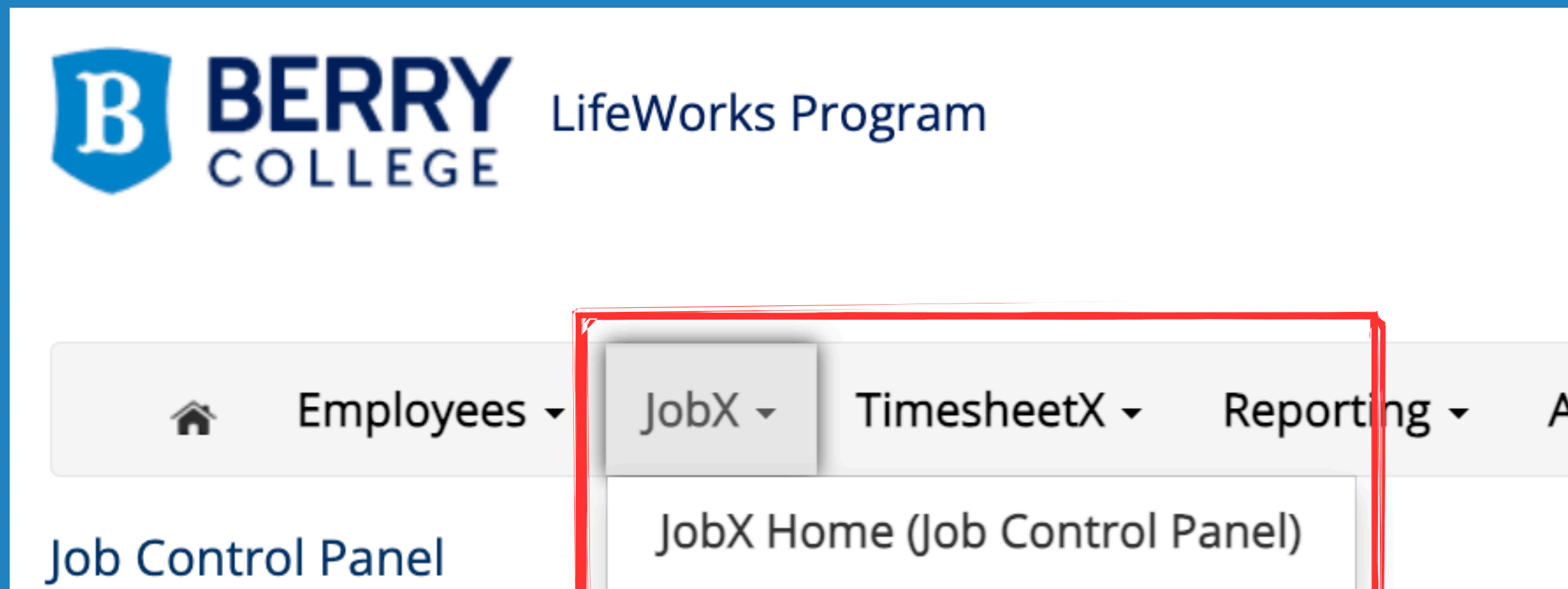


HOW TO EDIT OR UPDATE A JOB'S DETAILS OR STATUS



LifeWorks Program

Start at the JobX control panel



The screenshot shows the top navigation bar of the Berry College LifeWorks Program. The Berry College logo is on the left, followed by the text "LifeWorks Program". The navigation menu includes a home icon, "Employees", "JobX", "TimesheetX", "Reporting", and "A". The "JobX" menu item is highlighted with a red box, and its dropdown menu is open, showing "JobX Home (Job Control Panel)".

BERRY COLLEGE LifeWorks Program

Home Employees ▾ **JobX ▾** TimesheetX ▾ Reporting ▾ A

Job Control Panel

JobX Home (Job Control Panel)

Choose the job you would like to edit/update



Jobs Program

TimesheetX Reporting Access & Audit Uploads Site Set up Content Help

Result Filters: Employer: LifeWorks Operations Office
My Jobs Only [Reset Filters](#)

[Add a Job](#) Search Title, Description, Requirements, Contact or Job ID [Search](#)

Select/Deselect All Show 25 results per page

<u>Test Job</u>		Applications: 0 (0 New)
<input type="checkbox"/> Job Id: 10405 Contact Person: Wage: \$9.25 /hr	Status: Inactive Location:	Listed: Job Type: On-Campus Jobs

Choose “edit this job” to make changes to the job



Job Title: Test Job
Employer: LifeWorks Operations Office

Additional details about this job's status:
» This job is currently in Inactive.

Update Status

Active, Listed Cannot list job because it has 0 openings.
[Active, Not Listed](#) » Click to change to
Inactive » Current Status

View Applicants
No applications have been submitted for this job.

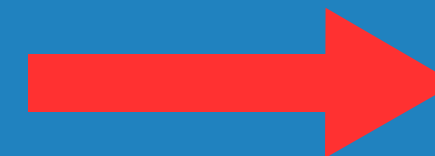
[Click here to Delete this job](#)

[Edit this Job](#)

Below is a view of approximately how this job appears to applicants:

Test Job	
Job ID	10405
Job Type	On-Campus Jobs
Employer	LifeWorks Operations Office
Job Category	Agricultural Operations
Job Description	Test

Make sure to click “submit” after you’ve made edits. Our office will approve your changes, usually within one business day



Primary Contact Person Email

Primary Contact Person Location

Secondary Contact People «?» Ctrl Sel

Majors * Ctrl All

[Submit](#)

If your job is currently “not listed” but you would like to list it in order to collect applications, click the “active, listed” button



Employees - JobX - TimesheetX - Reporting - Access & Audit - Uploads - Site Set up - Content - Help -

Manage Job

Job Title	Employer	Status	Job Type
Test Job	LifeWorks Operations Office	Active, Not Listed	On-Campus Jobs

Additional details about this job's status:
» This job is currently in Active, Not Listed.

Update Status

Active, Listed	» Click to change to
Active, Not Listed	» Current Status
Inactive	» Click to change to

Manage Application

This job is configured to collect online applications.

Edit, view or remove the online application.

View Applicants

No applications have been submitted for this job.

Hire Student

Hire a student.

Edit this job

Note: you must have at least 1 available opening in order to change a job to active, listed mode

Choose when to list the job, and if you would like automatic email update when the job is listed

Employees ▾ JobX ▾ TimesheetX ▾ Reporting ▾ Access & Audit ▾ Uploads ▾ Site Set up ▾ Content ▾ Help ▾

Update Job Status

[\[Return to Manage Job Page\]](#)

Job Title	Employer	Current Status
Test Job	LifeWorks Operations Office	Active, Not Listed

[\[Click here to choose a different status\]](#)

List this job on the site

From the list below, you can choose to list this job on the site right now, or at a future date.

Please select whether JobMail should be sent for this job when it is listed:

Yes, send JobMail when this job is listed.

No, do not send JobMail when this job is listed

Choose the length of time the job should be listed on the site:



Click “save changes” to submit!

To delete a job: from the control panel, select the job. Then choose “delete selected job” and click “apply action”

The screenshot displays the Berry College LifeWorks Program Job Control Panel. The interface includes a navigation menu at the top with options like Employees, JobX, TimesheetX, Reporting, Access & Audit, Uploads, Site Set up, Content, and Help. A red arrow points to the 'Logout' link in the top right corner. The main content area shows 'Result Filters: Employer: LifeWorks Operations Office' and 'My Jobs Only' with a 'Reset Filters' link. A search bar is present with the placeholder text 'Search Title, Description, Requirements, Contact or Job ID'. Below the search bar, there is a table of jobs. A red arrow points to the 'Test Job' entry, which is selected with a checkmark. The job details are: Job Id: 10405, Status: Active, Not Listed, Location: [redacted], Listed: 07/26/24, Job Type: On-Campus Jobs, and Wage: \$9.25 /hr. To the right of the job table, an 'Apply Action' dropdown menu is open, showing various actions. A red arrow points to the 'Delete Selected Jobs' option, which is highlighted in blue. Other options include 'Change Selected Jobs to Active, Not Listed', 'Change Selected Jobs to Active, Listed', 'Change Selected Jobs to Inactive', 'Change Employer on Selected Jobs', 'Change Wage on Selected Jobs', 'Change Dates on Selected Jobs', 'Change Openings on Selected Jobs', 'Change Contact(s) on Selected Jobs', 'Export Selected Jobs', 'Print Selected Jobs', and 'Email Contact(s) on Selected Jobs'. At the bottom right, there is a pagination control showing '1 to 1 of 1'.