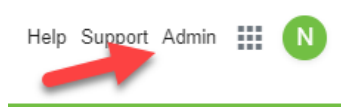# Jobs

Job Function Management

Job Function Management allows the user to only have access to specific statuses within Action on the software only. It also allows users to have different setups for the signature pad and printer.
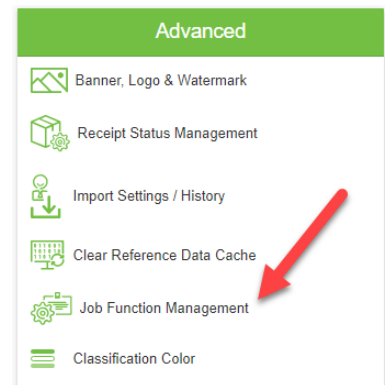
Setting up Specific Statuses

This section will go over how to create a job function and specify statuses for the user to have and then how to setup a user for the job.
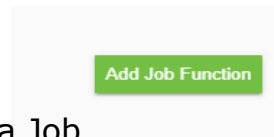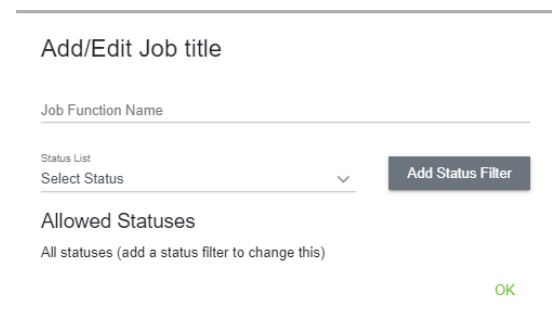
1. Go to Admin

Help Support Admin

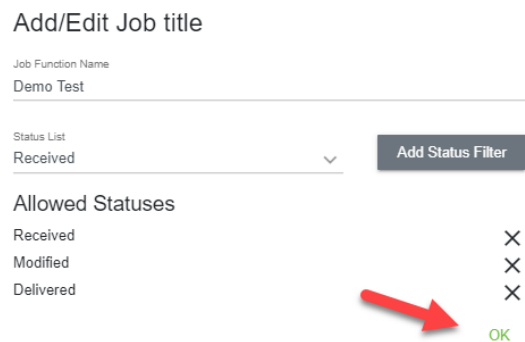2. Select Job function Management under the Advanced section

Advanced

- Banner, Logo & Watermark
- Receipt Status Management
- Import Settings / History
- Clear Reference Data Cache
- Job Function Management
- Classification Color

3. Select Add Job Function

Add Job Function

4. The Job Function box will pop up. Enter a Job function Name

Add/Edit Job title

Job Function Name

Status List
Select Status   Add Status Filter

Allowed Statuses
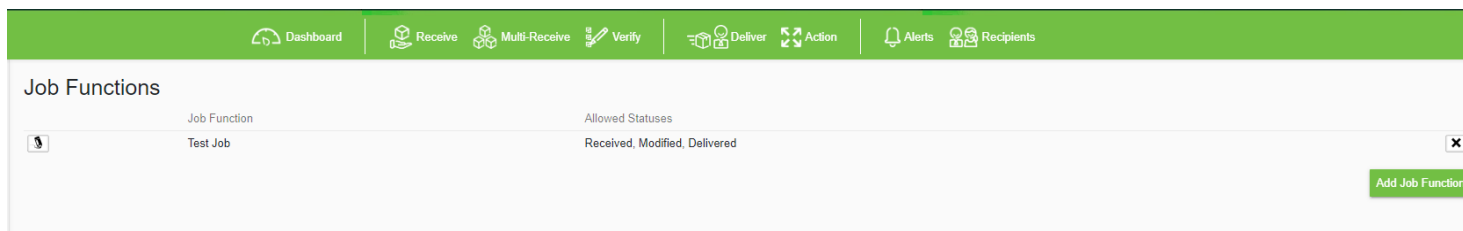All statuses (add a status filter to change this)

OK

5. Next Select the status drop down; select a status and then "Add Status Filter". Do this for all statuses you want the user to have. Select "Ok" to Save

Add/Edit Job title

Job Function Name
Demo Test

Status List
Received   Add Status Filter

Allowed Statuses
Received   ✕
Modified   ✕
Delivered   ✕

OK

Add/Edit Job title

Job Function Name
Demo Test

Status List
Received   Add Status Filter

Allowed Statuses
Received   ✕
Modified   ✕
Delivered   ✕

OK
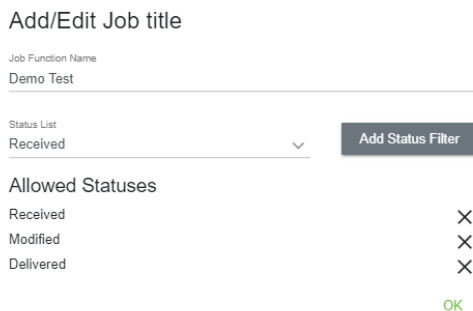
6. Make sure the Job Function saves. Then select Admin

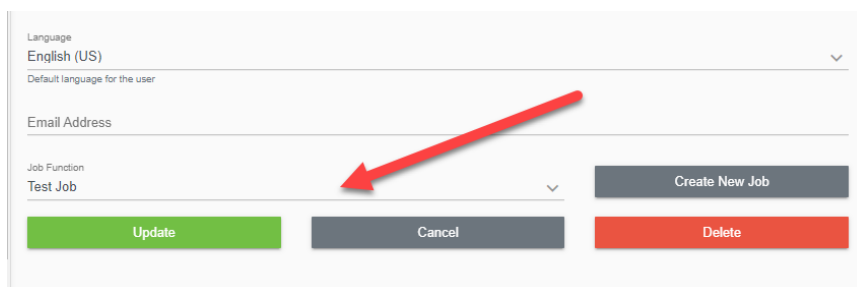| Job Functions		
Job Function	Allowed Statuses	
Test Job	Received, Modified, Delivered	✕
		Add Job Function

7. Select "User Admin" under Security section to add the job function to a user
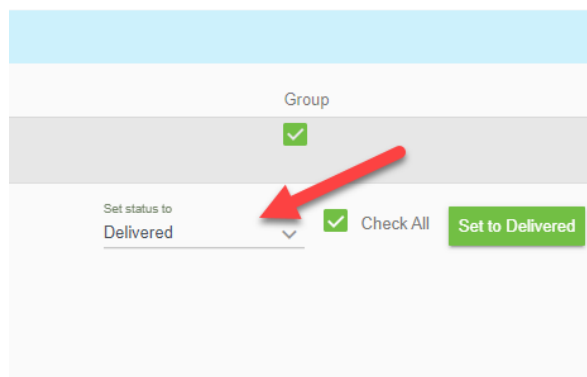

8. Create a user if need be, then select the pencil next to a user to modify the user

9. Select the Job Function next to "Job Function" and select "Submit" to save

10. To make sure the specific status is setup, login as the user and go to Action. Enter a tracking number and then check the drop down only has the specific status or statuses
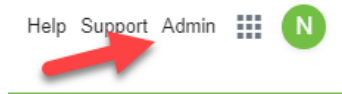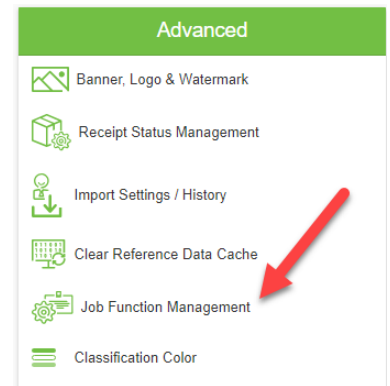
Setting up different System Settings per Job

This section will go over how to setup a job function for system settings for users. This allows different users to have separate functionality like printing labels and/or using the signature pad.
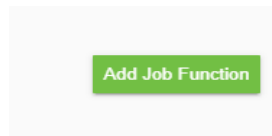
1. Go to Admin

Help Support Admin ▦ N

2. Select Job function Management under the Advanced section

3. Select Add Job Function

Add Job Function

Advanced

- Banner, Logo & Watermark
- Receipt Status Management
- Import Settings / History
- Clear Reference Data Cache
- Job Function Management
- Classification Color

4. The Job Function box will pop up. Enter a Job function Name

Add/Edit Job title

Job Function Name

Status List
Select Status ⌄   **Add Status Filter**

Allowed Statuses

All statuses (add a status filter to change this)

OK

5. Go to Admin then select "System Settings" under Package Tracking Settings

Package Tracking Settings

- Customize Field Names
- System Settings
- Manage Routes
- SLA Settings
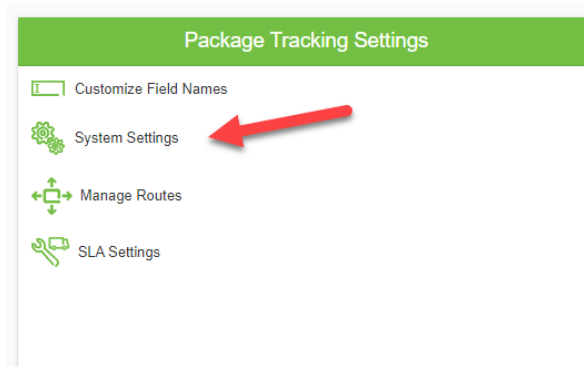
6. Next to "Package Tracking Settings" section there is a dropdown. This dropdown contains all Job Function Names. Select a Job function Name
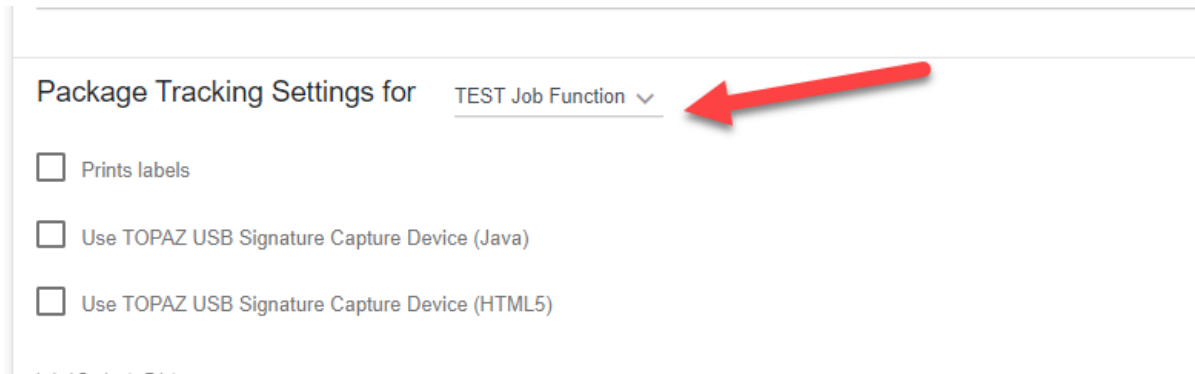
7. For the specific job select or unselect any settings to save for that job function only. Including the ability to print labels, default number of labels, package label template, and using the signature pad (see figure above)

8. Select "Submit" to save settings.

9. Select "User Admin" under Security section to add the job function to a user

10. Create a user if need be, then select the pencil next to a user to modify the

11. Select the Job Function next to "Job Function" and select "Submit" to save