Select Projects, Categories, or Clients from the Edit menu to edit a Job (a Job in this context refers to either a project, category or client).
If the hourly rates are associated with the job, the hourly rates are also displayed. (see Preferences—Hourly Rate).
Note: Each TimeSlice file has its own list of Jobs.

dd adds items to the list.   A window appears where you enter the job and hourly rate if the hourly rate is associated with the job (see figure below).

Edit edits the selected item (or double-click on the item).   A window appears similar to the Add window where you edit the job.

licking on the "OK & more" button adds the job and keeps the Add window displayed so you can add more jobs quickly.   Pressing the Enter key has the same effect.   Clicking on the OK button (or pressing the Return key) returns you to the list of Jobs.   To cancel, click on the Cancel button (or press the Escape key).

Import… imports jobs from a text file*.

Export… exports the job list to a text file*.

Show unused highlights any jobs not used in the current document.

Help… displays additional information.

Delete removes the selected items.

Sort arranges the items alphabetically.

Always Sort items.   If checked, the items in the list are always sorted.

To keep your changes, click on OK.   To cancel your changes, click on Cancel.

* The format for importing and exporting a file is a list of items separated by a return.
Each item (line) has the job name, a tab character, and then the hourly rate.

```
Poster
50
Art Work
100
```

In the example above there are two lines ready for importing.   Poster, followed by a tab,
followed by 50.   The next line is Art Work, followed by a tab, followed by 100.   Note: an
hourly rate can be zero.