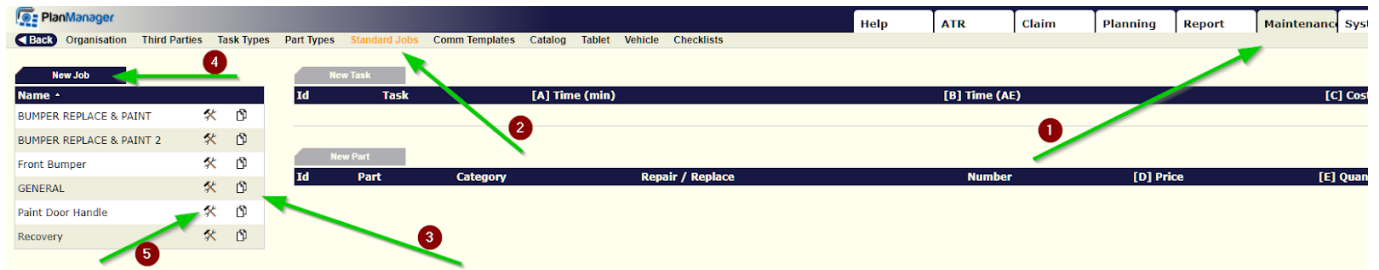# Jobs
How to create a standard job.

A standard job is a very powerful tool. It allows you to very rapidly create manual quotes. You can create standard jobs through the menu maintenance ①> standard jobs ②.

Create a standard job.

On the left side of the screen is a list ③ of all jobs in the standard system. To create a new job, click the button "New Job" ④. You can also rename or delete an existing job by clicking on the icon ⑤ to the right of the job name.

By clicking on the name of a job you activate this standard job. This means that you can edit and add new rules to that job.

So there are two actions in each line in the list: Click on the name to activate the job or click on the icon to rename or delete the job.

When you click on the 'new job' button or click an icon of an existing job, the name and the description can be entered. Click 'save' to save the job. You can delete an existing job by clicking the "delete" button.
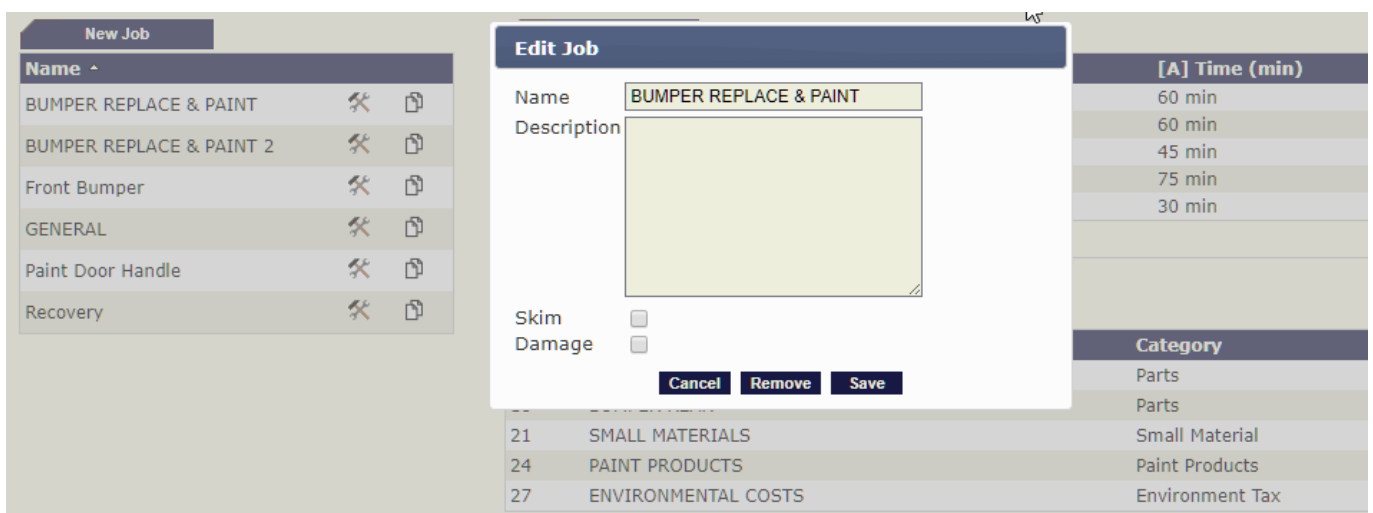
In the popup you will find a field "Skim" & "Damage". This field affects how tasks are scheduled in the system. (if you are not using the planning, you won't use this function)

When you tick the "Skim" box, the system will adjust the specified time of the task lines to the global efficiency rate during the plan. If you leave blank the initial period

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will be maintained throughout the plan.

The efficiency rate per employee is always taken into account when planning.

Edit / add lines to a standard job.

Click on the name of the standard job in the list to activate the job. All existing rules of that job will be displayed in the tables right. If you do not have rules, you may notice that the buttons on top of the tables are active. The table top are tasks and the table below contains the parts.

You can add new tasks and items by clicking the "New Task", respectively. Clicking 'New Item' topped the charts. To edit an existing rule in one of the tables, click on the appropriate line in the table. You will then see one of these pop-ups:

New task rule

Select the task type and adjust the time and costs to. If you enter the time in minutes, the field in AE will be adjusted automatically, and vice versa.

Then click save to create the new line or save the changes to the existing rule. The fields with the "=" - sign are formula fields to calculate the data when the default values are adjusted by applying the job.

New part rule

Select item type and give the item a name and a number. Enter a price and quantity, and check the box if it is a component to be replaced.

Again, you find formula fields back for the price and quantity.

For a job with fixed values, you do not need formulas. However, if the job template has no fixed values, it can be useful to calculate related values when the user passes the amounts and times.

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