

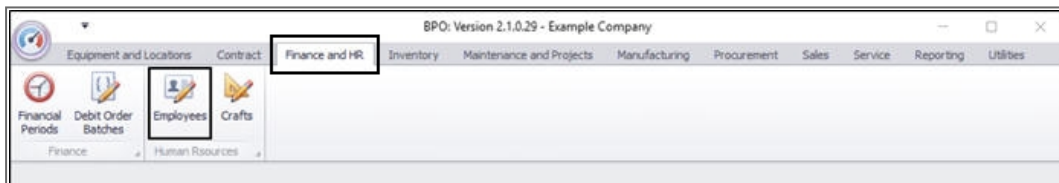
HUMAN RESOURCES

EMPLOYEES – REMOVE CRAFT FROM EMPLOYEE

It may be necessary to unlink a particular craft from an employee. For example, the employee may be transferred to a different department within the company. The skill set (craft) required for the previous position may no longer be utilised in the new position.

Follow the process below to **delete** a craft from an employee.

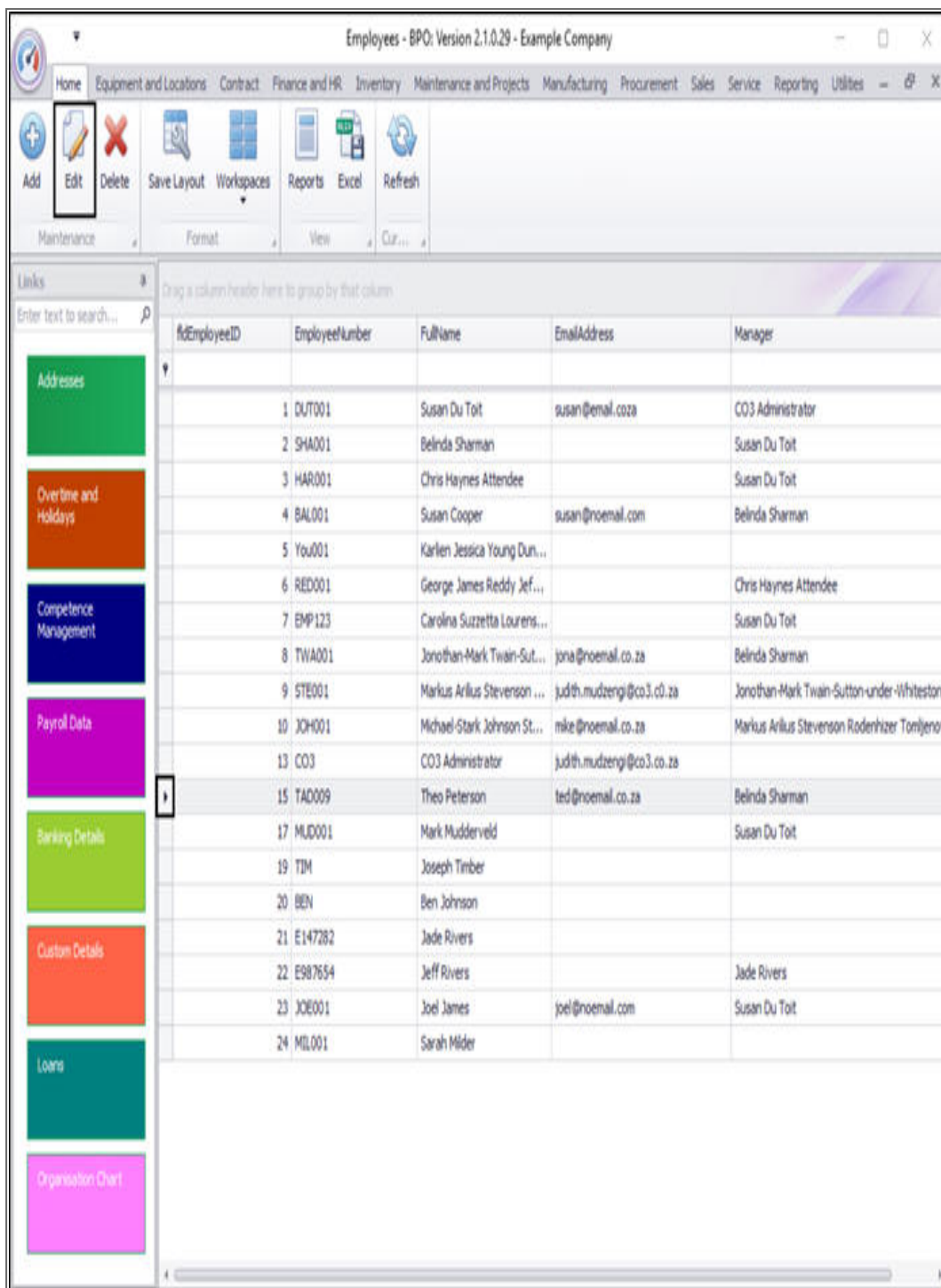
Ribbon Access: *Finance and HR > Employees*



- The **Employees** listing screen will be displayed.

SELECT EMPLOYEE

- Select the **row** of the **employee** you wish to **delete** a craft from.
- Click on **Edit**.



- The **Edit Employee** screen will be displayed.

SELECT CRAFT

- Go to the **Crafts** docking panel on the right of this screen.
- In the **CraftName** column, **right click** on the **Craft Name** that you wish to delete from this employee.

- A **Process** menu will pop up.

DELETE CRAFT

- Click on the **Delete** - Delete craft option.

Edit Employee - BPO: Version 2.1.0.29 - Example Company

Home Equipment and Locations Contract Finance and HR Inventory Maintenance and Projects Manufacturing Procurement Sales Service Reporting Utilities

Save Back Save Layout Workspaces

Processing Format

Links

Enter text to search...

Addresses

Overtime and Holidays

Competence Management

Payroll Data

Banking Details

Custom Details

Loans

Organisation Chart

Employee Number TAD009

First Name Theo

Second Name Peter

Initials TJJ

Last Name Peterson

ID Number 771106300026087

Birth Date 06 Nov 1978

Phone Number (W) 031 258 1425

Extension(W) 198

Phone Number (H) 031 654 1234

Fax Number 031 789 1414

Mobile Number 083 258 1425

Email Address ted@noemail.co.za

Passport Number 1593574062

Marital Status Single

Manager Belinda Sharman

Department Technical

User ID BPOsysAdmin

Bank Name Nedbank

Account Name Mr T P Peterson

Account Number 0987654321

Default Account ☐

Physical Address 26 River Road

Forest Hills

North Suburb

City Durban

Province KwaZulu Natal

Postal Code 1234

Country South Africa

Postal Address

City

Province

Postal Code

Country

Branch Name Forest Hill

Branch Code 202020

Account Type Savings Account

Dependants

Drag a column header here to group or sort column

First Name	Middle Name	Last Name

Shifts

Drag a column header here to group or sort column

StartDate	Shift Name	Start Day

Crafts

Drag a column header here to group or sort column

Craft Name	Site	City
ADMIN		Urban
DES	Design	Durban

Process

Craft Add new craft

Delete Delete craft

CONFIRM DELETION

- A **Delete Craft** message box will pop up asking:
 - *Are you sure you want to delete this craft []?*
- Click on **Yes**.

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Second Name Peter

Initials TJJ

Last Name Peterson

ID Number 771106300026087

Birth Date 06 Nov 1978

Phone Number (W) 031 258 1425

Extension(W) 198

Phone Number (H) 031 654 1234

Fax Number 031 789 1414

Mobile Number 083 258 1425

Email Address ted@noemail.co.za

Passport Number 1593574862

Marital Status Single

Manager Belinda Sherman

Department Technical

User ID BPOSysAdmin

Bank Name Nedbank

Account Name My T P Peterson

Account Number 0987654321

Default Account ☐

Physical Address 26 River Road

Forest Hills

North Suburb

City Durban

Province KwaZulu Natal

Postal Code 1234

Country South Africa

Postal Address

City

Province

Postal Code

Country

Dependants

Drag a column header here to group or sort column

First Name	Middle Name	Last Name

Shifts

Drag a column header here to group or sort column

StartDate	Shift Name	Start Day

Crafts

Drag a column header here to group or sort column

Craft Name	Craft Desc	Site Desc
ADMN	Administration	Durban
DES	Design	Durban

Delete Craft

Are you sure you want to delete this craft ADMN?

Yes No

- In the **Crafts** docking panel you will see that the **ADMN** craft has now been **removed**.

SAVE CHANGES

- Click on **Save**.

Edit Employee - BPO: Version 2.1.0.29 - Example Company

Home Equipment and Locations Contract Finance and HR Inventory Maintenance and Projects Manufacturing Procurement Sales Service Reporting Utilities

Save Back Save Layout Workspaces

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Employee Number TAD009

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Second Name Peter

Initials TJJ

Last Name Peterson

ID Number 771106300026087

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Phone Number (W) 031 258 1425

Extension(W) 198

Phone Number (H) 031 654 1234

Fax Number 031 789 1414

Mobile Number 083 258 1425

Email Address ted@noemail.co.za

Passport Number 1593574862

Marital Status Single

Manager Belinda Sharman

Department Technical

User ID BPOsysAdmin

Bank Name Nedbank

Account Name Mr T P Peterson

Account Number 0987654321

Default Account ☐

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North Suburb

City Durban

Province KwaZulu Natal

Postal Code 1234

Country South Africa

Postal Address

City

Province

Postal Code

Country

Branch Name Forest Hill

Branch Code 202020

Account Type Savings Account

Dependants

First Name	Middle Name	Last Name

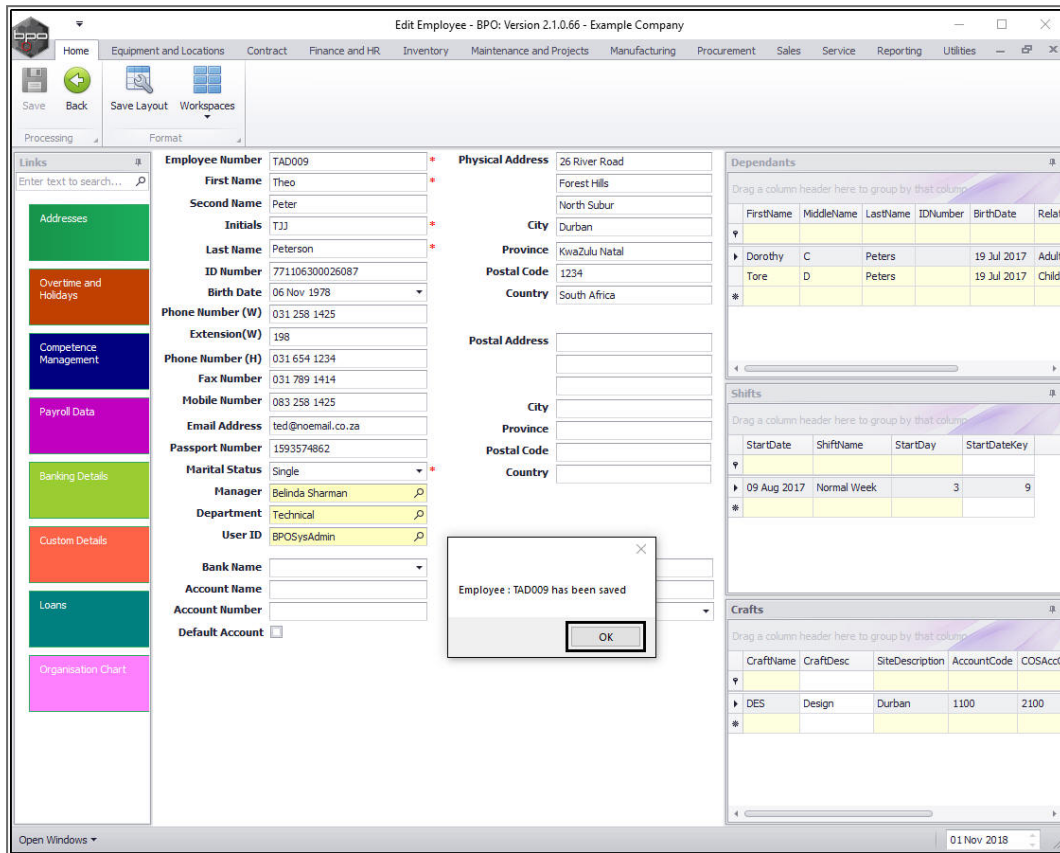
Shifts

StartDate	Shift Name	Start Day

Crafts

Craft Name	Craft Desc	Site Desc
DES	Design	Durban

- A message box will pop up informing you that;
 - **Employee: [] has been saved.**
- Click on **OK**.



Employee Number: TAD009

First Name: Theo

Second Name: Peter

Initials: TJJ

Last Name: Peterson

ID Number: 771106300026087

Birth Date: 06 Nov 1978

Phone Number (W): 031 258 1425

Extension(W): 198

Phone Number (H): 031 654 1234

Fax Number: 031 789 1414

Mobile Number: 083 258 1425

Email Address: ted@noemail.co.za

Passport Number: 1593574862

Marital Status: Single

Manager: Belinda Sharman

Department: Technical

User ID: BPOSysAdmin

Bank Name:

Account Name:

Account Number:

Default Account: ☐

Physical Address: 26 River Road, Forest Hills, North Subur, Durban, KwaZulu Natal, 1234, South Africa

Postal Address:

City:

Province:

Postal Code:

Country:

Dependants:

First Name	Middle Name	Last Name	ID Number	Birth Date	Relat
Dorothy	C	Peters		19 Jul 2017	Adult
Tore	D	Peters		19 Jul 2017	Child

Shifts:

StartDate	ShiftName	StartDay	StartDateKey
09 Aug 2017	Normal Week	3	9

Crafts:

CraftName	CraftDesc	SiteDescription	AccountCode	COSAccC
DES	Design	Durban	1100	2100

Employee : TAD009 has been saved

OK

- You will return to the **Employees** listing screen.

MNU.021.012

