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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
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	☐ Programming - DB ☐ Programming - Java ☐ Programming - XML
StatusActive	☒
Note	

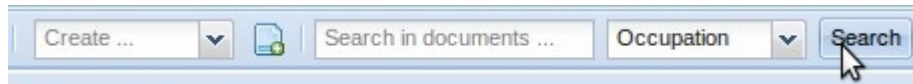
Required fields: Occupation, Description (when using the skill-matrix chart)

Characteristics:

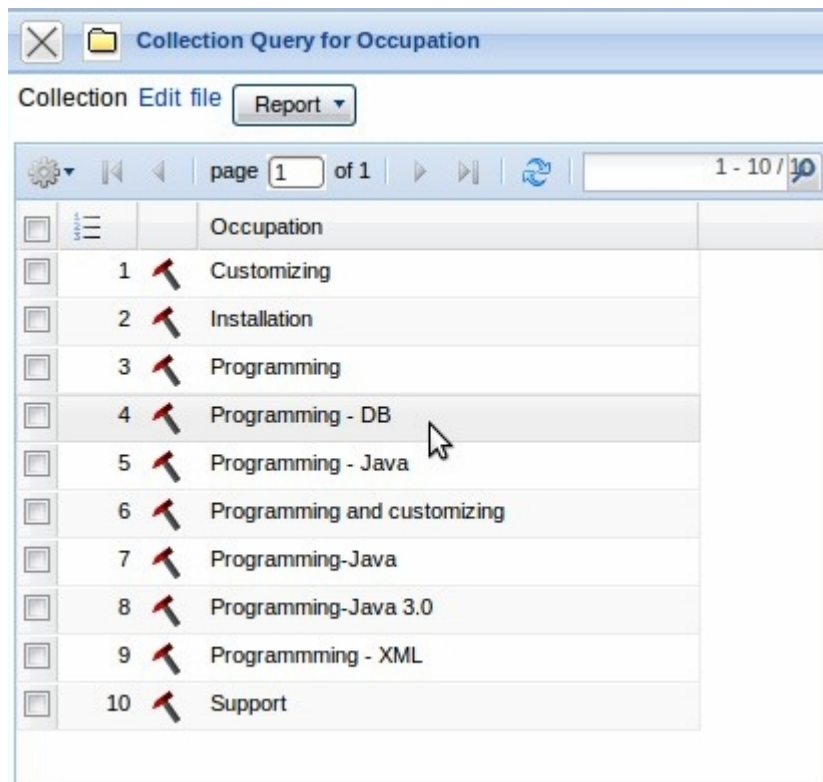
- The cost rates for billing of services are used only for projects where there is no customer rates, project rates or employee rates have been defined (see also document types [customer](#) and [project](#)).
- The internal cost rates will only be used if no entry for the internal charge rate for the 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

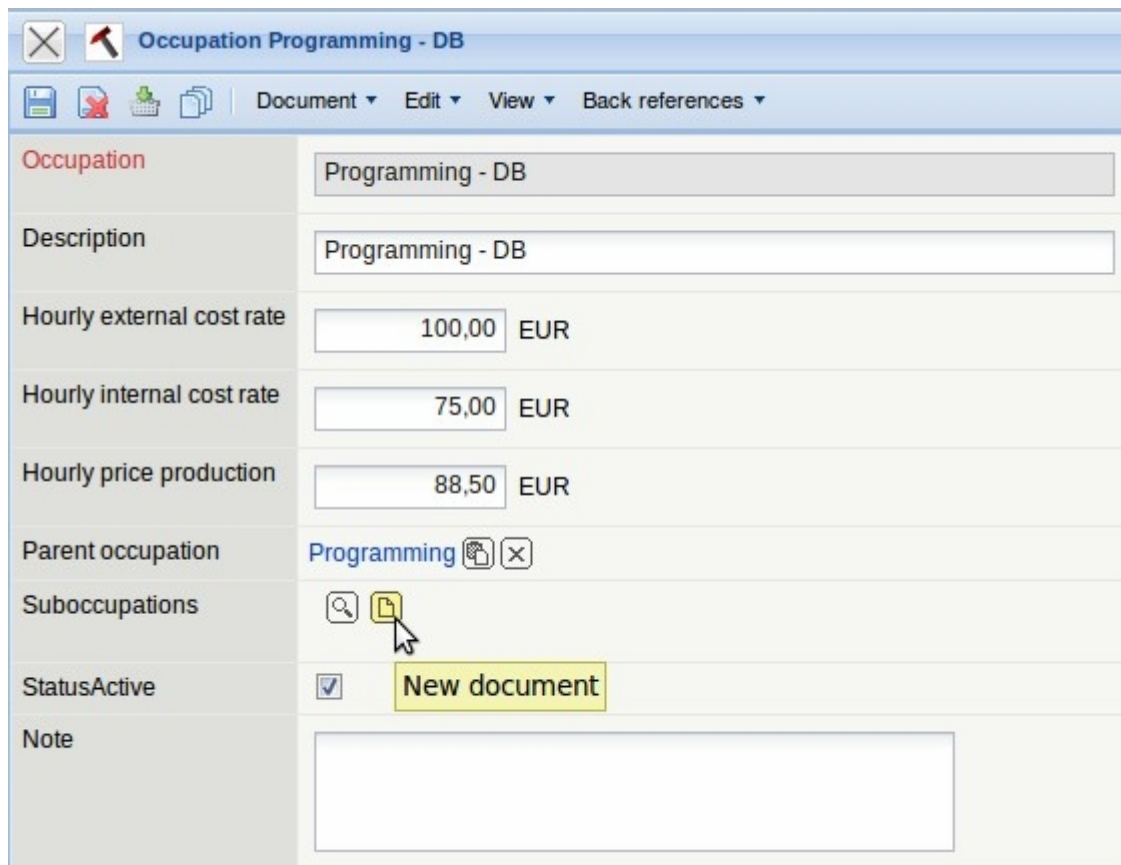
If an existing occupation is to be extended or modified, the relevant documents can be searched in the [search engine](#) ...



... and displays the appropriate search results.

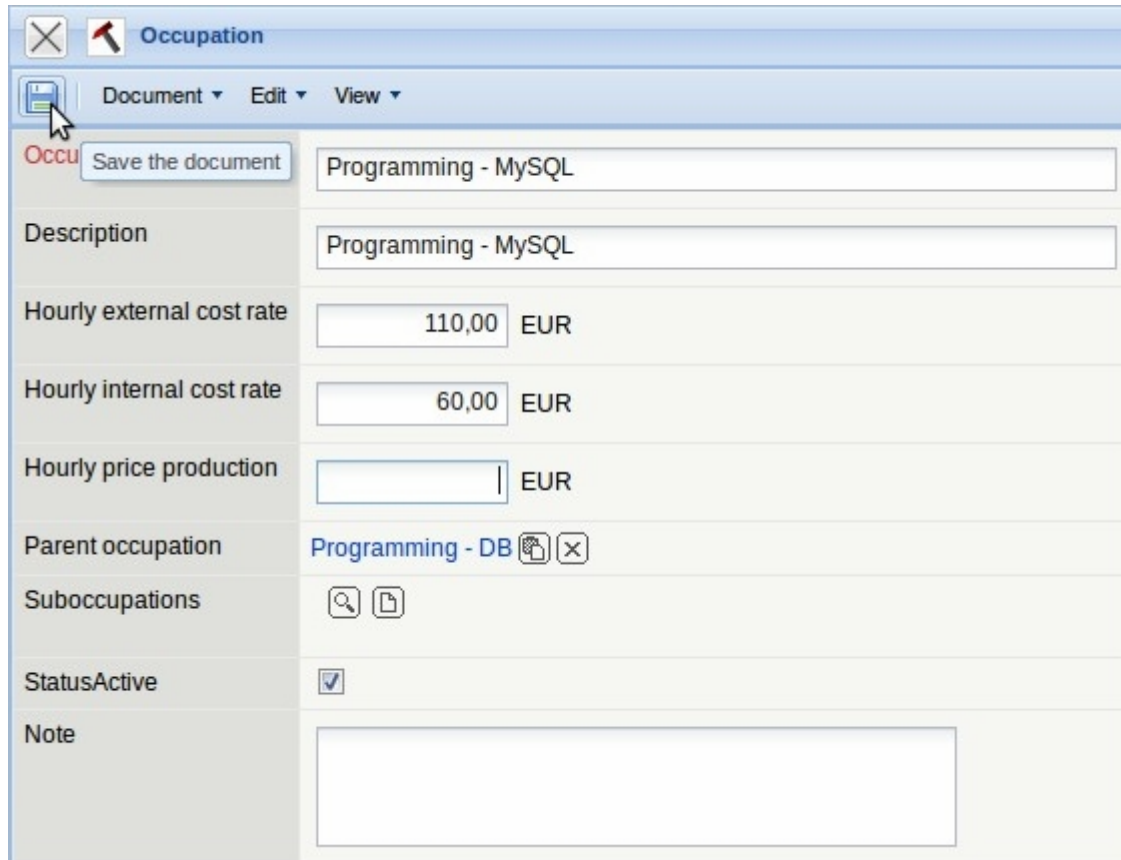


After activating the link, the selected document is opened and the changes or modifications can be made. In the following example, the occupation “Programming - DB” is divided into three sub-occupations. First, “New Document” in the element sub-occupation is activated.



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	New document
StatusActive	☒
Note	

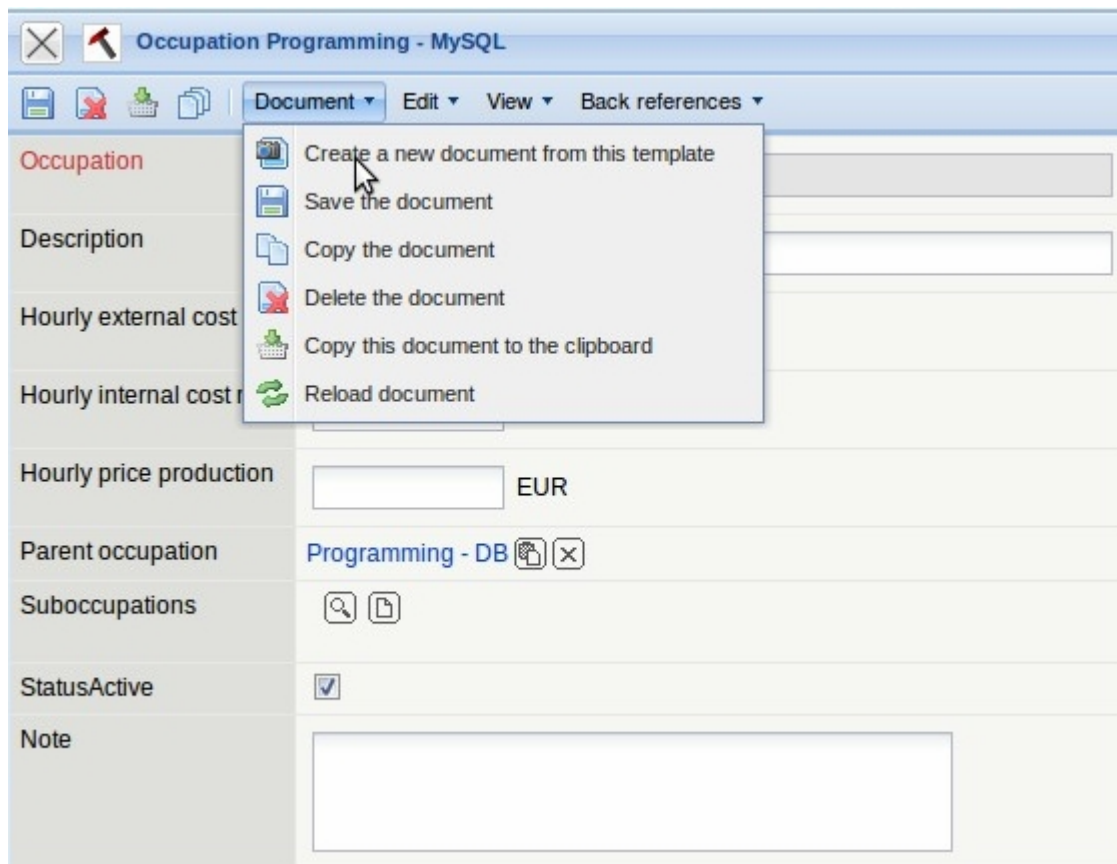
The system creates a new document of the type “occupation” and pre-populates the document with the cost rates automatically.



Occupation	Programming - MySQL
Description	Programming - MySQL
Hourly external cost rate	110,00 EUR
Hourly internal cost rate	60,00 EUR
Hourly price production	
Parent occupation	Programming - DB
Suboccupations	
StatusActive	☒
Note	

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

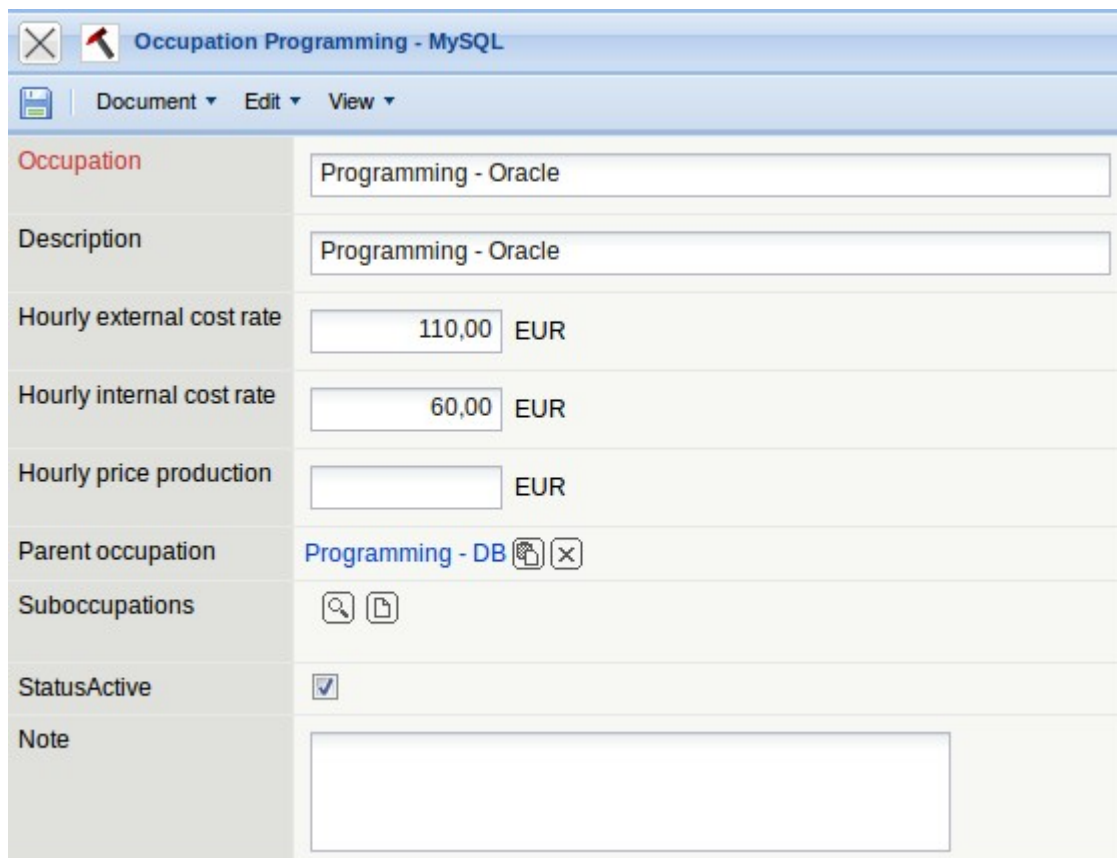
Further sub-occupations can be copied, modified and saved using “Create new document from this template” ...



The screenshot shows the 'Occupation Programming - MySQL' application window. The 'Document' menu is open, displaying the following options: 'Create a new document from this template', 'Save the document', 'Copy the document', 'Delete the document', 'Copy this document to the clipboard', and 'Reload document'. The background form contains the following fields:

Occupation Programming - MySQL	
Occupation	
Description	
Hourly external cost	
Hourly internal cost	
Hourly price production	EUR
Parent occupation	Programming - DB  
Suboccupations	 
StatusActive	☒
Note	

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



The screenshot shows the 'Occupation Programming - MySQL' application window with the following data entered:

Occupation Programming - MySQL	
Occupation	Programming - Oracle
Description	Programming - Oracle
Hourly external cost rate	110,00 EUR
Hourly internal cost rate	60,00 EUR
Hourly price production	EUR
Parent occupation	Programming - DB  
Suboccupations	 
StatusActive	☒
Note	

... Beratung - Finanzen erzeugt. Die Untertätigkeiten werden dann automatisch in die Obertätigkeit übertragen.

Tätigkeit	Beratung
Bezeichnung	Beratung
Berechnungssatz	100,00 EUR
Verrechnungssatz 1	50,00 EUR
Herstellungskosten	EUR
Ober-Tätigkeit	[Icons: Green Plus, Yellow House, Red X]
Unter-Tätigkeiten	☐ [1] Beratung - Projektmanagement ☐ [2] Beratung - Qualitätssicherung ☐ [3] Beratung - Finanzierungen
Bemerkung	

Definition von neuen Tätigkeiten

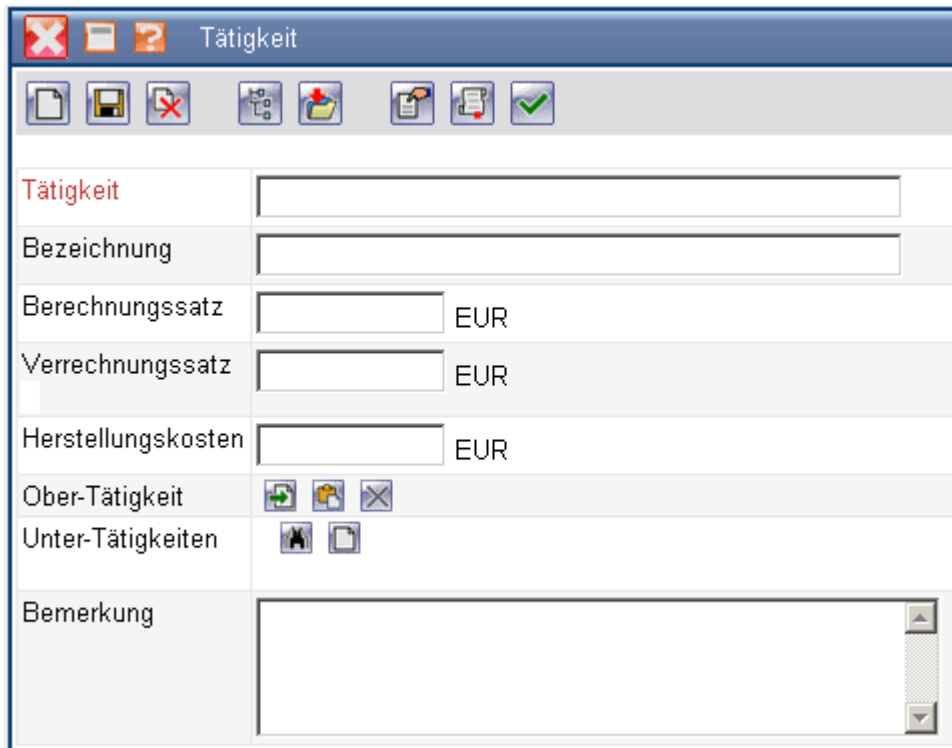
Um eine neue Tätigkeit zu definieren, wird die Funktionalität "Neues Dokument" mit dem Dokumenttyp "Tätigkeit" verwendet.

Neues Dokument



Neues Dokument erzeugen

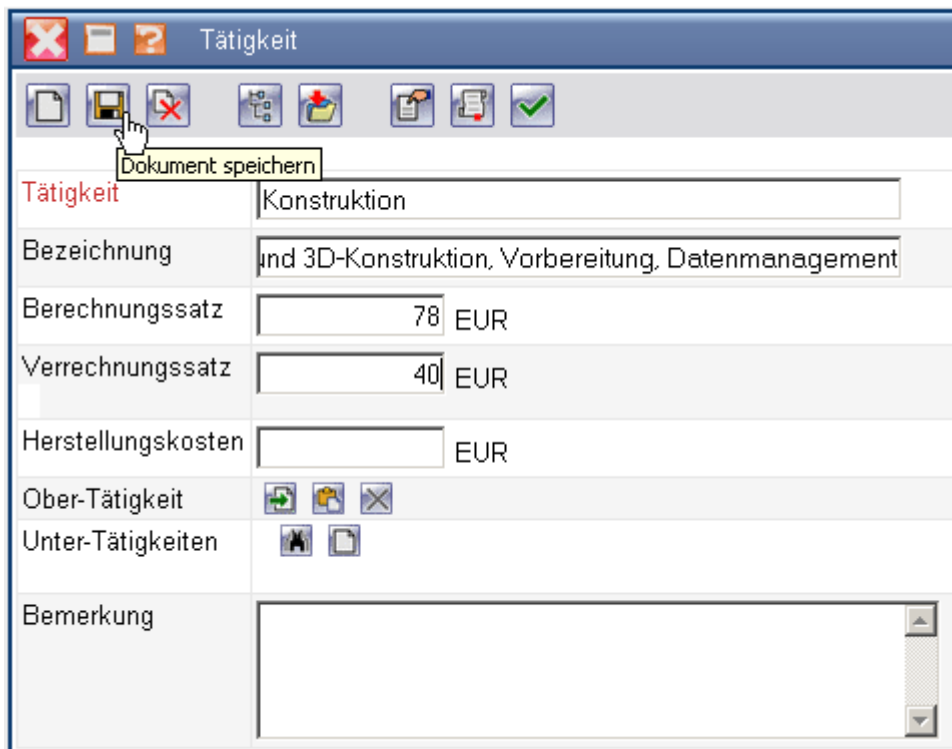
Nach Betätigung der Aktion wird ein neues Dokument erzeugt.



The screenshot shows a web form titled 'Tätigkeit'. It has a toolbar with icons for document, save, delete, undo, redo, print, and check. The form fields are:

Tätigkeit	
Bezeichnung	
Berechnungssatz	EUR
Verrechnungssatz	EUR
Herstellungskosten	EUR
Ober-Tätigkeit	↔ 📁 ✕
Unter-Tätigkeiten	🏠 📄
Bemerkung	

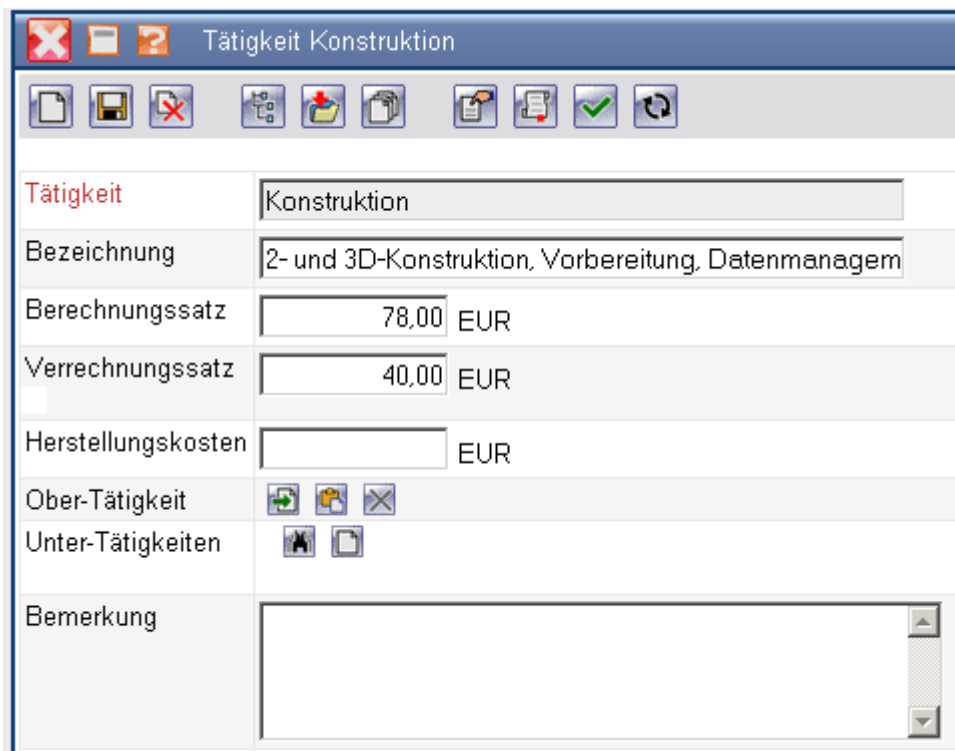
Wenn alle Informationen eingegeben sind, wird das Dokument mit  gespeichert.



The screenshot shows the same 'Tätigkeit' form, but now with example data. A tooltip 'Dokument speichern' is visible over the save icon in the toolbar.

Tätigkeit	Konstruktion
Bezeichnung	und 3D-Konstruktion, Vorbereitung, Datenmanagement
Berechnungssatz	78 EUR
Verrechnungssatz	40 EUR
Herstellungskosten	EUR
Ober-Tätigkeit	↔ 📁 ✕
Unter-Tätigkeiten	🏠 📄
Bemerkung	

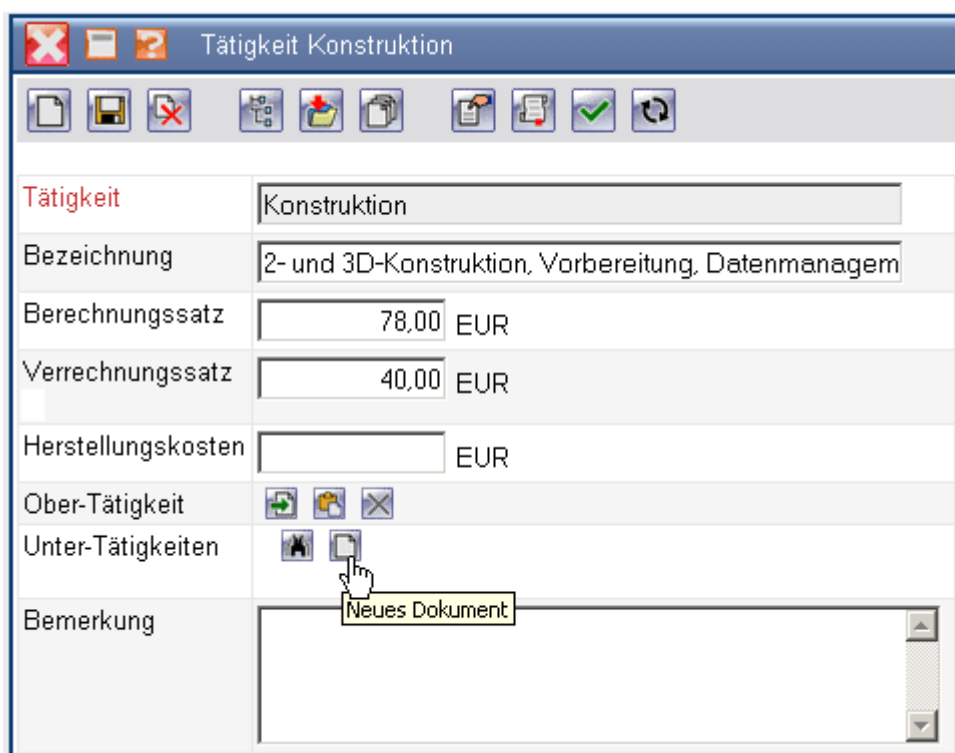
Im Beispiel ist eine neue Tätigkeit "Konstruktion" angelegt worden.



The screenshot shows a software window titled "Tätigkeit Konstruktion". It contains a form with the following fields:

Tätigkeit	Konstruktion
Bezeichnung	2- und 3D-Konstruktion, Vorbereitung, Datenmanagem
Berechnungssatz	78,00 EUR
Verrechnungssatz	40,00 EUR
Herstellungskosten	EUR
Ober-Tätigkeit	[Icons: left arrow, right arrow, close]
Unter-Tätigkeiten	[Icons: folder, document]
Bemerkung	[Empty text area with scrollbars]

Diese Tätigkeit kann jetzt analog zum oben beschriebenen Vorgehen in Untertätigkeiten unterteilt werden.



This screenshot is identical to the one above, but with a mouse cursor hovering over the document icon in the "Unter-Tätigkeiten" field. A tooltip labeled "Neues Dokument" is visible next to the cursor.

...Fortsetzung

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