

HUMAN RESOURCES

INTRODUCTION TO CRAFTS

The **Crafts** module in BPO is a way of classifying the skills of employees. <u>Tasks</u> can have these crafts linked to them in order to fit the right employee, with the right skills and qualifications to the right job.

Ribbon Access: Finance and HR > Crafts



THE CRAFTS LISTING SCREEN

- 1. The *Crafts* listing screen will be displayed.
- 2. The data grid will list <u>all</u> the crafts currently on the system.

CRAFTS ACTION BUTTONS

- 3. From this screen, you can:
 - Add a Craft
 - Edit a Craft
 - Delete a Craft



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	ADMN	Administration	1100	2100									
	REP	Sales Representative	1100	2100									
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	ITTECH	IT Technician	1100	2100									
_	DRV	Driver	1100	2100	— 2								
	CON	Consulting	1100	2100									
-	DES	Design	1100	2100									
-	TRAV	Travel	1100	2100									
-	ENG	Engineering	1100	2100									
_	MNGT	Management	1100	2100									
-	PAS	Personal Assistant	1100	2100									
-	ACC	Accounting	11001	21001									
	FIN	Finance	1101	2101									

CRAFT ACCOUNT CODES

You will note that *Account Codes* and *COS Account Codes* are linked to crafts.



Crafts - BPO: Version 2.5.0.0 - Example Company v2.5.0.0													x						
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We are currently updating the information in this topic. Thank you for your patience, please check back soon.



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