

Working with jobs in Chaos desktop

A collection of documents in a Chaos desktop project is called a job. The documents can be stored in different folders in the project. A job can be used to plan a project delivery or to create a list of the selected documents. It is also possible to add metadata to the job to create a more detailed description.

The job consists of links to the original files. You can delete a job and the files in the job will not be deleted. Functions available for files are also available for jobs, for example print.

You can create a sub job in a job. That way you can create a structure, a job tree.

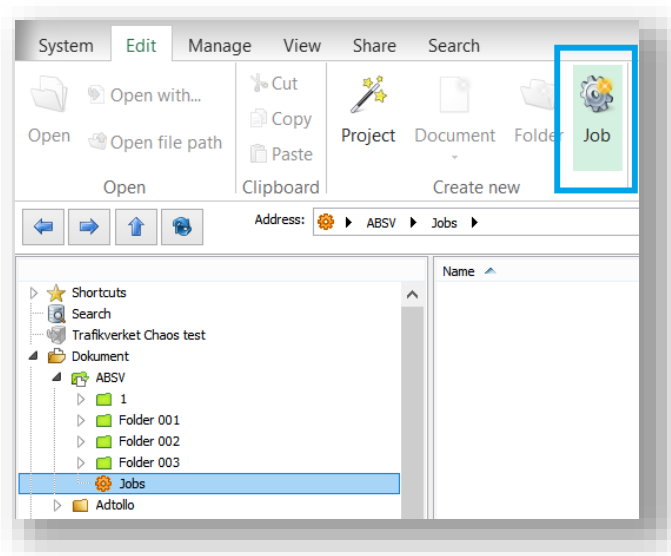
- ◆ Create job
- ◆ Add files to job
- ◆ Manage jobs
- ◆ Create sub job
- ◆ Delete job

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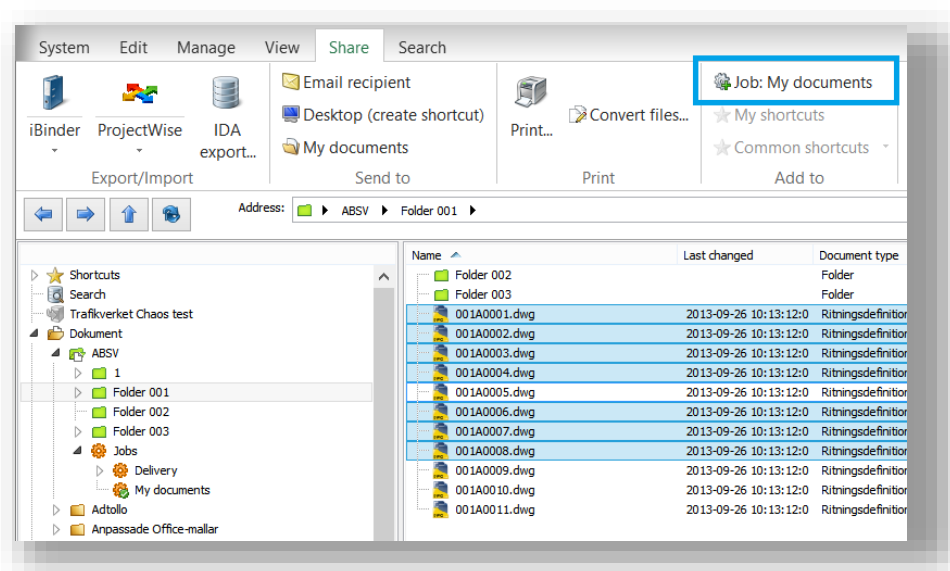
◆ Create job

Click on the icon **Jobs** in the project tree. Click **Job** on the **Edit** tab in the ribbon menu. Add a name to the new job.



◆ Add files to job

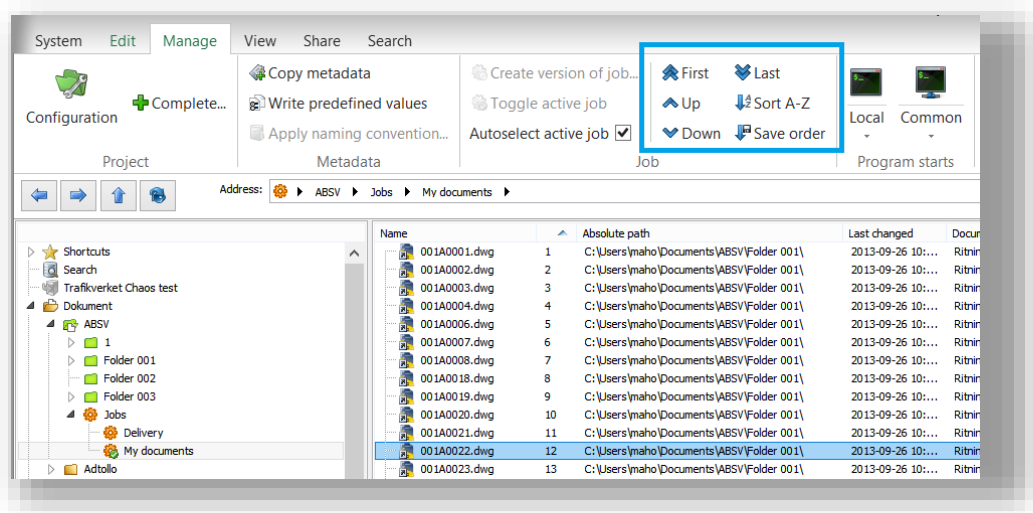
Go to a folder in the document window where the files you want to add to the job are located. Select the files and click on **Job: [Job name]** on the menu tab **Share**. You can also use copy and paste to add documents to a job.



Active job is the last job you clicked. It is marked with a green icon.

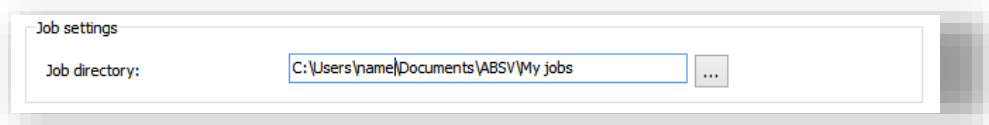
◆ Manage jobs

Click on the job to see the documents it contains. You can use the arrows in the ribbon menu to rearrange the order of the documents. You can also sort the documents in alphabetic order. It is automatically saved as the new sort order. If you have sorted the documents after the metadata columns you can save that order with **Save order**.



◆ Create sub job

To be able to add a sub job you have to add a folder path in the project configuration where the jobs will be stored. Right click on the project and select **Project configuration** in the menu. Go to the tab **General** and add a folder path in **Job settings**. Click **OK** to save the changes.



When a folder is specified in job settings you can start to create sub jobs just like you create a job. Right click on a job and select **New** → **Job**.

◆ Delete job

Click on the job and type **Delete**. The job and all sub jobs will be deleted. The documents added to the job are still safely kept in their folders since only the links were deleted.