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3.11.05 Occupation Administration

The occupations in Projectile are the basis for staff planning, internal accounting and billing. As a basis for determining the internal costs and billable services are the charging rates which are assigned to these occupations. This definition applies to the entire installation.

For project-related differences in [pricing](#) and [costing](#), these billing rates can be modified for each project.

Occupation Programming	
Occupation	Programming
Description	Programming
Hourly external cost rate	100,00 EUR
Hourly internal cost rate	75,00 EUR
Hourly price production	88,50 EUR
Parent occupation	Programming and customizing
Suboccupations	<input type="checkbox"/> Programming - DB <input type="checkbox"/> Programming - Java <input type="checkbox"/> Programming - XML
StatusActive	<input checked="" type="checkbox"/>
Note	

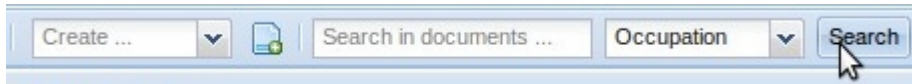
Required fields: Occupation, Description (when using the skill-matrix chart)

Characteristics:

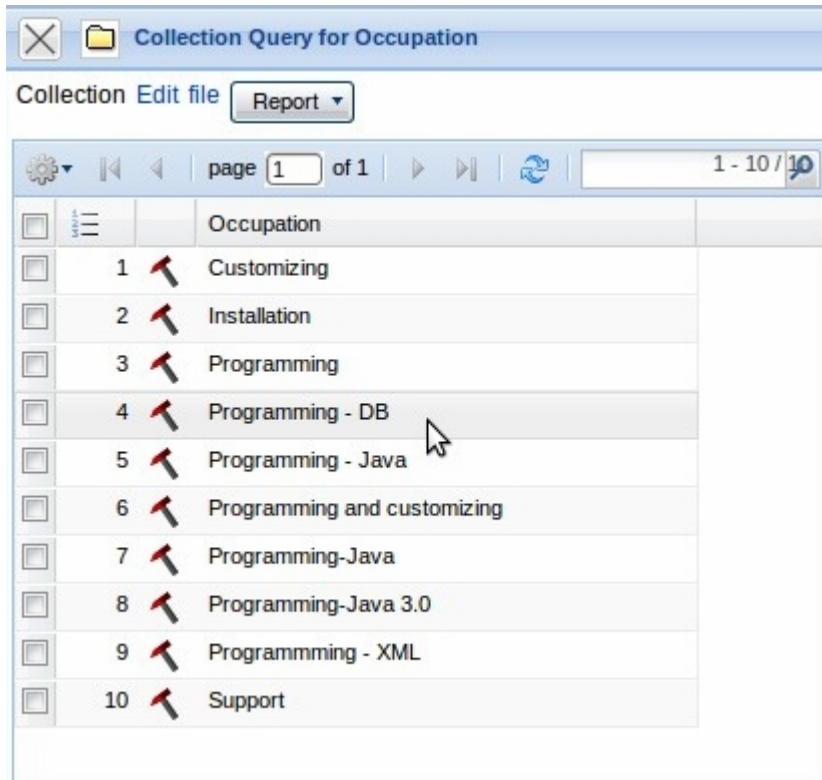
- The cost rates for billing of services are used only for projects where there is no customer rates, project rates or employee rates have been defined (see also document types [customer](#) and [project](#)).
- The internal cost rates will only be used if no entry for the internal charge rate for the employee (or the [2.01.25 employment contract](#)) is stored.
- The production costs can be used with certain accounting of the company; in the standard version of these rates are not used in cost accounting.

Data Management

If an existing occupation is to be extended or modified, the relevant documents can be searched in the [search engine](#) ...



... and displays the appropriate search results.



After activating the link, the selected document is opened and the changes or modifications can be made. In the following example, the occupation “Programming - DB” is divided into three sub-occupations. First, “New Document” in the element sub-occupation is activated.

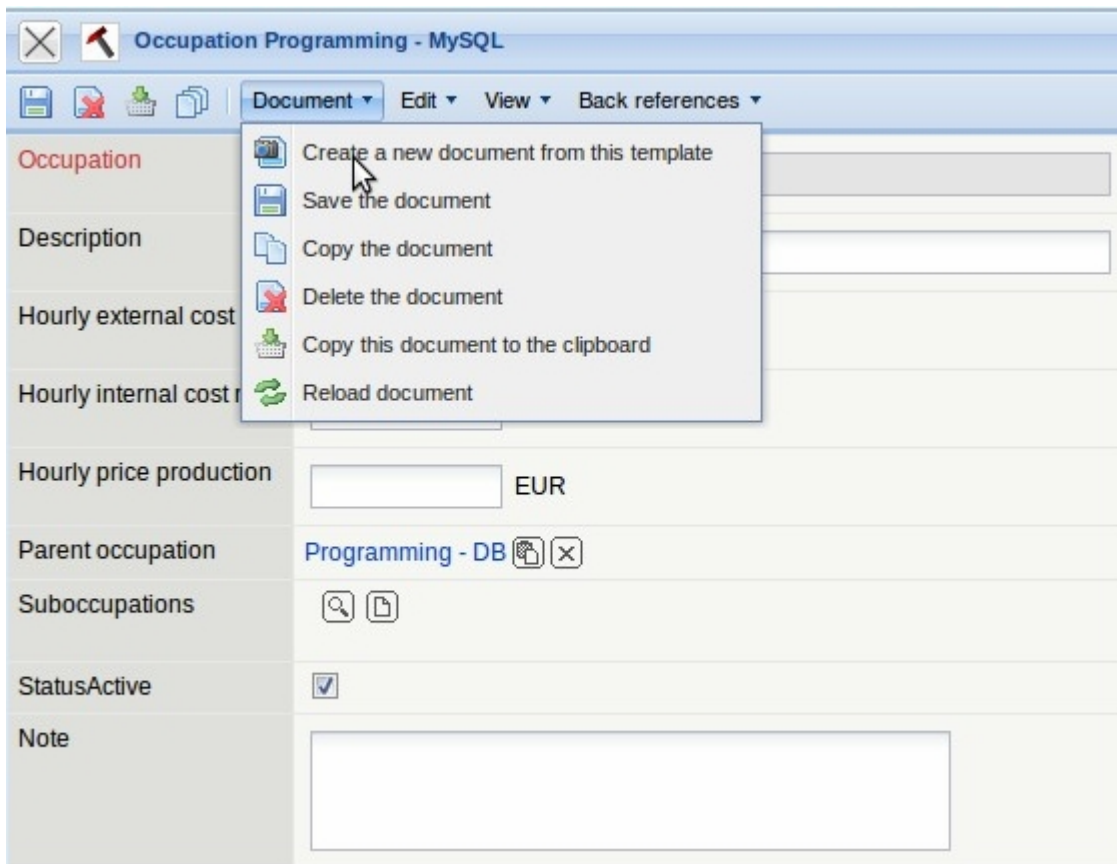
Occupation	Programming - DB
Description	Programming - DB
Hourly external cost rate	100,00 EUR
Hourly internal cost rate	75,00 EUR
Hourly price production	88,50 EUR
Parent occupation	Programming
Suboccupations	[Search] [Add]
StatusActive	<input checked="" type="checkbox"/> New document
Note	

The system creates a new document of the type "occupation" and pre-populates the document with the cost rates automatically.

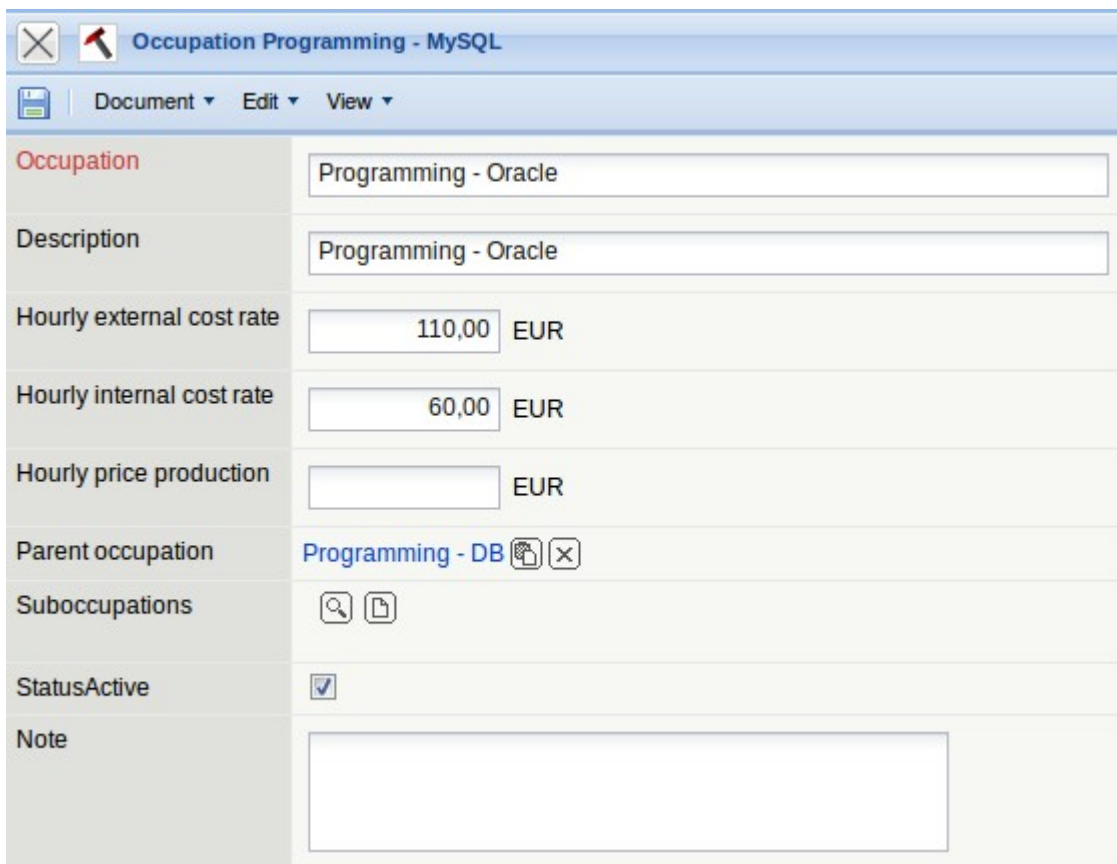
Occupation	Programming - MySQL
Description	Programming - MySQL
Hourly external cost rate	110,00 EUR
Hourly internal cost rate	60,00 EUR
Hourly price production	EUR
Parent occupation	Programming - DB
Suboccupations	[Search] [Add]
StatusActive	<input checked="" type="checkbox"/>
Note	

Then, the remaining entries are defined and the the document is saved.

Further sub-occupations can be copied, modified and saved using “Create new document from this template” ...



In the example, the occupations Programming - Oracle and ...



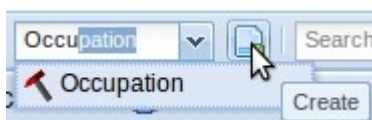
... Programming - MS SQL are generated. The sub-occupations are then automatically transferred to the parent occupation.

The screenshot shows a software window titled "Occupation Programming - DB". It contains a form with the following fields and values:

- Occupation:** Programming - DB
- Description:** Programming - DB
- Hourly external cost rate:** 100,00 EUR
- Hourly internal cost rate:** 75,00 EUR
- Hourly price production:** 88,50 EUR
- Parent occupation:** Programming
- Suboccupations:** A list of three sub-occupations: Programming - MySQL, Programming - Oracle, and Programming - MS SQL. Each has an unchecked checkbox and a red arrow icon.
- StatusActive:** Checked (indicated by a checkmark in a box).
- Note:** An empty text area.


Defining New Occupations

To define a new occupation, the functionality "Create" with the document type "occupation" is used.



After clicking the create, a new document is generated.

Occupation	<input type="text"/>
Description	<input type="text"/>
Hourly external cost rate	<input type="text"/> EUR
Hourly internal cost rate	<input type="text"/> EUR
Hourly price production	<input type="text"/> EUR
Parent occupation	<input type="text"/> <input type="button" value="x"/>
Suboccupations	<input type="text"/> <input type="button" value="x"/>
StatusActive	<input checked="" type="checkbox"/>
Note	<input type="text"/>

After all the information is entered, the document is then saved using 

Occupation	Construction
Description	2D and 3D construction
Hourly external cost rate	78,00 EUR
Hourly internal cost rate	40,00 EUR
Hourly price production	<input type="text"/> EUR
Parent occupation	<input type="text"/> <input type="button" value="x"/>
Suboccupations	<input type="text"/> <input type="button" value="x"/>
StatusActive	<input checked="" type="checkbox"/>
Note	<input type="text"/>

In the example, a new occupation "Construction" has been created.

The screenshot shows a software window titled "Occupation" with a menu bar (Document, Edit, View) and a list of fields:

Occupation	Construction
Description	2D and 3D construction
Hourly external cost rate	78,00 EUR
Hourly internal cost rate	40,00 EUR
Hourly price production	EUR
Parent occupation	[Icon] [X]
Suboccupations	[Magnifying Glass] [Icon]
StatusActive	<input checked="" type="checkbox"/>
Note	[Empty text area]

This occupation can be divided into sub-occupations as described above.

This screenshot is identical to the one above, but with a mouse cursor hovering over the "New document" button in the Suboccupations field.

Occupation	Construction
Description	2D and 3D construction
Hourly external cost rate	78,00 EUR
Hourly internal cost rate	40,00 EUR
Hourly price production	EUR
Parent occupation	[Icon] [X]
Suboccupations	[Magnifying Glass] [New document]
StatusActive	<input checked="" type="checkbox"/>
Note	[Empty text area]

[...continued 1](#)

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