

ConsumerMath.org

Financial Grading Software

Software Training:

Additional Setup

Job Titles





Welcome to ConsumerMath.org

- This presentation is one of eight which will show you how to use the Additional Setup options to form your class into the unique program you want to run.



Additional Setup



Additional Setup Options Available to You:

- Edit Homework Types
- Default Bills
- **Job Titles**
- Default Withholdings
- Loan
- Insurance
- Maladies
- Set Grading

Edit Job Title

Select **Job Titles** from the Dropdown Menu.



Consumer Math | **Dashboard** | **Additional Setup** | **Data Management** | Search Students | Logout

Dashboard

Course & Grades + Add Course

No Courses found.

Weekly Payroll

No Courses found.

Paying Bills

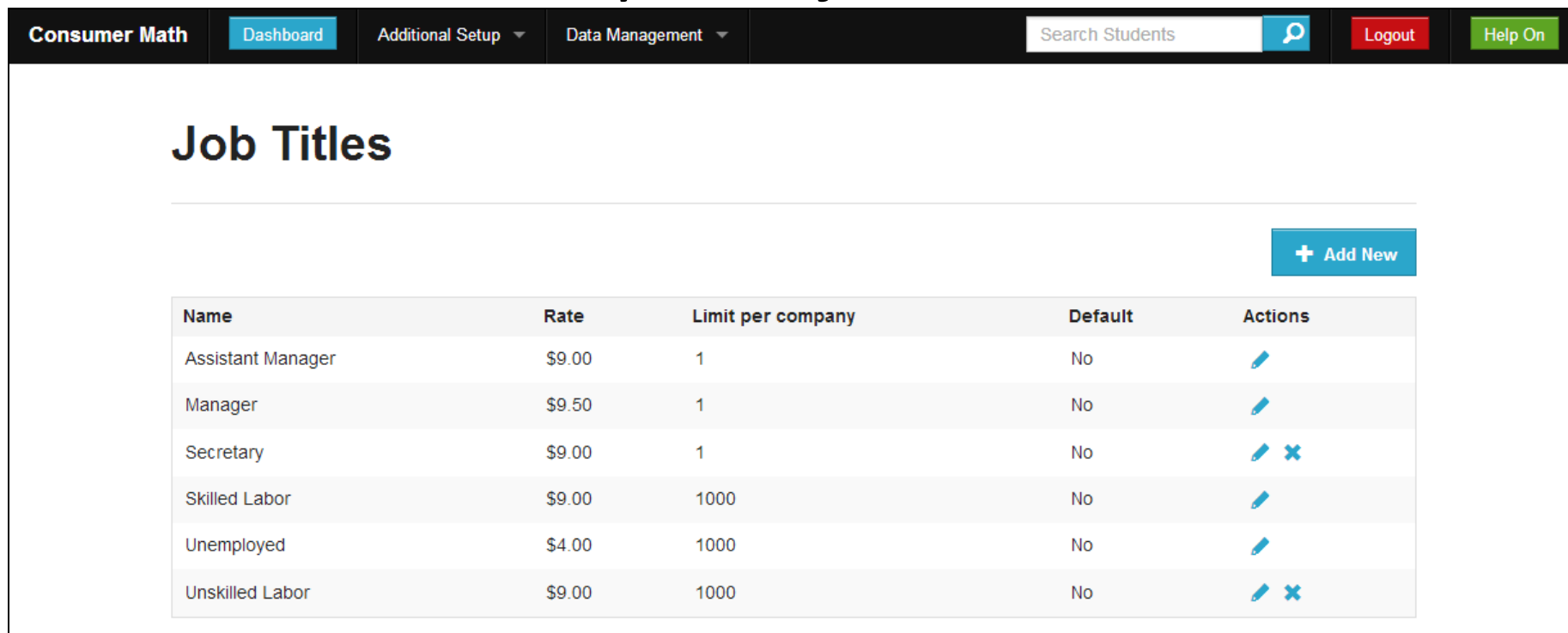
Courses	Monday-Thursday	Friday	Friday	Monday - Thursday
No Courses found.				

Edit Job Title









Job Titles are used to set the students' pay rates.

All students must have a Job Title.

You cannot edit the individual student's job rate, only their job title.



The screenshot shows the 'Consumer Math' software interface. The top navigation bar includes 'Consumer Math', 'Dashboard', 'Additional Setup', 'Data Management', a search box for 'Search Students', 'Logout', and 'Help On'. The main content area is titled 'Job Titles' and features a '+ Add New' button. Below this is a table with columns for Name, Rate, Limit per company, Default, and Actions.

Name	Rate	Limit per company	Default	Actions
Assistant Manager	\$9.00	1	No	
Manager	\$9.50	1	No	
Secretary	\$9.00	1	No	 
Skilled Labor	\$9.00	1000	No	
Unemployed	\$4.00	1000	No	
Unskilled Labor	\$9.00	1000	No	 



Edit Job Title



You cannot edit the individual student's job rate, only their job title.

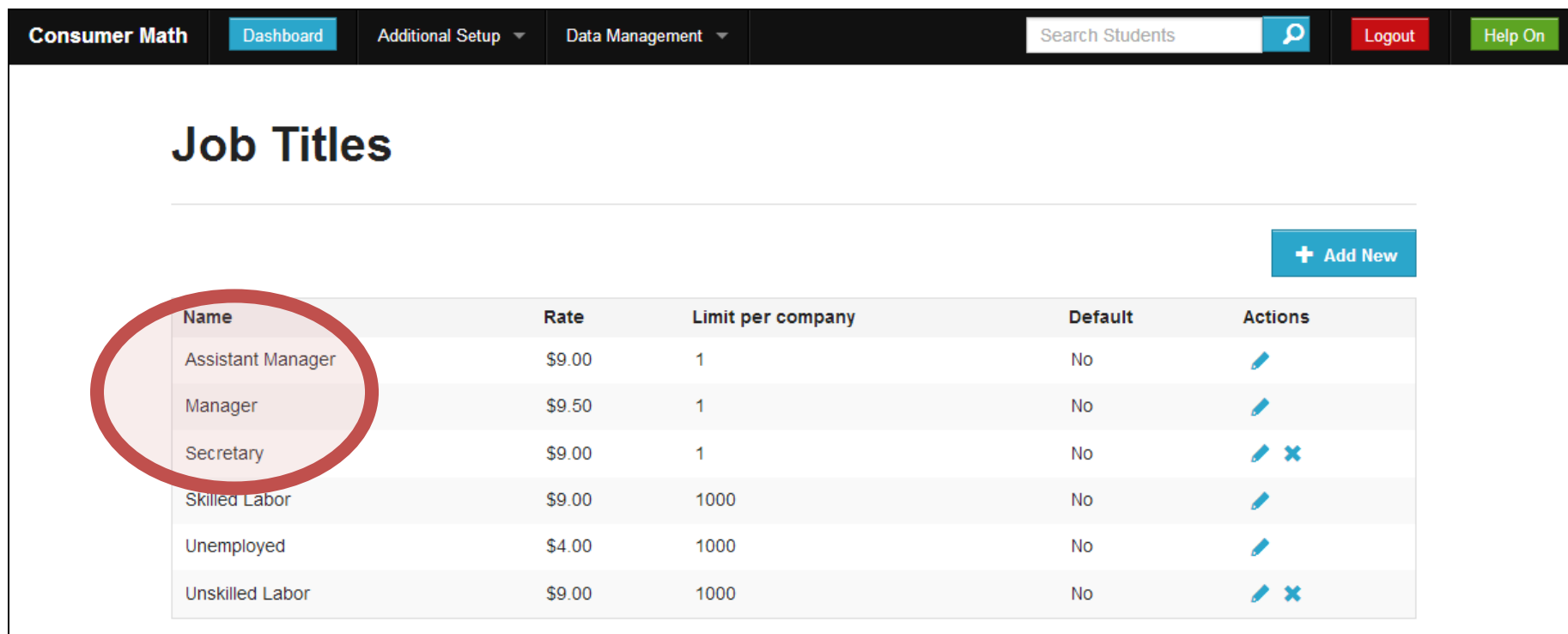
As the students apply for jobs, you will want to have a variety of job titles with different wage amounts.

There are two ways to do this:









1. Pre-establish job titles with incremental job rates. As students apply for jobs, round their actual salaries up or down to match them.
 - Ex: Waiter \$7.00; Cook- \$8.00; Cashier- \$9.00.
2. Create a new job title with exact wages as students present them to you.
 - Ex: Courtesy Clerk- \$9.00; Cashier- \$9.25.

Edit Job Title

The Assistant Manger, Manager, and Secretary titles are primarily used for the Business Finance Curriculum.

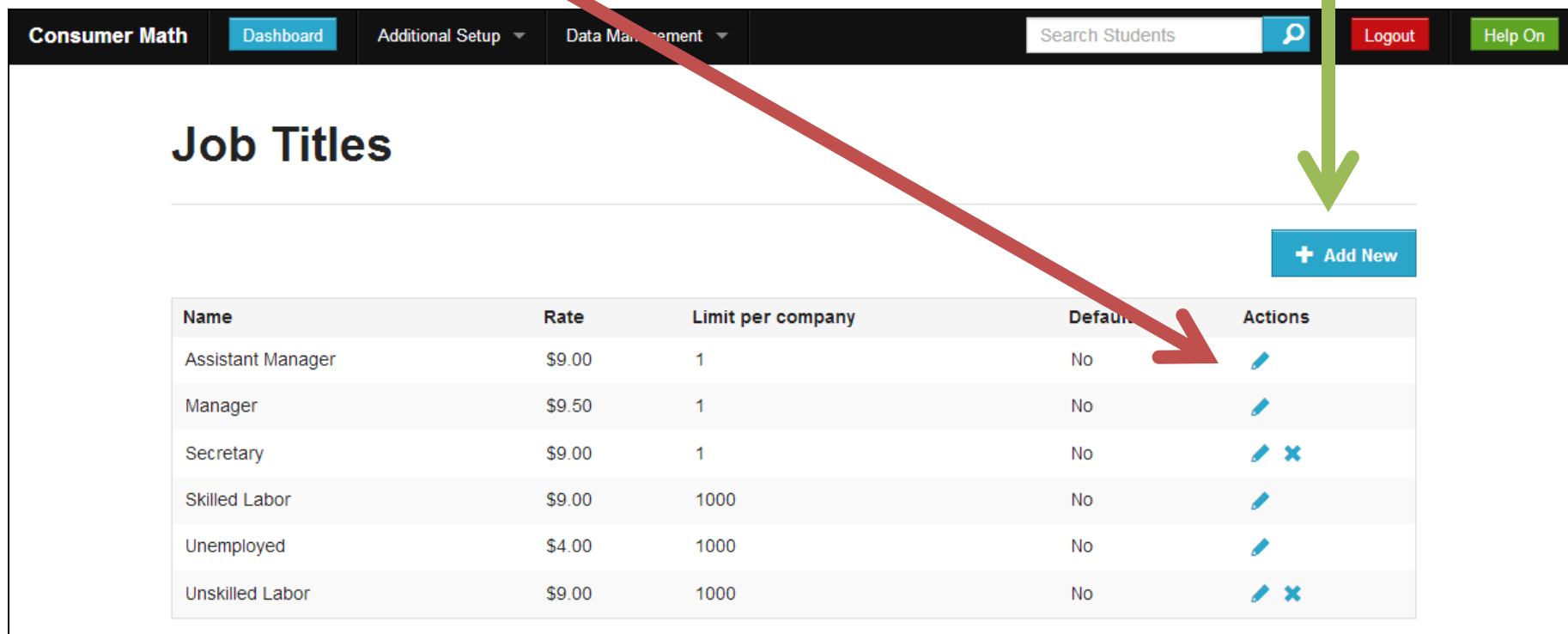


The screenshot shows the 'Job Titles' management interface. The table lists various job titles with their respective rates, limits, and default status. The 'Assistant Manager', 'Manager', and 'Secretary' titles are highlighted with a red circle, indicating they are the focus of the 'Edit Job Title' section.

Name	Rate	Limit per company	Default	Actions
Assistant Manager	\$9.00	1	No	
Manager	\$9.50	1	No	
Secretary	\$9.00	1	No	 
Skilled Labor	\$9.00	1000	No	
Unemployed	\$4.00	1000	No	
Unskilled Labor	\$9.00	1000	No	 

Edit Job Title

You can **edit** the default Job titles, or make **new** ones.



Consumer Math Dashboard Additional Setup Data Management Search Students Logout Help On

Job Titles

+ Add New

Name	Rate	Limit per company	Default	Actions
Assistant Manager	\$9.00	1	No	
Manager	\$9.50	1	No	
Secretary	\$9.00	1	No	
Skilled Labor	\$9.00	1000	No	
Unemployed	\$4.00	1000	No	
Unskilled Labor	\$9.00	1000	No	



Edit Job Title



Warning:

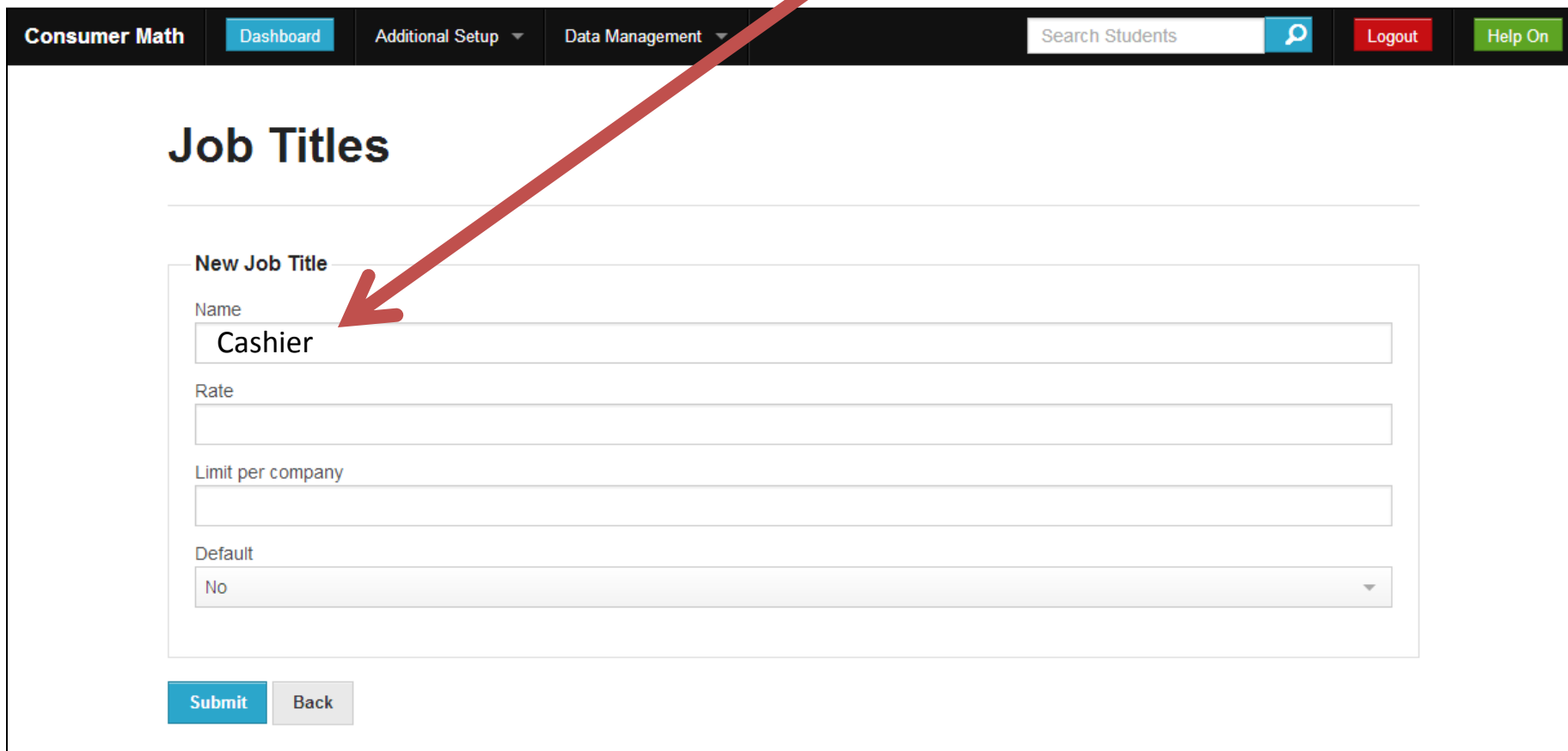
If you change the Job Title's rate in the middle of the school year, it will impact amounts earned on past paychecks.

It is better to create a new job title with a new wage amount than to alter existing job rates.

Edit Job Title

Give the Job Title an easily recognizable name.

Ex: **Cashier**



The screenshot shows the 'Job Titles' form in the Consumer Math application. The form is titled 'Job Titles' and contains several input fields. A red arrow points to the 'Name' field, which contains the text 'Cashier'. Below the 'Name' field are fields for 'Rate', 'Limit per company', and a 'Default' dropdown menu set to 'No'. At the bottom of the form are 'Submit' and 'Back' buttons.

Consumer Math | [Dashboard](#) | [Additional Setup](#) | [Data Management](#) | | [Logout](#) | [Help On](#)

Job Titles

New Job Title

Name

Rate

Limit per company

Default

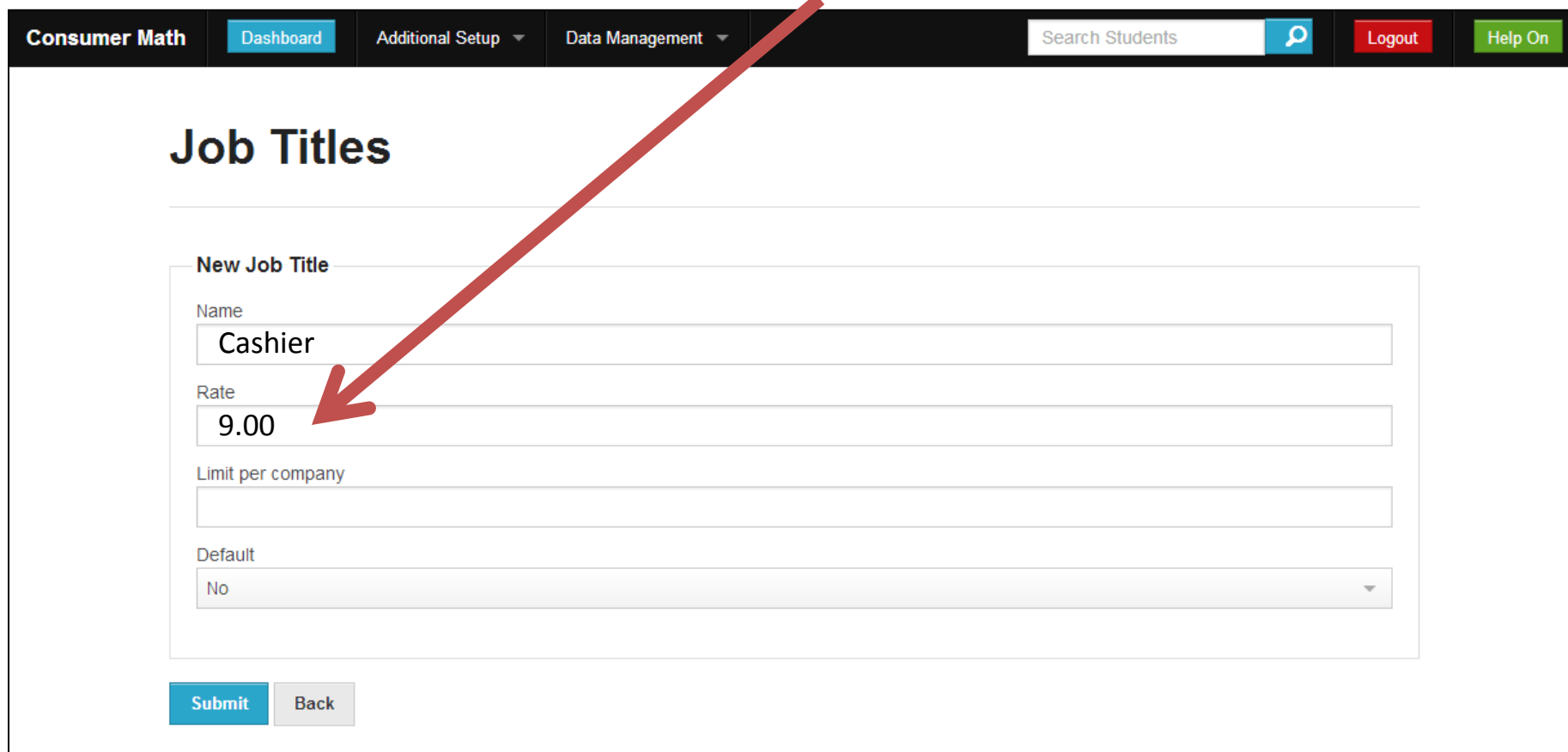
[Submit](#) [Back](#)

Edit Job Title

The Rate is the amount student's are paid per hour.

Don't enter symbols, just enter the number.

Ex: 9.00



Consumer Math | [Dashboard](#) | [Additional Setup](#) | [Data Management](#) | | [Logout](#) | [Help On](#)

Job Titles

New Job Title

Name

Rate

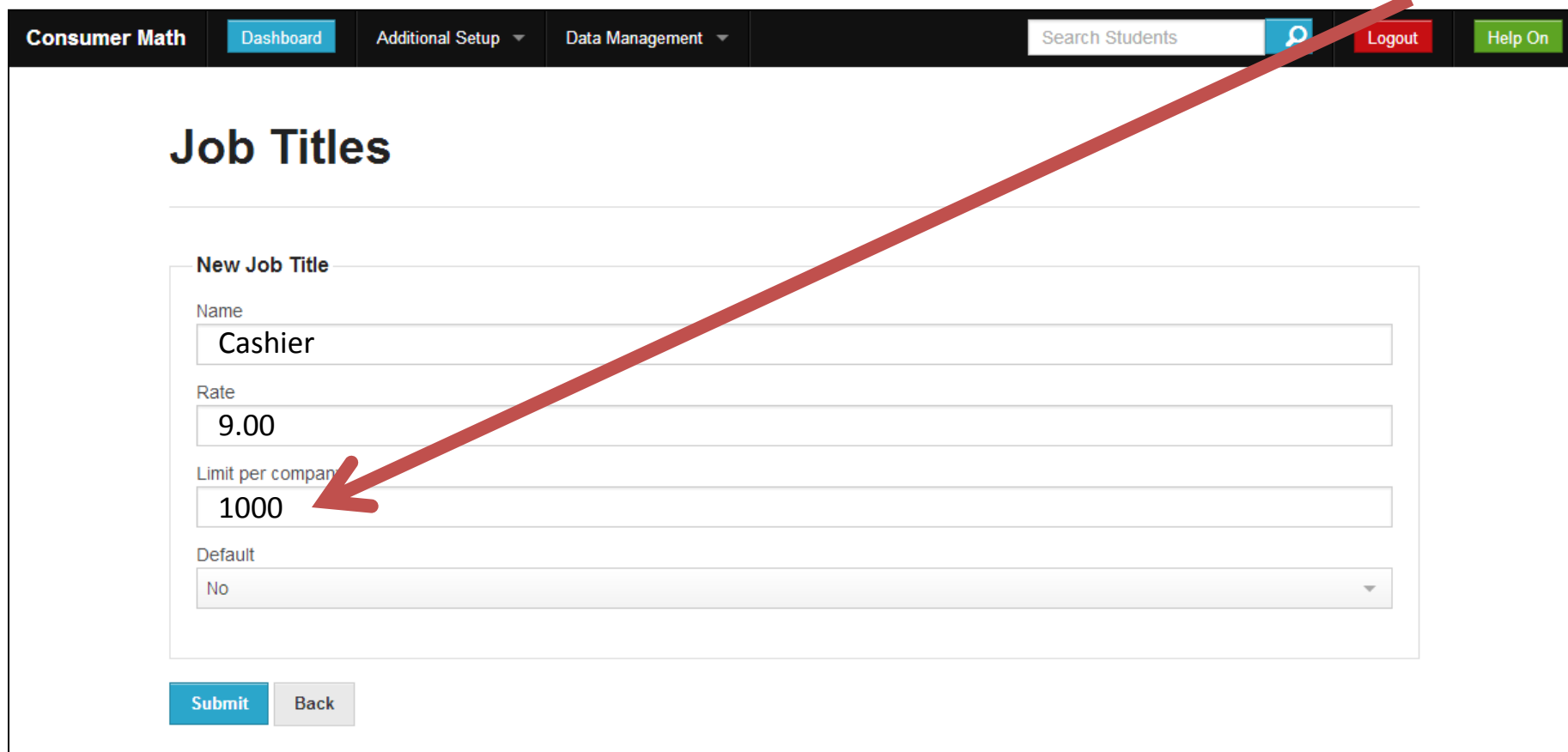
Limit per company

Default

[Submit](#) [Back](#)

Edit Job Title

Limit Per Company is primarily used for the Business Finance Curriculum where you only want one manager at a time. For other positions, enter a large number such as 1,000.



The screenshot shows the 'Job Titles' management interface. At the top, there is a navigation bar with 'Consumer Math', 'Dashboard', 'Additional Setup', and 'Data Management'. A search bar for 'Search Students' and buttons for 'Logout' and 'Help On' are also present. The main content area is titled 'Job Titles' and contains a form for adding a new job title. The form fields are: 'Name' (Cashier), 'Rate' (9.00), 'Limit per company' (1000), and 'Default' (No). A red arrow points to the 'Limit per company' field.

Field	Value
Name	Cashier
Rate	9.00
Limit per company	1000
Default	No

Edit Job Title

The **Default** Job Title is the job title that will automatically be given to all new students. Only one Job Title at a time can be the default title. We recommend using Unemployed as the default Job Title.

Job Titles

New Job Title

Name

Cashier

Rate

8.00

Limit per company

1000

Default

No

Submit

Back

Edit Job Title

Always **Submit** your entries to save them.

Job Titles

New Job Title

Name

Cashier

Rate

9.00

Limit per company

1000

Default

No

Submit

Back



Check This Out!



Check out these other tutorials
for more in depth training:

Quick Start Guide

The First 4 Weeks

Running Payroll

Grading with Money

Hints for First Time Teachers