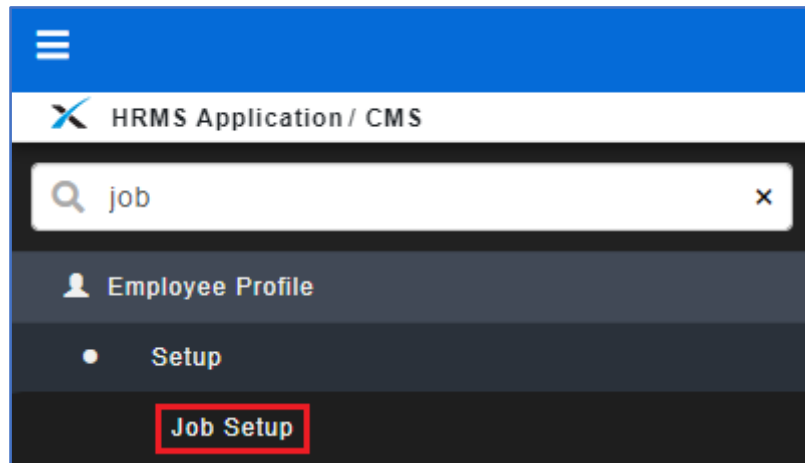# User Guide
How To Add Job Title

HOW TO ADD JOB TITLE

1. Go to Employee Profile -> setup -> **Job Setup**.

2. Go to 1st tab (**A**) [**Job Title**].
3. Insert (**B**) new job title.
4. Click (**C**) **Add to list**.