

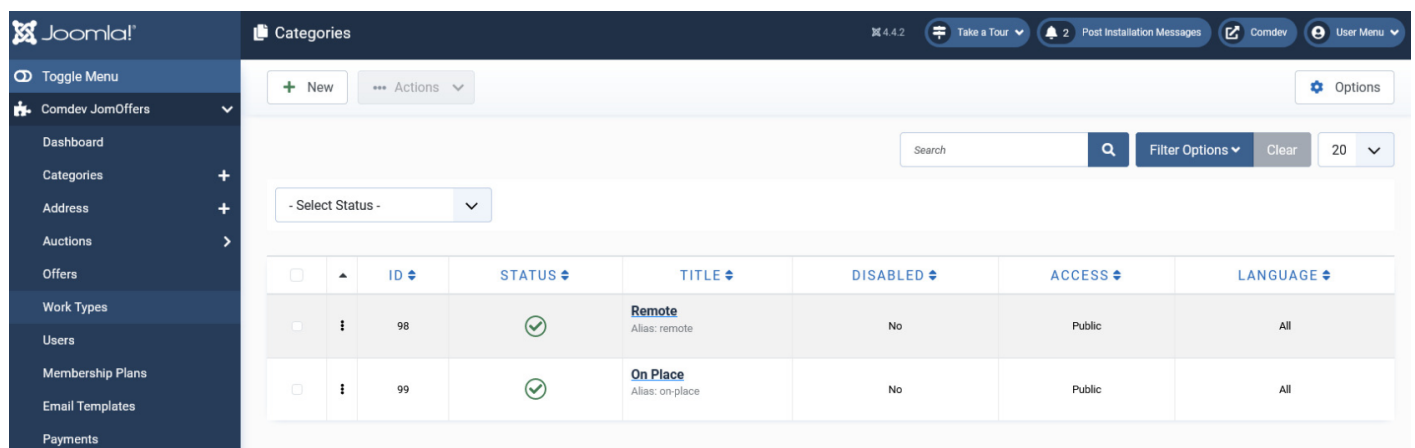
# Work Type

## 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.

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

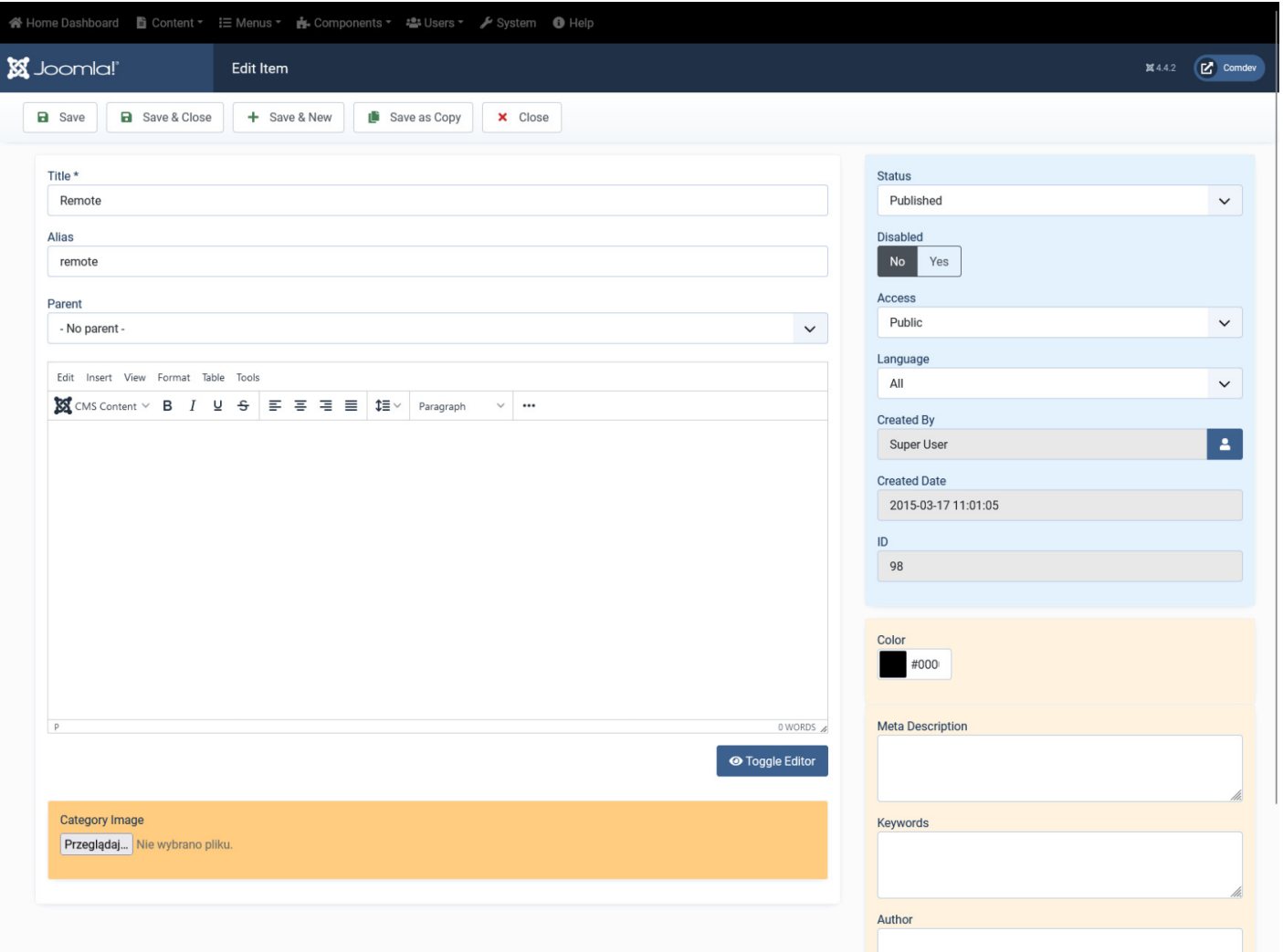
<b>Rebuild</b>	Refreshes to incorporate the changes made to the entries in the Custom Field feature.
<b>Options</b>	Displays the configuration screen for the JomOffers extension.

# 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.

<b>Title</b>	Custom Address Field
<b>Alias</b>	URL alias for “SEF/SEO” URL
<b>Parent</b>	Select the parent address entry
<b>Text box</b>	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.
<b>Category Image</b>	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.

<b>Status</b>	Based on the status seen here, the visibility changes as follows: <ul style="list-style-type: none"><li>• Published - Entries are visible on the front-end.</li><li>• Unpublished – Entries are invisible in the front-end, but can be published later.</li><li>• Archived – Older entries that are not ready for deletion yet.</li><li>• Trashed – Older entries that should be removed.</li></ul>
<b>Access</b>	Access level for site users is as follows: <ul style="list-style-type: none"><li>• Public access grant access to everybody.</li><li>• Superusers access grants access to only users</li><li>• Registered access grants access only to registered and logged in users.</li><li>• Special access only grants access to users specified as “Special”.</li></ul>
<b>Language</b>	Select the language for the address entry.
<b>ID</b>	Address ID, which can be used in modules, plugins and menus.
<b>Created by</b>	User name who created the entry.
<b>Created Date</b>	Date when the entry was created.