

As an admin I want to have a subsection called” Job Categories”

| | | | |
|----------|-----------------------|----------|-----------------------|
| Status | In Progress | Project | Testaremanual25 |
| Assignee | Unassigned | Reporter | testaremanual25 |
| Created | Mar 12 2023, 01:27 AM | Updated | Jul 03 2023, 11:42 AM |

Description

This feature allows the HR Admin to create job categories specific to the company to aggregate job classifications.

To add an entry, go to Admin>> Job>> Job Categories and click on “Add” and a screen would appear.

Click “Save” once the field is added.

A list of Job Category would appear once a “Job Category” is added. To view Job Category details, click on “Job Category” name.

You may also add multiple entries of Job Categories.

To delete a Job Category click on the check box next to the “Job Category” name.

It is also possible to delete multiple entries at the same time by clicking the check box entries you wish to delete and simply clicking “Delete”.

Attachments (0)