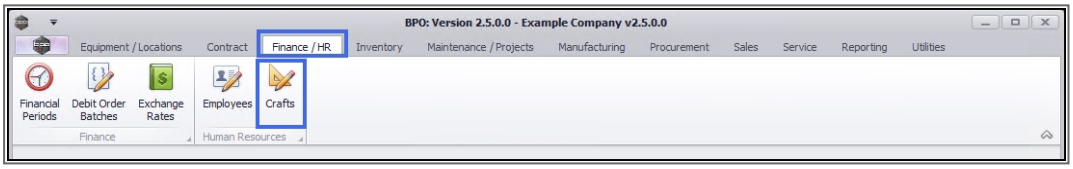
HUMAN RESOURCES

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

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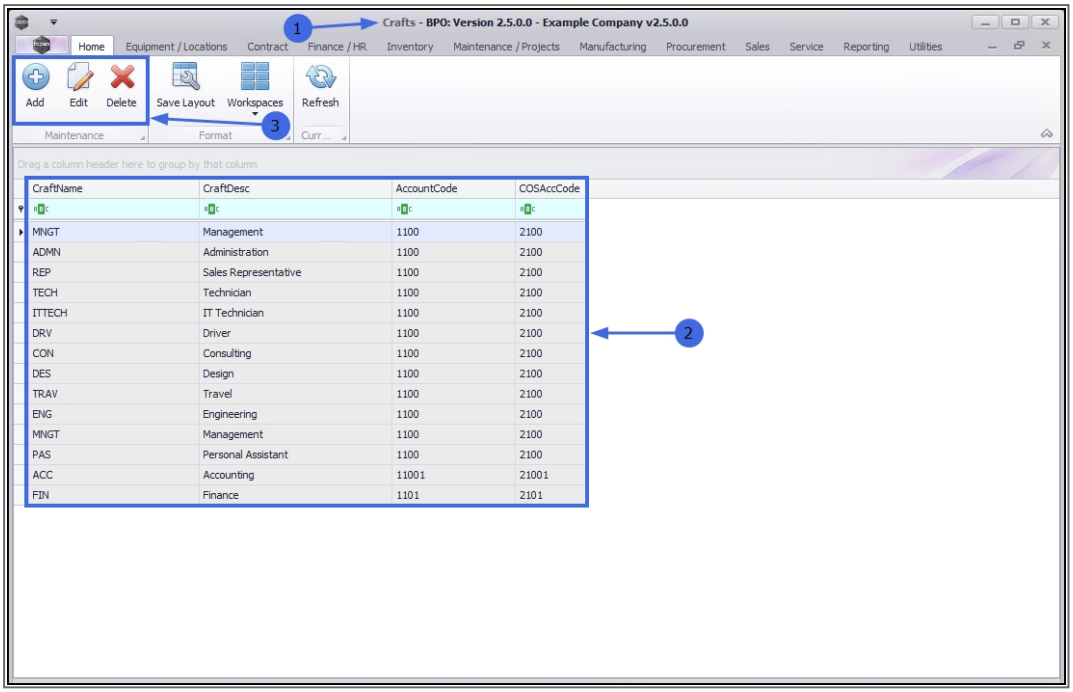

CRAFT ACCOUNT CODES

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

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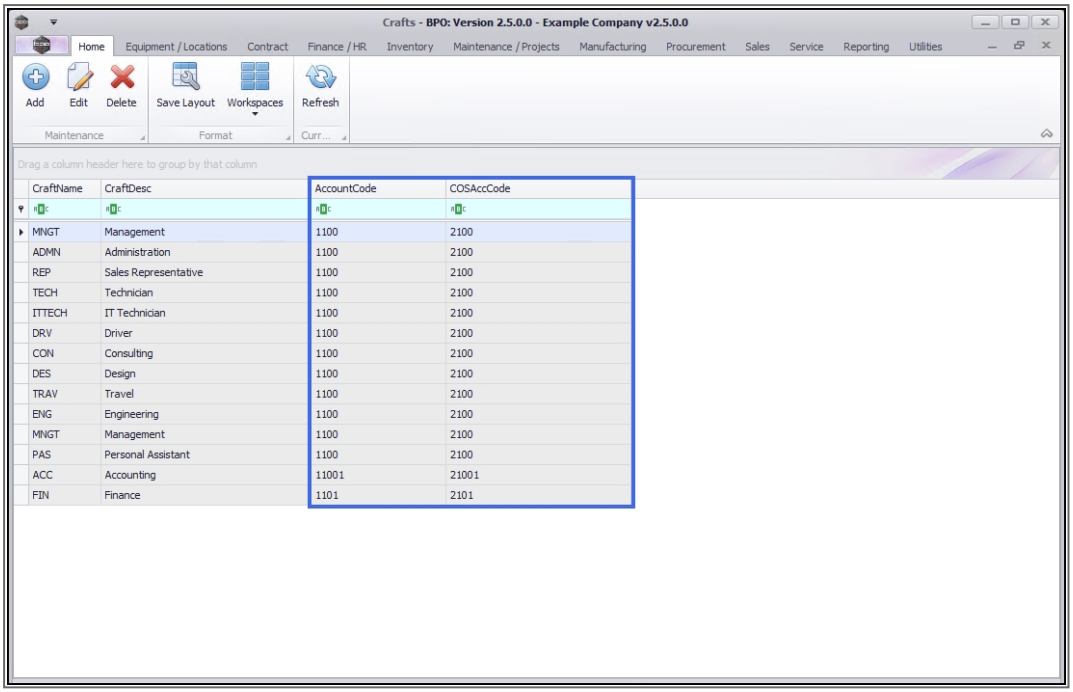
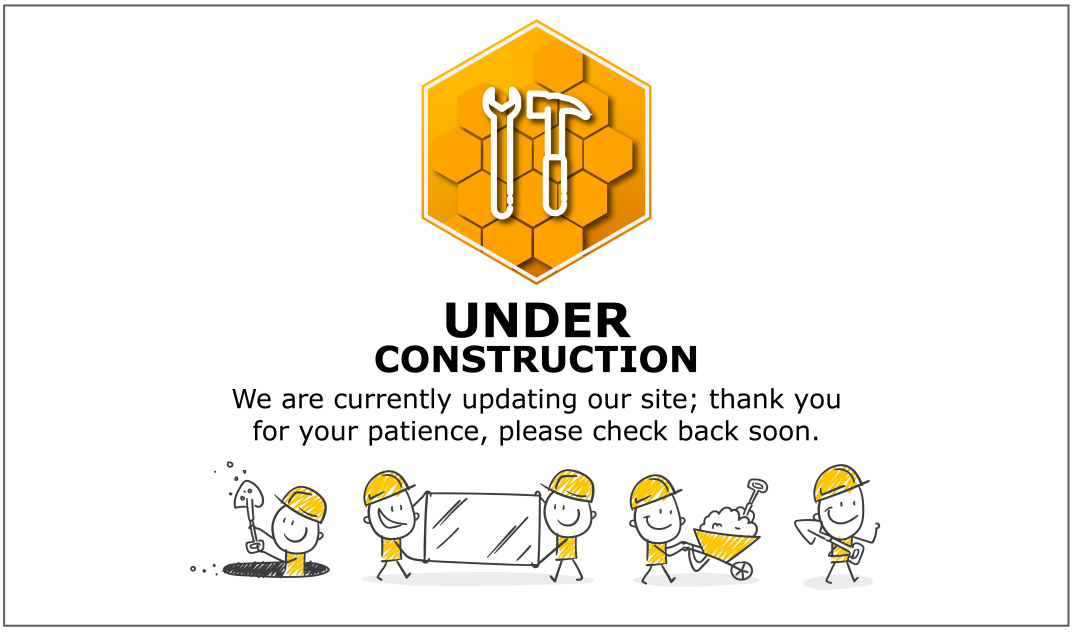


We are currently updating the information in this topic. Thank you for your patience, please check back soon.



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