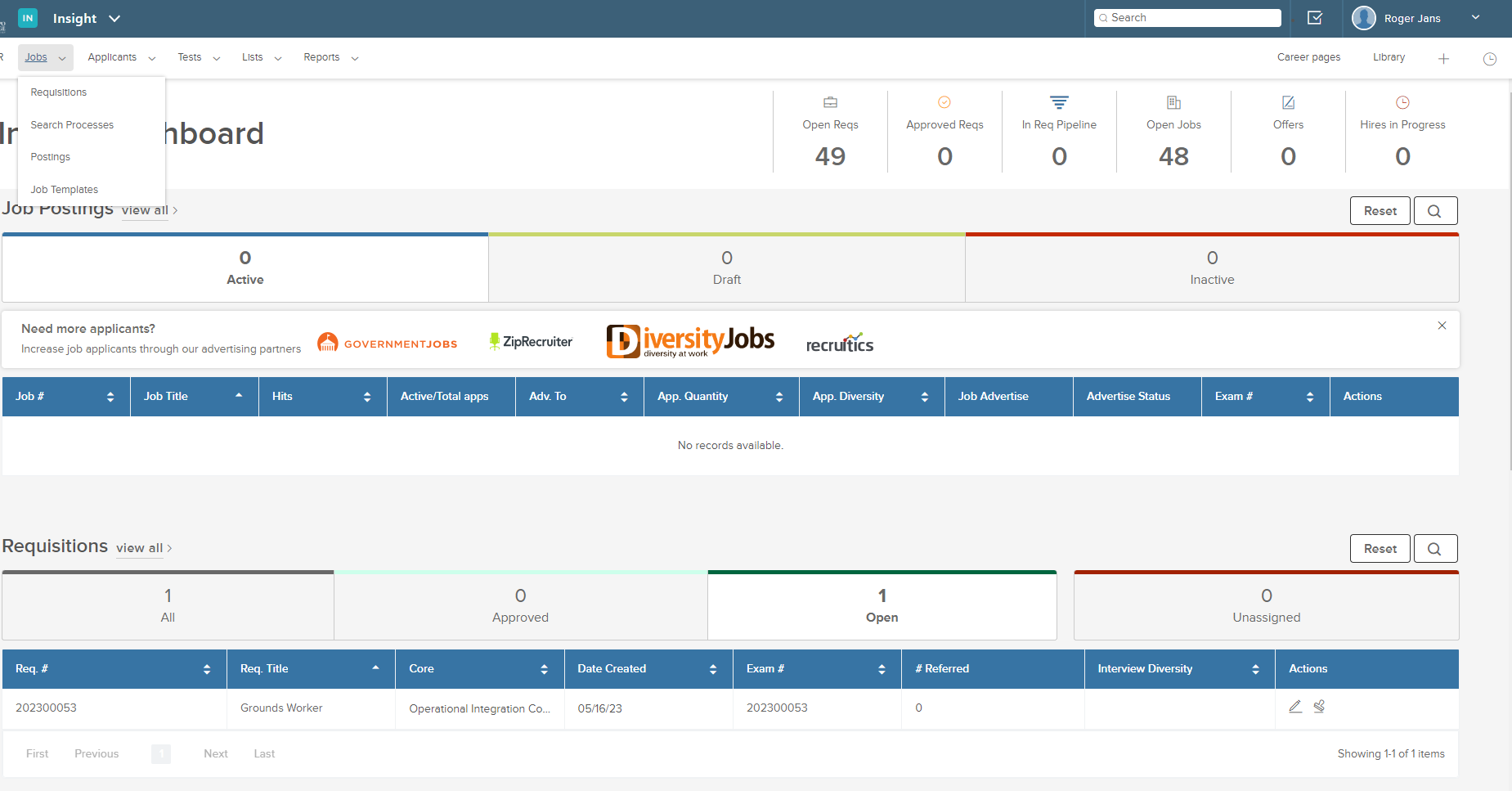
Click Insight

Step 2) Select jobs dropdown and select Job Templates

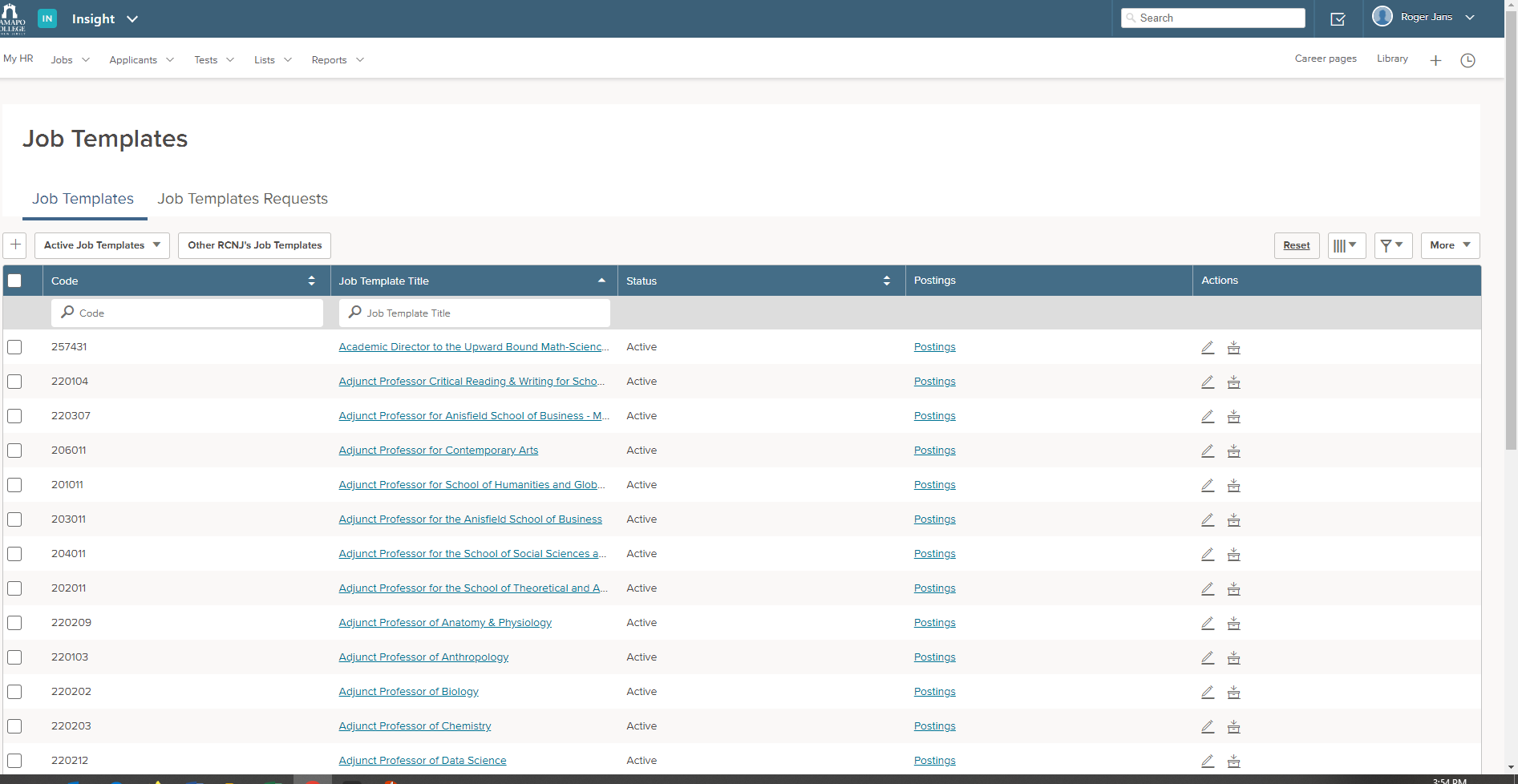


Click for dropdown

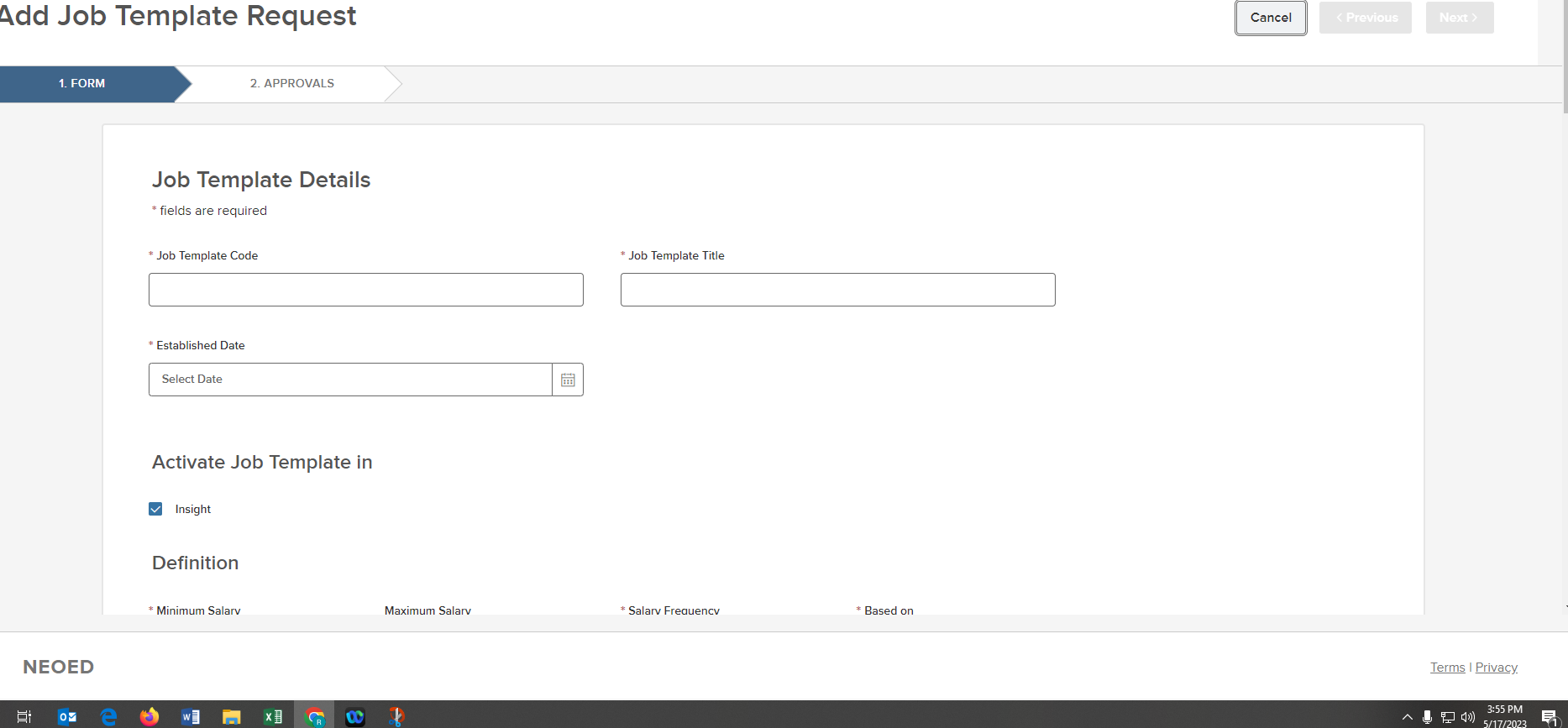
Step 3) – Select Job Templates



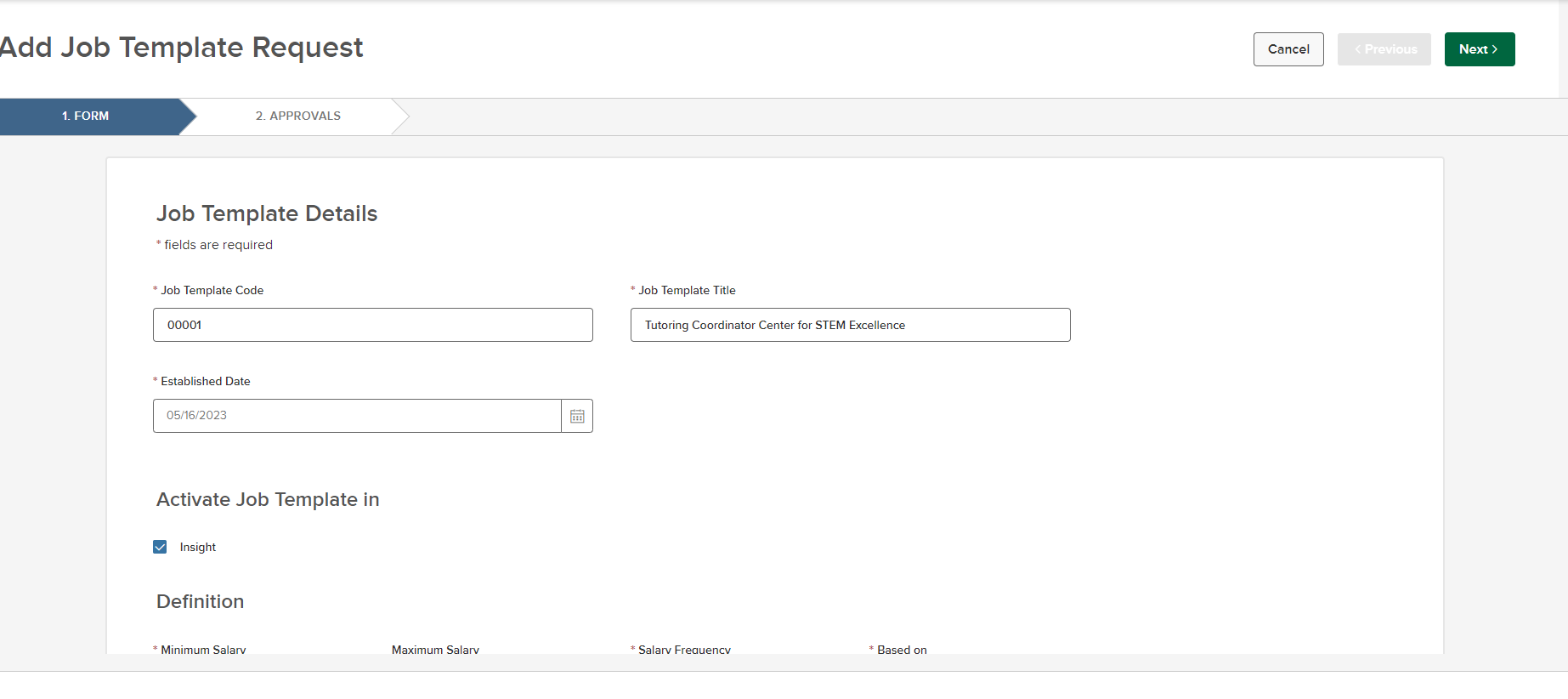
4) Click Plus Sign



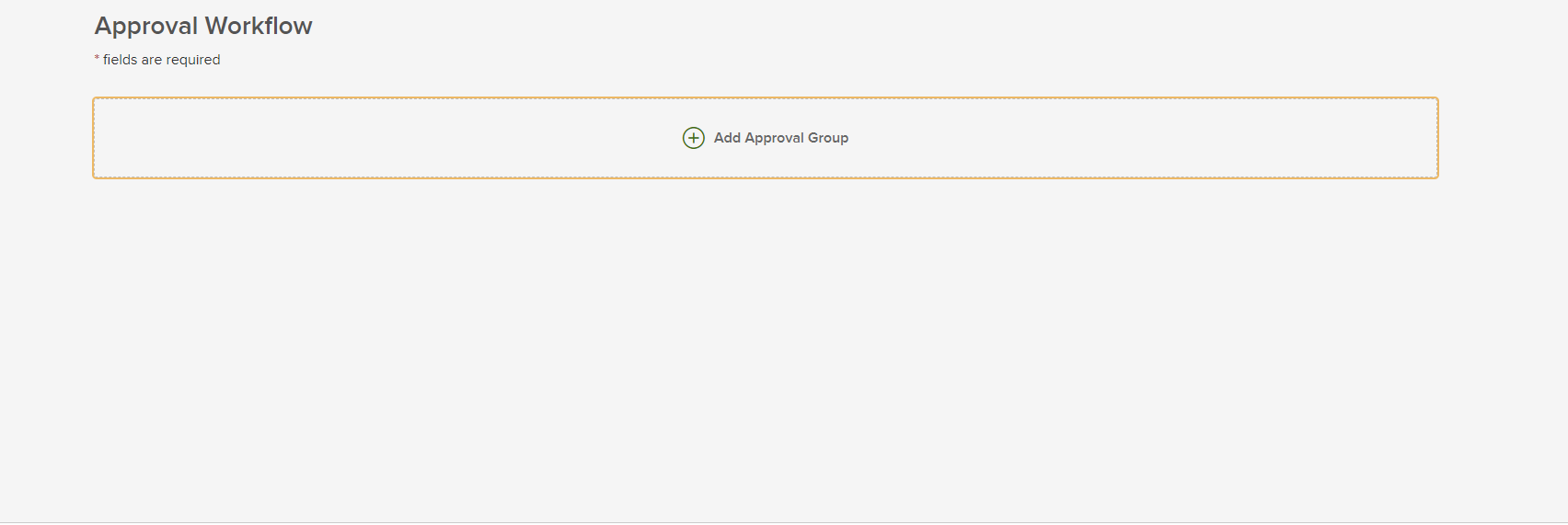
Step 5) Complete the required data



Step 6) – Click Next

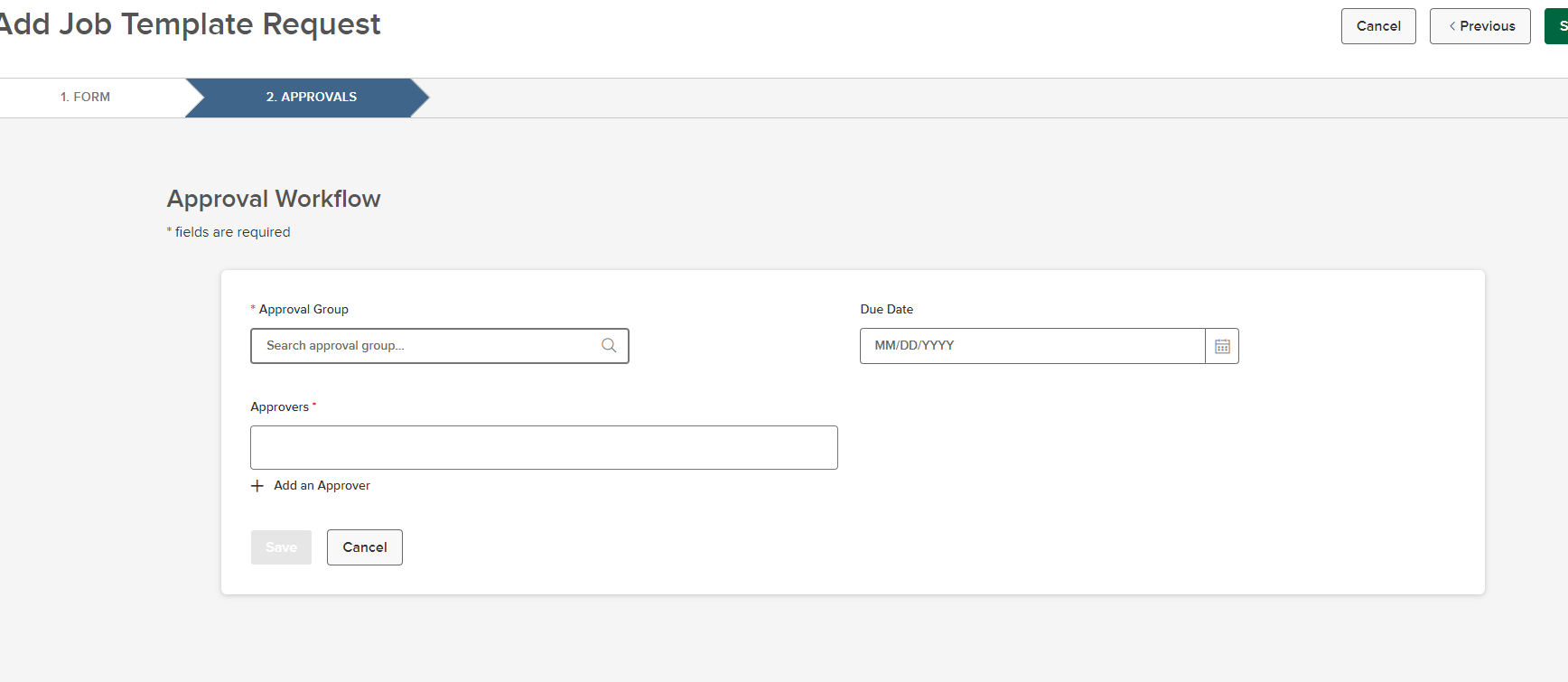


Step 7) – Click Add Approval Group



Click Add Approval Group

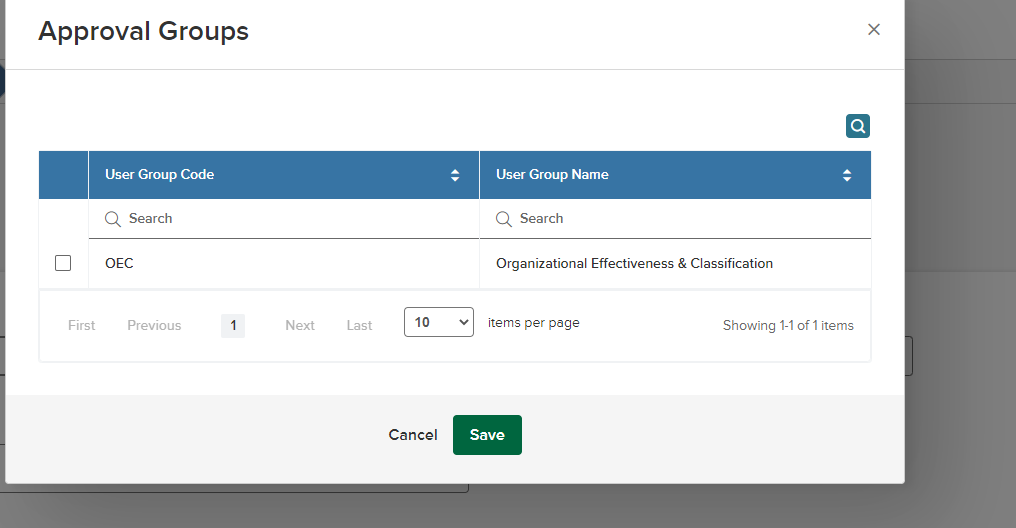
Step 8) – Click Search button



Click Add Search Button

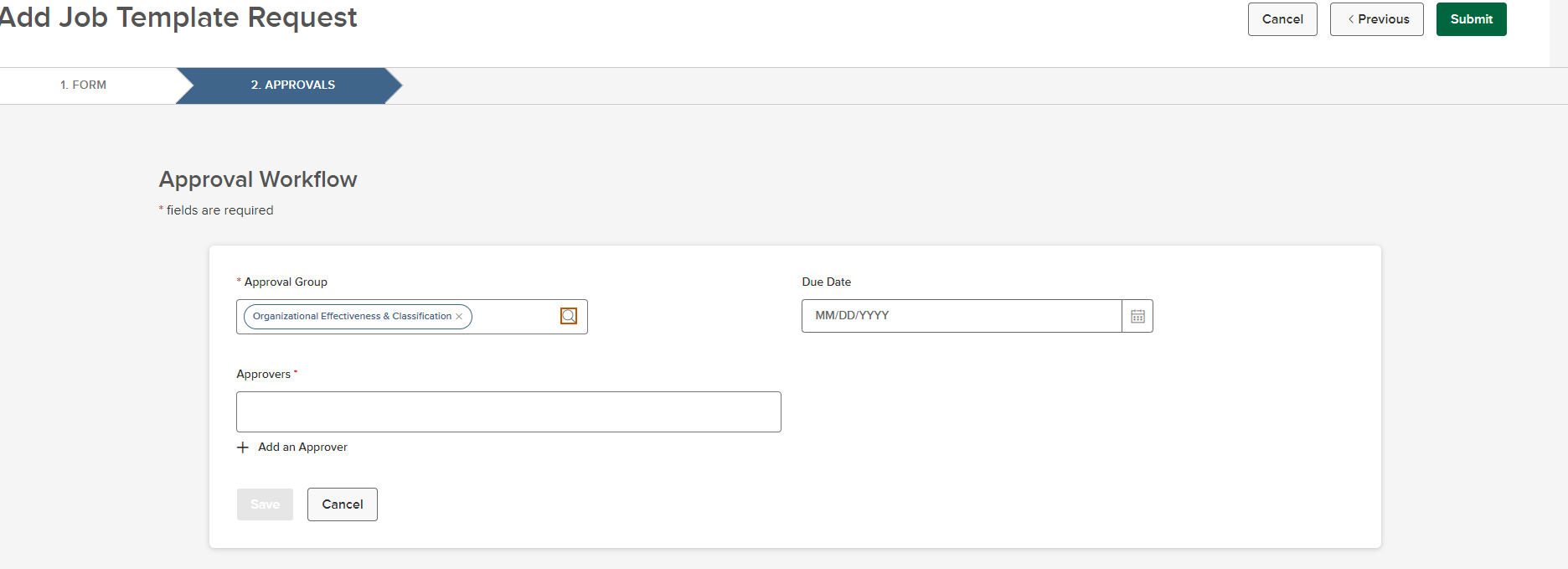
9) – Select OEC and SAVE

Click OEC



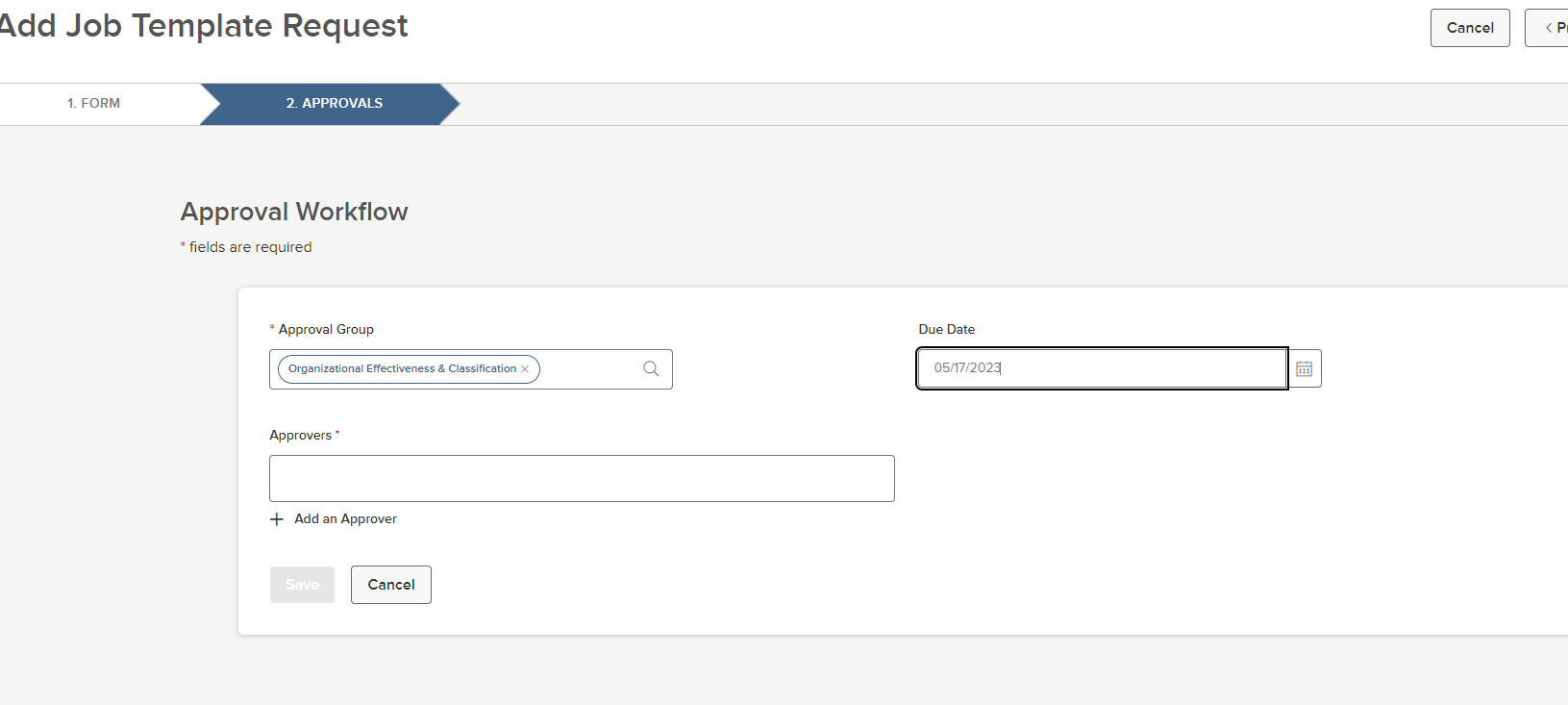
Click SAVE

10) – Enter date



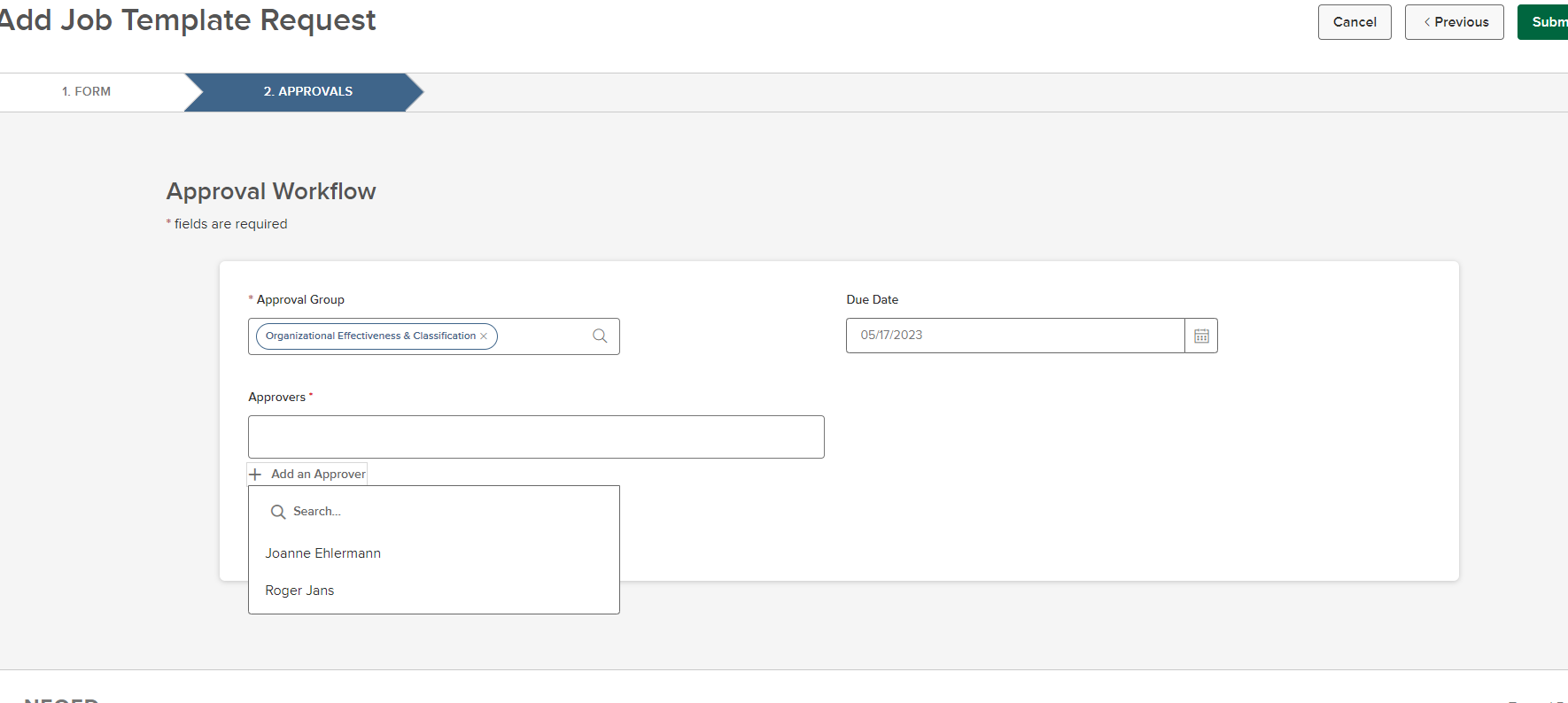
Enter Date

Step 11) – Click ad an Approver



Clcik Ad an Approver

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

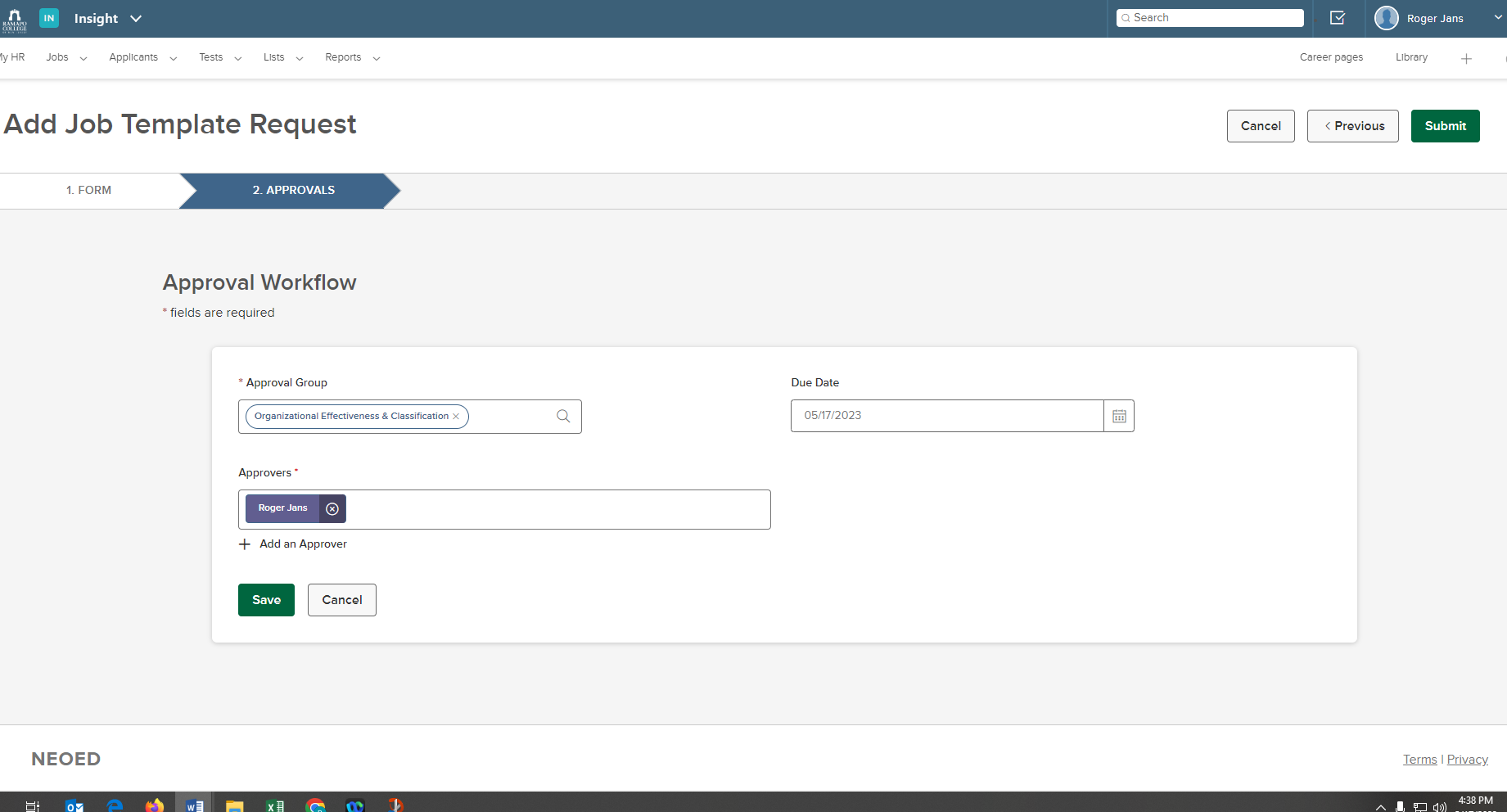


Click Ad an Approver

&

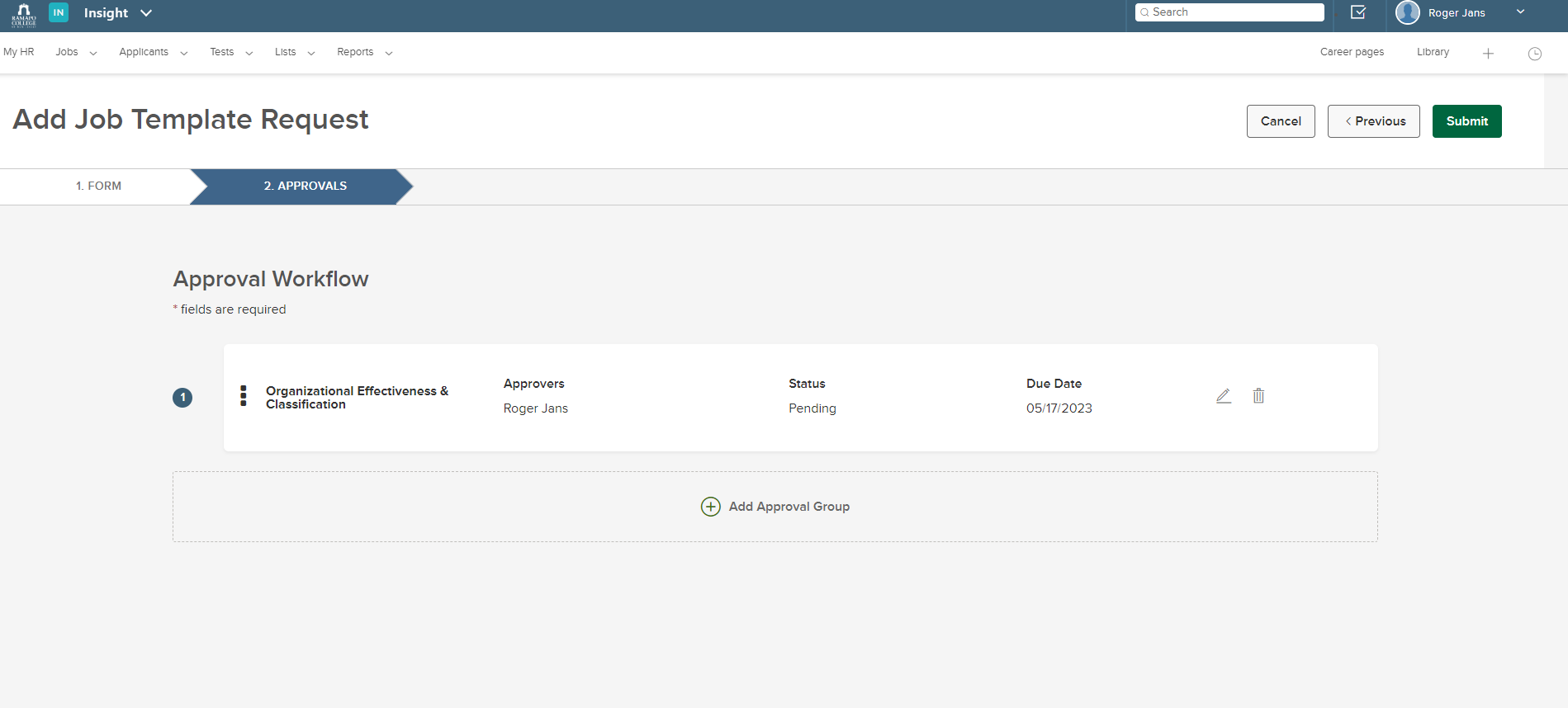
Click Add an Approver again

Step 13) – Click Save



Click save

Step 14) – Click Submit



Click submit

END OF PROCESS