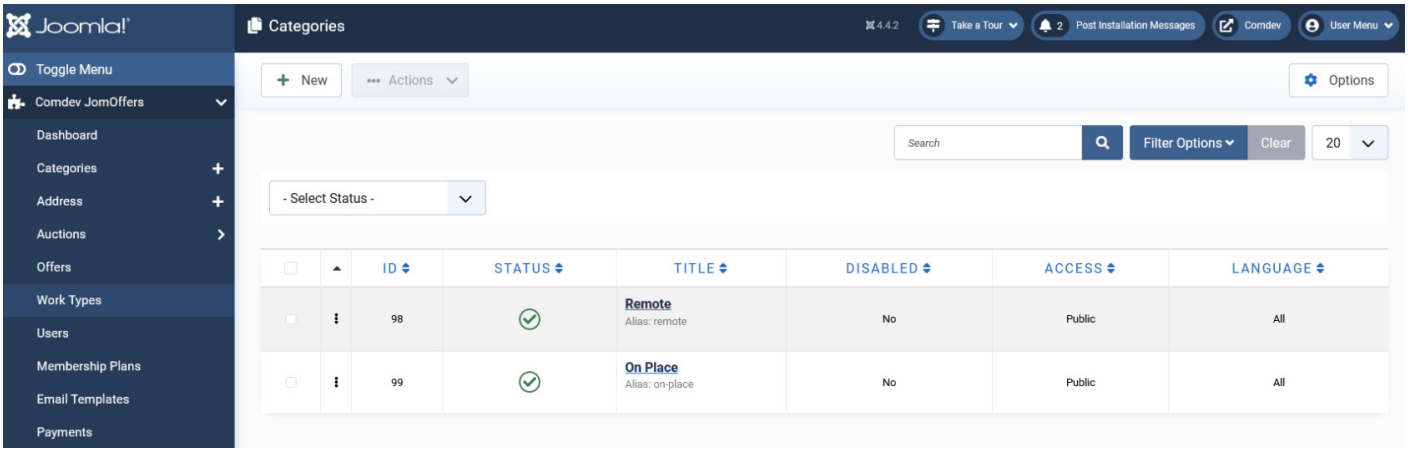
Work Type

Overview

Work Type for **Reverse Actions** defines the location where you want to avail the services required in the listing. For example, for a service such as gardening, the Work Type would be On Place or Remote. But, in case of accountant services, the Work Type would be In House.

Creating a Work Type

Creating a custom field involves setting certain options. To create a custom field, click New as shown in the following image.



Screen 1: Work Type screen

The following table explains the different options available on the screen.

New	Creates a new Custom Field.
Edit	Provides the edit mode to make changes to the existing level or titles created.
Publish	Publishes the created custom field.
Unpublish	Removes the entry from the list of published custom fields.
Archive	Archives custom fields that are not used anymore.
Trash	Deletes the custom fields that are not required anymore.

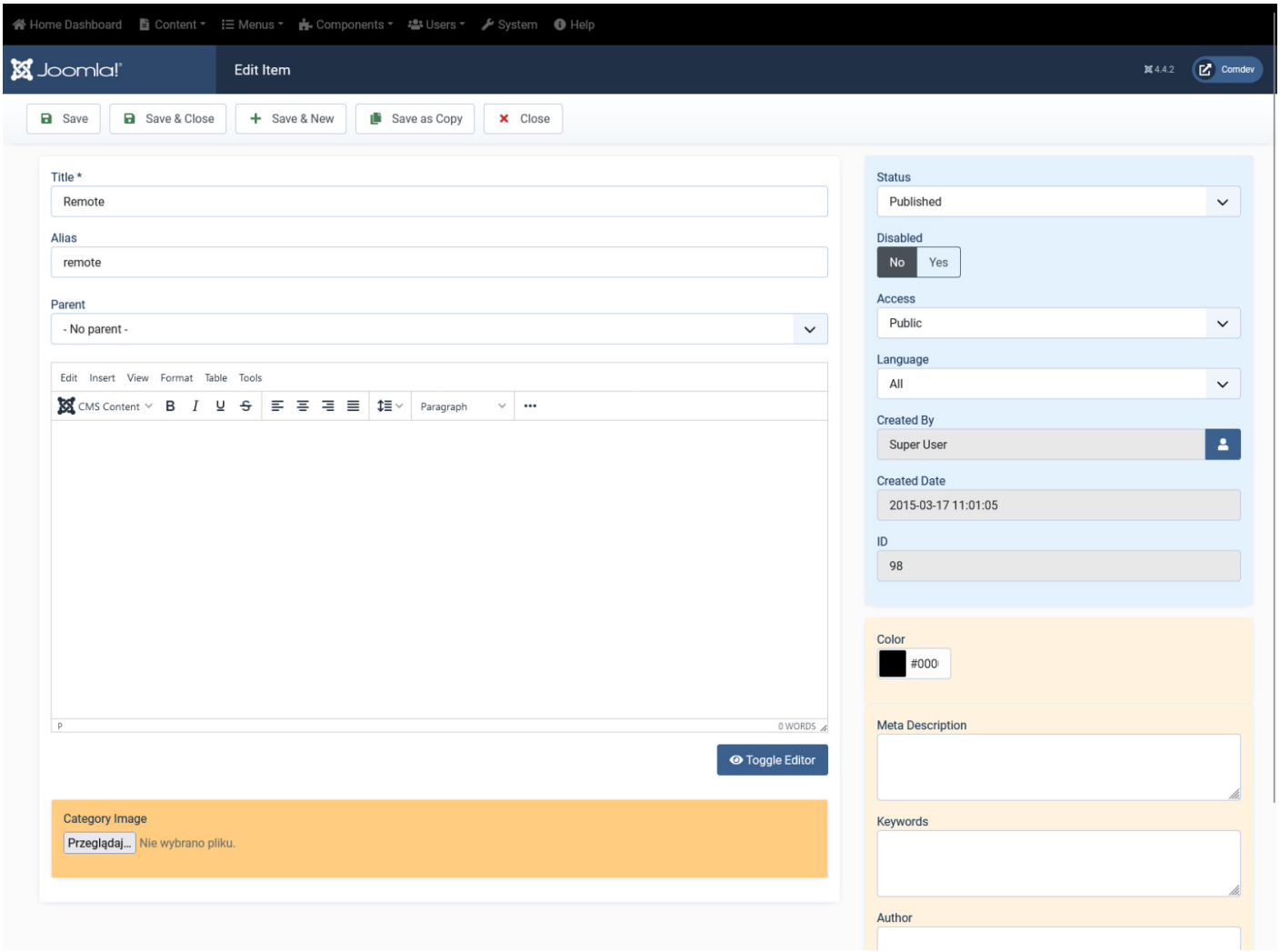
Rebuild	Refreshes to incorporate the changes made to the entries in the Custom Field feature.
Options	Displays the configuration screen for the JomOffers extension.

Editing a Work Type

If you want to edit existing entries, you can either click the entry from the Work Type screen or select the checkbox next to the entry, and then click **Edit**.

Work Type Edit

After you click the required entry that you need to edit, you can change the configurations for the fields as shown in the following image.



Screen 2: New Category tab screen

After you click the required entry that you need to edit, you can change the configurations based on the options as seen in the following table.

Title	Custom Address Field
Alias	URL alias for “SEF/SEO” URL
Parent	Select the parent address entry
Text box	Provide a description about the entry. You can format the text using the formatting options in the text box. You can also insert images or links to URLs for more information.
Category Image	Upload an address image

Publishing tab

After you have provided the above information, you can provide the publishing information in the Publishing tab as seen in the following image.

You can change the values for the given options using the following table.

Status	Based on the status seen here, the visibility changes as follows: • Published - Entries are visible on the front-end. • Unpublished – Entries are invisible in the front-end, but can be published later. • Archived – Older entries that are not ready for deletion yet. • Trashed – Older entries that should be removed.
Access	Access level for site users is as follows: • Public access grant access to everybody. • Superusers access grants access to only users • Registered access grants access only to registered and logged in users. • Special access only grants access to users specified as “Special”.
Language	Select the language for the address entry.
ID	Address ID, which can be used in modules, plugins and menus.
Created by	User name who created the entry.
Created Date	Date when the entry was created.

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