### STEPS How to set up the standard PO115 jobs

1. Go to PO15 and create the job name to match the desired standard job.
2. **Main Tab**: All Standard Jobs
* Procurement Group: POGP
* Update: Y (Update Mode)

* Participants: Optionally, you can filter by departments. (Change previous option to No)
1. **Change Template Tab**: All Standard Jobs
* All Templates: Y (Yes)
 
* Template Ref: Optionally, you can specify up to 6 templates to update
1. **Change Field Tab**:
2. *Optional:* Quantity: sets default template quantity
3. **Standard Job “UOM”:**
Item: Lawson Number
UOM: New Buy UOM

4. **For all other standard jobs, this Tab is blank**.
5. All other fields are restricted at MHS. See Lawson Knowledge Base for further information.
6. **Item Change Tab**:
* **Standard Job “UOM”:** leave blank
* **Standard Job “Replace”**



* Replace Item A with Item B: Item A: Old Lawson number
* Replace Item A with Item B: Item B: New Lawson number
* **Standard Job “ADD”:**



* Add item A 🡪 Everywhere Item B exists: Y
* Item A: New Lawson number
* Item B: Existing Lawson number
* **For Standard Job “DELETE”**



* Delete Item A 🡪 Item A = Lawson number
* The other options available on this Tab are not utilized by MHS.
1. Click Add and verify the status bar reads, “Add Complete – Continue”.