

# User Guide

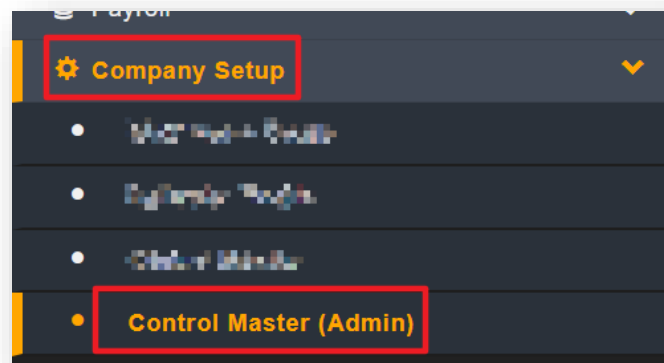
## Add New Job Level

To assign the New Job Level in the Employee Profile

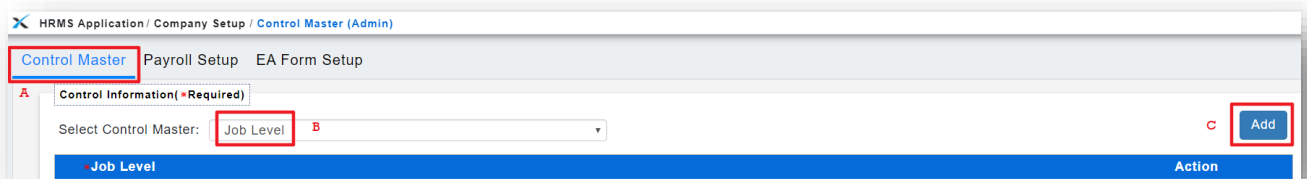


## HOW TO ADD NEW JOB LEVEL

1. Go to Company Setup -> **Control Master (Admin)**.



2. Go to 1<sup>st</sup> tab (A) [Control Master].
3. Select the (B) "Job Level".
4. Click on (C) to add on new Job Level.



5. Fill in the Job Level naming.
6. Click "Save"

