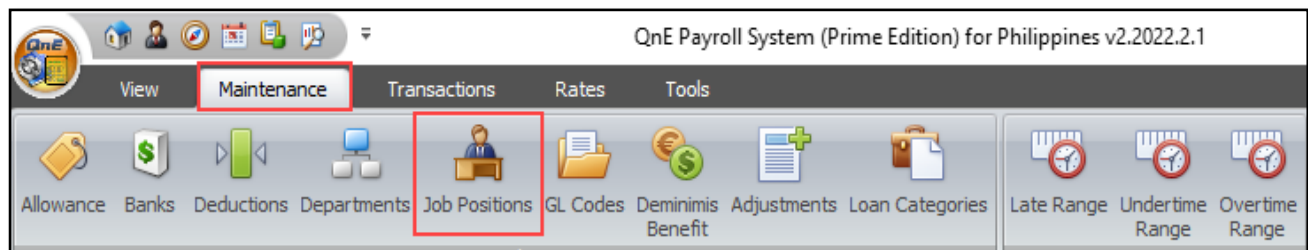# How to Set Up the Different Job Positions in the Company

Overview:

The 'Job Positions Maintenance' window is used to maintain the different job positions in the company.

Procedure:

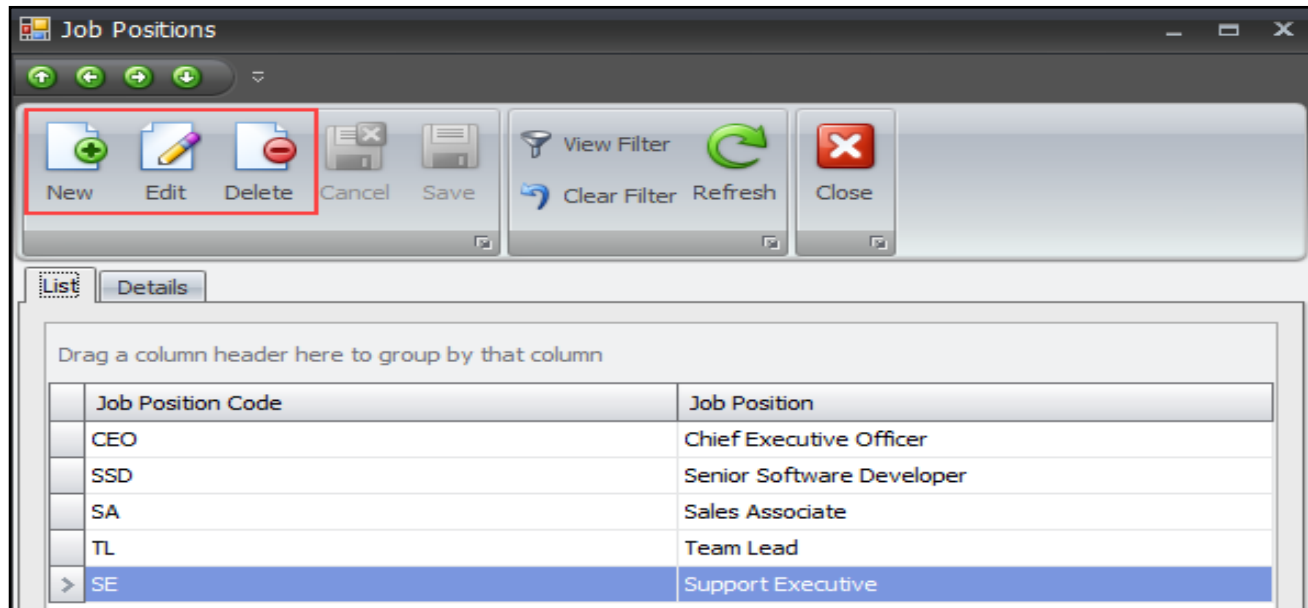In the Ribbon Menu, go to *Maintenance > Job Positions*.

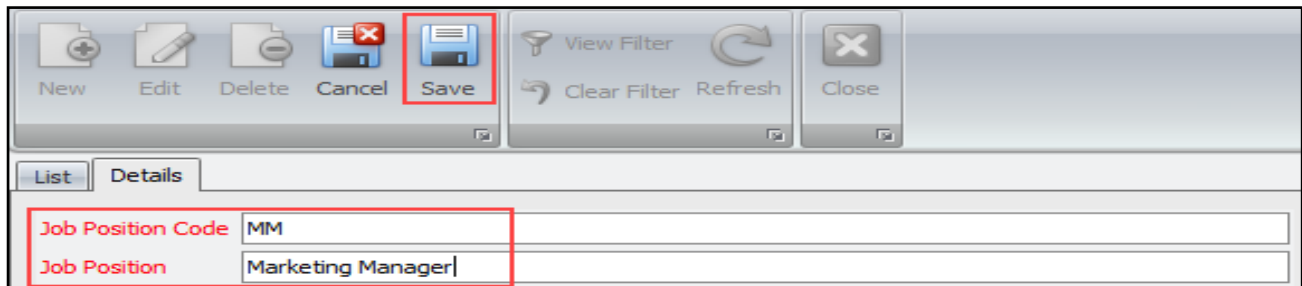Click **New** to add a new Job Position
Click **Edit** to amend the Code and/or Title of existing Job Position
Click **Delete** to delete a Job Position
  <u>Note</u>: *Cannot delete a Job Position if it is still assigned to an employee in Employees Maintenance*
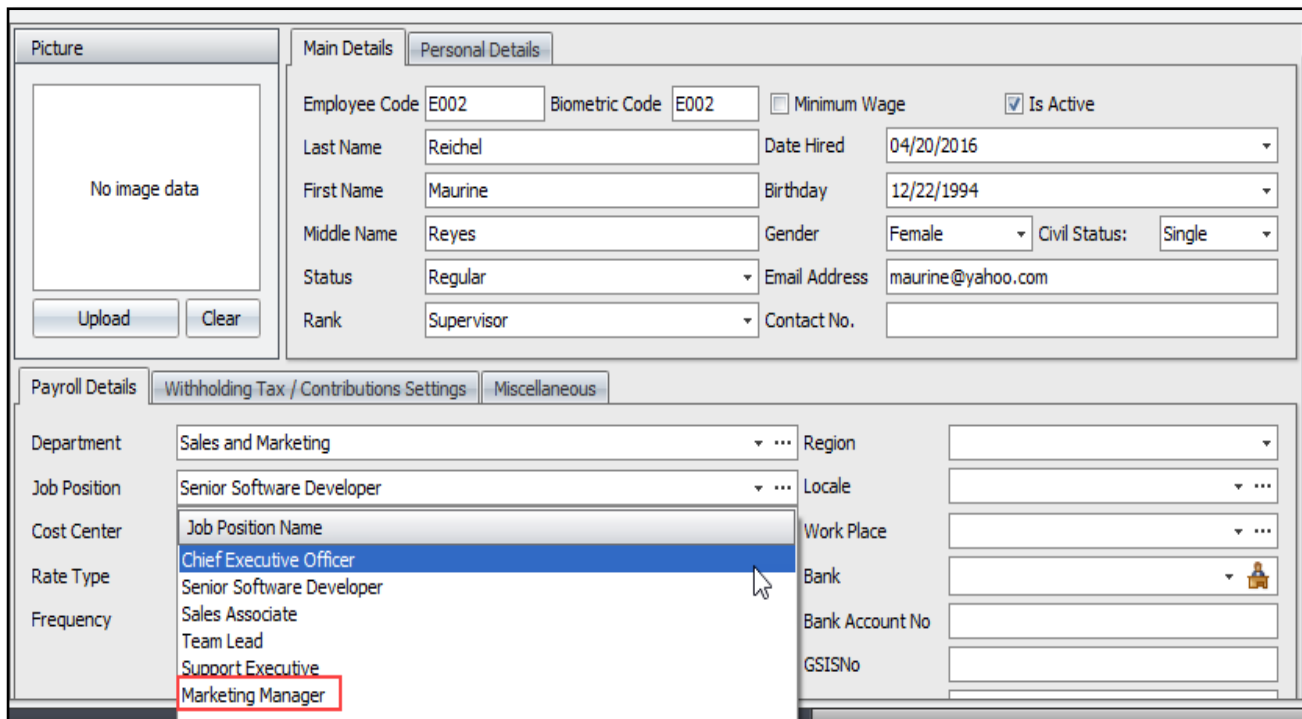
To add a new job position, click New, type the Job Position Code and Job Position, and click Save.

In the Employees Maintenance, the newly added Job Position is now available for selection.