

# HUMAN RESOURCES

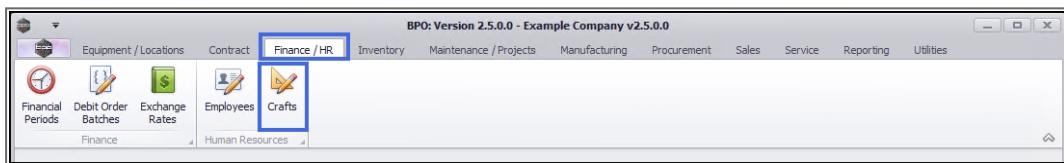
## INTRODUCTION TO CRAFTS

The **Crafts** module in BPO is a way of classifying the skills of employees. **Tasks** 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

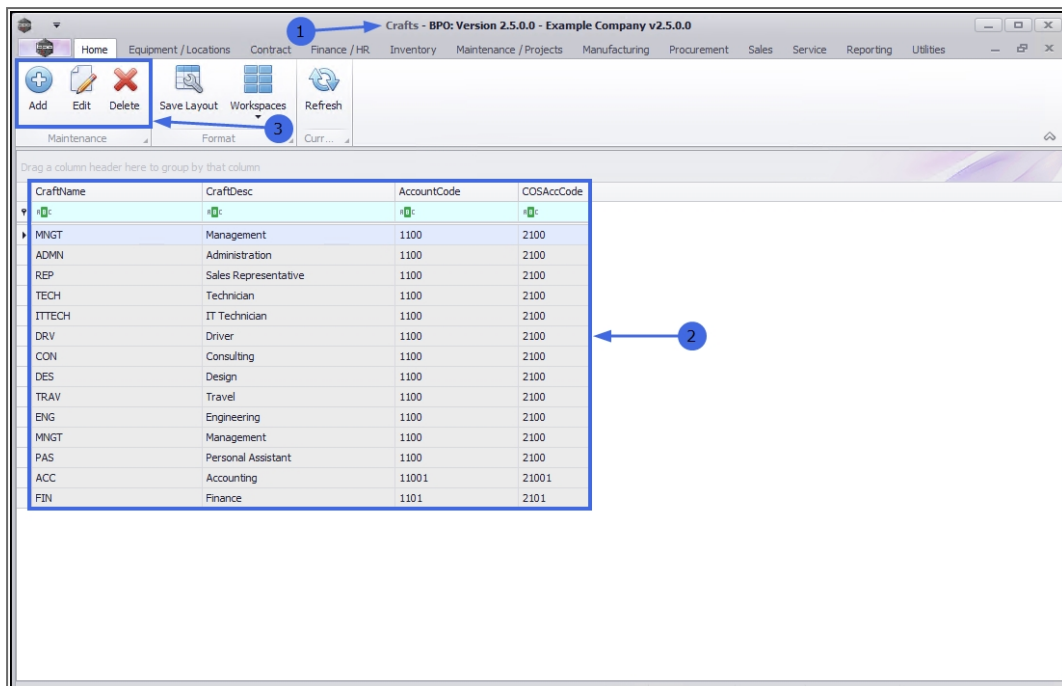
---

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

## CRAFTS ACTION BUTTONS

---

3. From this screen, you can:
  - [Add](#) a Craft
  - [Edit](#) a Craft
  - [Delete](#) a Craft



## 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

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

Add Edit Delete Save Layout Workspaces Refresh

Maintenance Format Curr...

Drag a column header here to group by that column

CraftName	CraftDesc	AccountCode	COSAccCode
▼	▼	▼	▼
▶ MNGT	Management	1100	2100
▶ ADMN	Administration	1100	2100
▶ REP	Sales Representative	1100	2100
▶ TECH	Technician	1100	2100
▶ ITTECH	IT Technician	1100	2100
▶ DRV	Driver	1100	2100
▶ 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

*We are currently updating the information in this topic. Thank you for your patience, please check back soon.*

**UNDER CONSTRUCTION**

We are currently updating our site; thank you for your patience, please check back soon.

BPO.MNU.022

