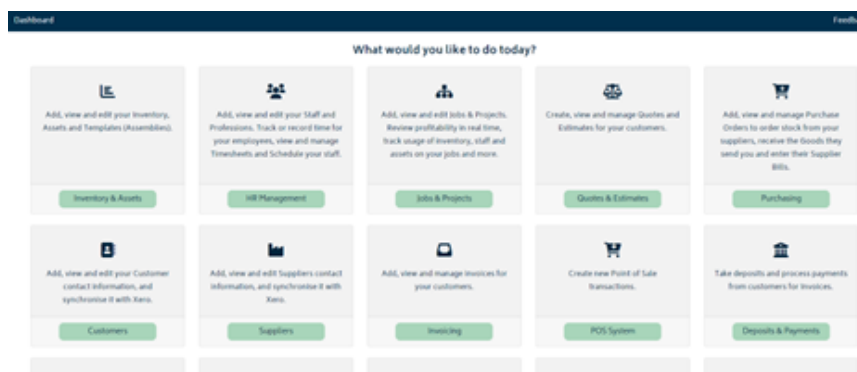


Knowledge Base

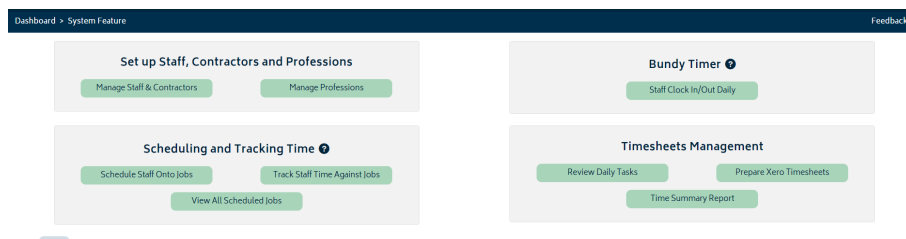


Add Professions

To add a new profession into Gojee, navigate to **HR Management** from the [Dashboard](#).



Click **Manage Professions**. This will take you to the [Professions](#) page.



Click the "Add" button at the top right.



You are required to add the below details to create a profession:

- Name of profession
- Cost per hour
- Price per hour
- Staff Members (people who are part of this profession within your organization – these users must be Gojee users)

Please note that every profession's unit of measure is hourly by default, and it is important that you select the correct cost and price as the professions will be used to determine your budget vs actuals.

You can either set up the price manually by entering the dollar amount or you can set it up based on the Markup %.

Press “Create” and the profession will be created.

You can navigate back to the profession page and check all the professions:

Professions Active Terminated <input type="text" value="Search Professions"/>				Add Refresh Actions
Name	Cost per Hour	Price per Hour	Markup %	
Site	\$65.00	\$150.00	130.8%	


View/Edit Professions

Viewing and editing a profession in Gojee can be done in much the same way. Again, navigate to **HR Management** from the [Dashboard](#) and click **Manage Professions** to go to the Professions page.

Dashboard


Feedback

What would you like to do today?




Add, view and edit your Inventory, Assets and Templates (Assemblies).

Inventory & Assets




Add, view and edit your Staff and Professions. Track or record time for your employees, view and manage Timesheets and Schedule your staff.

HR Management




Add, view and edit Jobs & Projects. Review profitability in real time, track usage of inventory, staff and assets on your jobs and more.

Jobs & Projects




Create, view and manage Quotes and Estimates for your customers.

Quotes & Estimates




Add, view and manage Purchase Orders to order stock from your suppliers, receive the Goods they send you and enter their Supplier Bills.

Purchasing




Add, view and edit your Customer contact information, and synchronise it with Xero.

Customers




Add, view and edit Suppliers contact information, and synchronise it with Xero.

Suppliers




Add, view and manage Invoices for your customers.

Invoicing



Create new Point of Sale transactions.

POS System



Take deposits and process payments from customers for Invoices.

Deposits & Payments

Dashboard > System Feature

Feedback

Set up Staff, Contractors and Professions

Manage Staff & Contractors

Manage Professions

Bundy Timer

Staff Clock In/Out Daily

Scheduling and Tracking Time

Schedule Staff On to Jobs

Track Staff Time Against Jobs

View All Scheduled Jobs

Timesheets Management

Review Daily Tasks

Prepare Xero Timesheets

Time Summary Report

From the list of all the professions for your account, please click the profession you wish to edit:

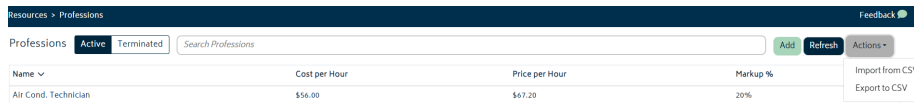
Resources > Professions Feedback				
Professions Active Terminated <input type="text" value="Search Professions"/>				Add Refresh Actions
Name	Cost per Hour	Price per Hour	Markup %	
Air Cond. Technician	\$56.00	\$67.20	20%	
Electrician	\$60.00	\$120.00	50%	

Simply edit/update the desired information and click “Save” for the changes to be reflected.

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Importing and Exporting Data

Exporting and importing professions through Gojee can also be done from the [Professions](#) page. In order to export, click “Actions” on the top right side and click Export to CSV.



Resources > Professions				Feedback
Professions				
Active Terminated Search Professions				Add Refresh Actions
Name	Cost per Hour	Price per Hour	Markup %	
Air Cond. Technician	\$56.00	\$67.20	20%	Import from CSV Export to CSV

All the existing professions will be exported via a CSV file onto your device.

To import the professions into Gojee, simply select “Import from CSV” on the same page. You will be presented with the following modal:

Import professions list from CSV

Select File No file selected.

1. Download import template

Start by downloading our CSV (Comma Separated Values) template file. This file has the correct column headings gojee needs to import details of your items.

↓ DOWNLOAD TEMPLATE FILE

2. Copy your items into the template

Using Excel or another spreadsheet editor, fill the gojee template with the details of your items. Make sure the item details match the column headings provided in the template.

Important: Do not change the column headings in the template file. These need to be unchanged for the import to work in the next step.

Any professions that already exist in gojee will be updated. Any new professions will be created in gojee.

3. Import the updated template file

Save your updated template as .csv file and then click on the 'Select File' button at the top of the page to import your items into gojee.

Note: Once you select the file, an option to 'Upload' will appear at the top of the page. If there are no errors, the import will proceed. This action cannot be cancelled or reversed.

Follow the instructions on the modal to complete the import. You will need to download the CSV template file, and update it with your list of professions. An example CSV template it provided below:

CSV template

	A	B	C	D
	name	price per hour	cost per hour	maintain markup
	Builder	100	50.55	yes
	Baker	101.2	45	no

To upload the CSV hit “Select File” in the modal, select the file, then hit Upload.

Upon successful import of professions, you will be able to see the new professions created successfully under your professions list:

3/4

Resources > Professions

Feedback

Professions

ActiveTerminated

Search Professions

AddRefreshActions

Name	Cost per Hour	Price per Hour	Markup %
Air Cond. Technician	\$56.00	\$67.20	20%
Baker	\$45.00	\$101.20	124.9%
Builder	\$50.55	\$100.00	97.8%
Electrician	\$80.00	\$120.00	50%

Records to display on page: 20

Next: [Scheduling](#).