# Jobs

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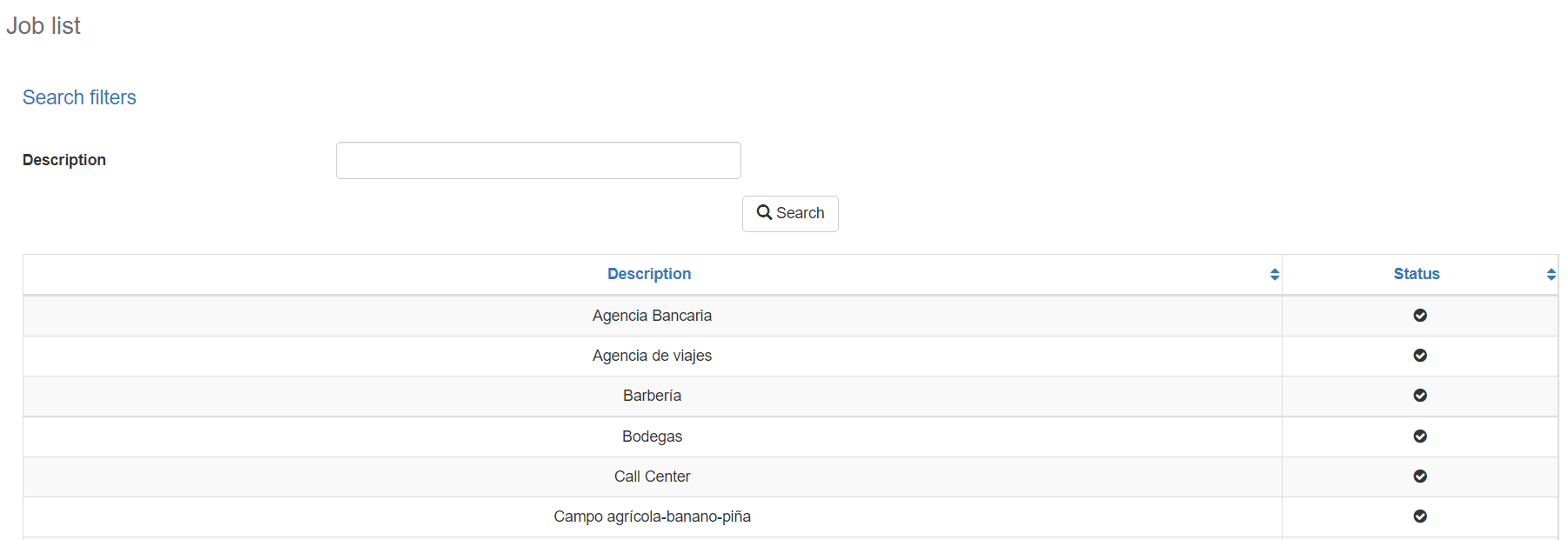
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## Main screen

### Description

**

The *Jobs* screen displays the general catalog of Jobs in the application available for Social Responsability. The records on this screen are inputs for the *Social Responsability* screen.

### Filtering

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A picture containing application

Description automatically generated

The list of Jobs displayed on the maintenance page can be filtered using the fields available for this purpose at the top of the window: cause code, name, or category. Including one or more filters and clicking the *Search* button will list the Jobs that meet all the specified search criteria.

### Results

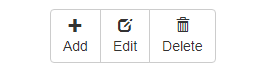
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Graphical user interface, text, application

Description automatically generatedThe number of records retrieved as well as the number of pages on which they are split will be displayed at the bottom of the results table, where you can also select the desired page to browse. You can also sort the results by each of the columns by clicking on their header to display them in both ascending and descending ways by repeating the click on the header. This operation will sort all records on all available pages and display the results according to your preference.

## Available operations

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In *Jobs* maintenance*,* you can add Jobs to the general catalog, edit or delete existing Jobs, reactivate previously deleted Jobs and export information by division in Excel File.

### Remove

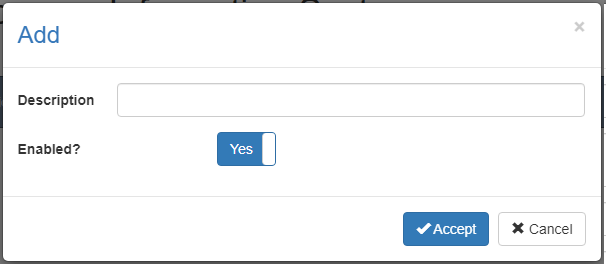
To delete a record, select the desired record from the available Jobs list and click on the delete button. Immediately the system will display a confirmation screen where you can proceed with the operation or cancel it.

Upon confirming the delete operation, the system will disable the record but will retain your information for the history of the data so that it will be possible to retrieve this record in the future.

### Add / Edit

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If you want to add a new Jobs in the app you must click the Add button. Clicking will display a pop-up screen where you will be prompted for the data required for the operation. This pop-up screen is the same screen that will appear when you select a record from the list and click the Edit button to modify your data.



### Data requested

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The add/edit screen has the following fields:

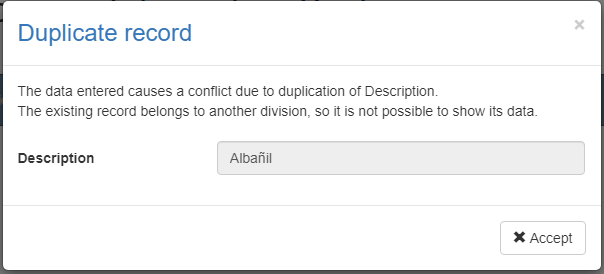
|  |  |
| --- | --- |
| **Field** | **Description** |
| Description | Alphanumeric description of maximum length of 500 characters, with the Jobs description in the system. |
| Enabled? | Indicates whether the Jobs is active for use in the system. |

When adding or editing a Jobs click the accept button to finish the operation or cancel as well as the close icon at the top right of the pop-up screen to cancel the operation.

### Duplicate records

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At the end of an add or edit operation, the system will validate that the information by both code and name is not repeated with any other Jobs in the system. If any data is repeated the system will give you the warning and some options to proceed:



This screen will appear when the entered record jobs a conflict with another active record in the system. In this case there is no choice but to accept the warning and modify the data.