

# SedonaSetup - JM - Job Tasks

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Job Tasks are used to define the functional and operational steps necessary to complete a job. The tasks that you create may include labor type tasks, billing tasks, and administrative tasks.

Once a Task is created, you select which User Groups are permitted to approve each task.

On each Task is a Labor Hours factor; this is the default amount of time required for the particular task.

When creating Job Types, Job Tasks are selected and linked to the Job Type as a default. Once a job is created, a User may modify these default job tasks or add additional tasks to the job task list if they have been assigned the user permission to edit job tasks. A job task may appear more than once on individual Jobs only if a different Phase Code is assigned to each Task.

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