

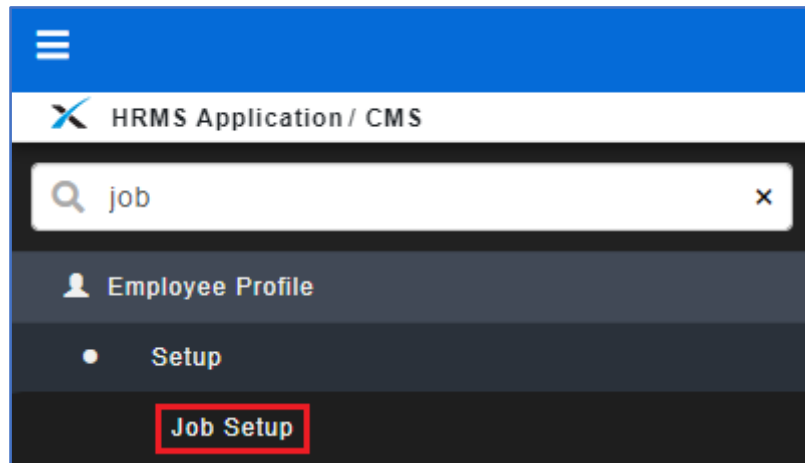
# User Guide

## How To Add Job Title



## HOW TO ADD JOB TITLE

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



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

HRMS Application / Employee Profile / Setup / Job Setup

**Job Title** Job Category Assign Job Title

**A**

(Denotes Required \*)

Job Title \* :  **B**

Description :

Level :

**C** **Add to list**

Job Title	Job Description	Job Level	Action
001 Empire		-	<a href="#">Edit</a>   <a href="#">Delete</a>
ACCOUNT SR. OFFICER		8	<a href="#">Edit</a>   <a href="#">Delete</a>
Apple		-	<a href="#">Edit</a>   <a href="#">Delete</a>
Application Implementation Consultant		1	<a href="#">Edit</a>   <a href="#">Delete</a>
Application Implementation Engineer		1	<a href="#">Edit</a>   <a href="#">Delete</a>
Application Implementation Officer		-	<a href="#">Edit</a>   <a href="#">Delete</a>
BPO Associate		-	<a href="#">Edit</a>   <a href="#">Delete</a>
BPO Executive		-	<a href="#">Edit</a>   <a href="#">Delete</a>
BPO HR Specialist		-	<a href="#">Edit</a>   <a href="#">Delete</a>

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