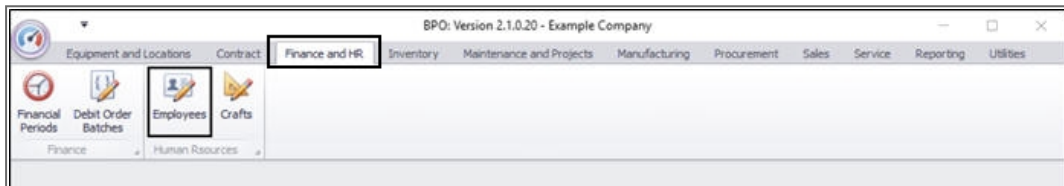


HUMAN RESOURCES

EMPLOYEES – EDIT CRAFT

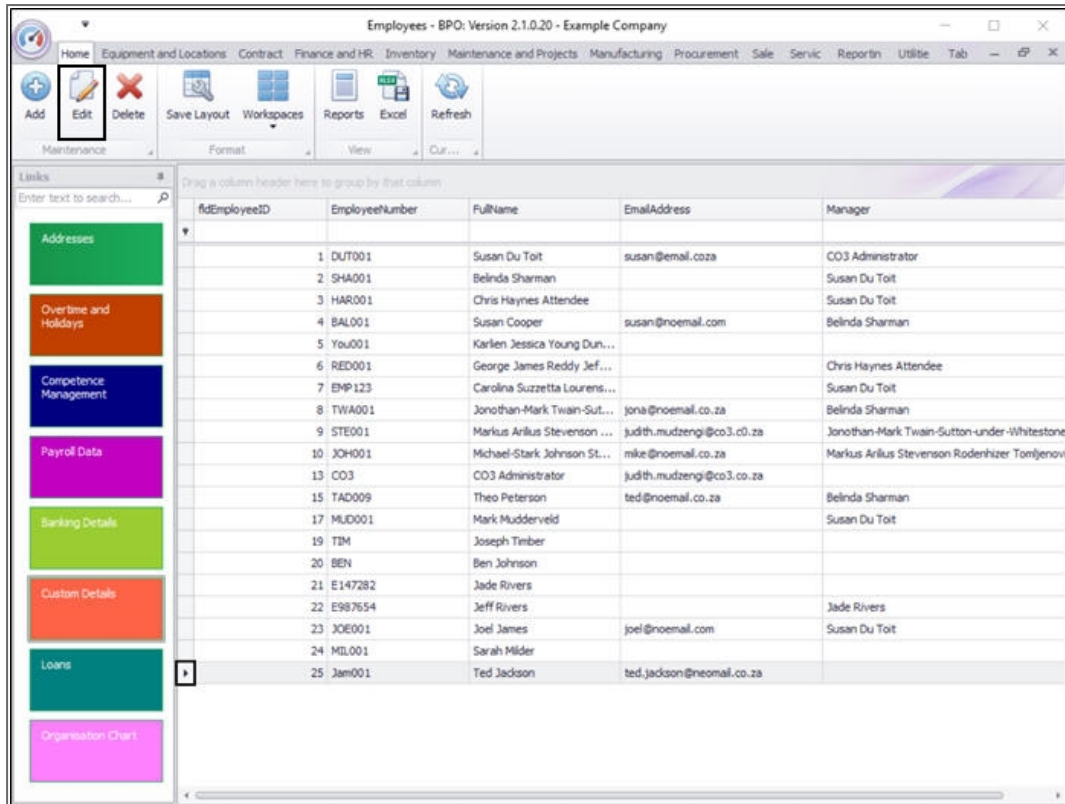
Ribbon Access: Finance and HR > Employees



- The *Employees* listing screen will display.

SELECT EMPLOYEE

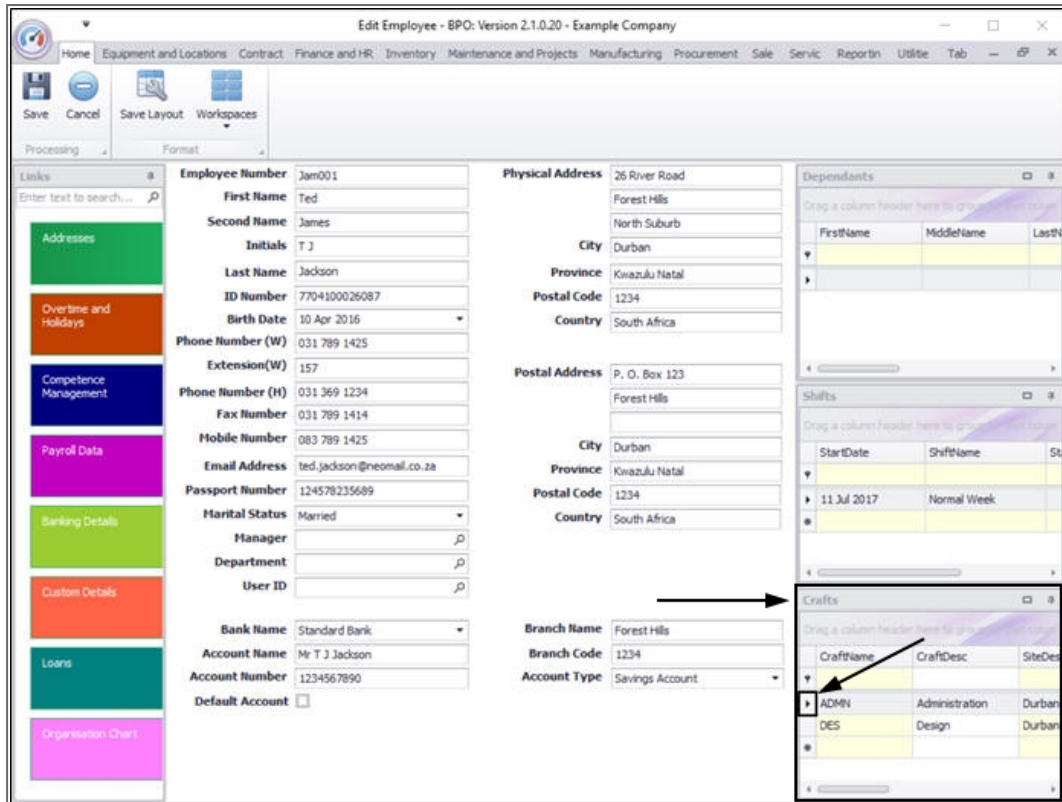
- Select the *row* of the *employee* whose craft details you wish to change.
- Click on *Edit*.



- The **Edit Employee** screen will be displayed with the **Crafts** docking panel on the right-hand side.

SELECT CRAFT

- Select the row of the **Craft Name** where you wish to make changes.



In this example, the **Craft Rate** is to be edited.

EDIT CRAFT DETAIL

- **Scroll right** in the **Crafts** docking panel until you can view the **Rate** column.
- Click on the **rate** to be changed.

Edit Employee - BPO: Version 2.1.0.20 - Example Company

Home | Equipment and Locations | Contract | Finance and HR | Inventory | Maintenance and Projects | Manufacturing | Procurement | Sale | Service | Reports | Utilities | Tab

Save | Cancel | 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 Jan001

First Name Ted

Second Name James

Initials T J

Last Name Jackson

ID Number 7704100026087

Birth Date 10 Apr 2016

Phone Number (W) 031 789 1425

Extension(W) 157

Phone Number (H) 031 369 1234

Fax Number 031 789 1414

Mobile Number 083 789 1425

Email Address ted.jackson@neomail.co.za

Passport Number 124578235689

Marital Status Married

Manager ρ

Department ρ

User ID ρ

Bank Name Standard Bank

Account Name Mr T J Jackson

Account Number 1234567890

Default Account

Physical Address 26 River Road

Forest Hills

North Suburb

City Durban

Province Kwazulu Natal

Postal Code 1234

Country South Africa

Postal Address P. O. Box 123

Forest Hills

City Durban

Province Kwazulu Natal

Postal Code 1234

Country South Africa

Branch Name Forest Hills

Branch Code 1234

Account Type Savings Account

Dependants

Drag a column header here to group by this column

First Name	Middle Name	Last Name

Shifts

Drag a column header here to group by this column

StartDate	Shift Name	St
11 Jul 2017	Normal Week	

Crafts

Drag a column header here to group by this column

Cost Estimate	Rate	Is Primary
165.00	465.00	Yes
200.00	500.00	No

- **Directional arrows** will appear in this field.
- Either type in or use these arrows to either **increase** or **decrease**

the Craft Rate.

- In this image, the initial Craft rate is **465.00**.

Edit Employee - BPO: Version 2.1.0.20 - Example Company

Home | Equipment and Locations | Contract | Finance and HR | Inventory | Maintenance and Projects | Manufacturing | Procurement | Sale | Servic | Reportin | Utilite | Tab

Save | Cancel | Save Layout | Workspaces

Processing | Format

Links

Enter text to search...

- Addresses
- Overtime and Holidays
- Competence Management
- Payroll Data
- Banking Details
- Custom Details
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Country South Africa

Branch Name Forest Hills

Branch Code 1234

Account Type Savings Account

Dependants

First Name	Middle Name	Last Name

Shifts

StartDate	Shift Name	St
11 Jul 2017	Normal Week	

Crafts

Cost Estimate	Rate	Is Primary
165.00	465.00	Yes
200.00	500.00	No

- In this image the Craft rate has been **decreased** to **400**.

Edit Employee - BPO: Version 2.1.0.20 - Example Company

Home | Equipment and Locations | Contract | Finance and HR | Inventory | Maintenance and Projects | Manufacturing | Procurement | Sale | Service | Reporting | Utilities | Tab

Save | Cancel | 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	Jam001	Physical Address	26 River Road
First Name	Ted		Forest Hills
Second Name	James		North Suburb
Initials	T J	City	Durban
Last Name	Jackson	Province	Kwazulu Natal
ID Number	7704100026087	Postal Code	1234
Birth Date	10 Apr 2016	Country	South Africa
Phone Number (W)	031 789 1425	Postal Address	P. O. Box 123
Extension(W)	157		Forest Hills
Phone Number (H)	031 369 1234	City	Durban
Fax Number	031 789 1414	Province	Kwazulu Natal
Mobile Number	083 789 1425	Postal Code	1234
Email Address	ted.jackson@neomail.co.za	Country	South Africa
Passport Number	124578235689	Branch Name	Forest Hills
Marital Status	Married	Branch Code	1234
Manager		Account Type	Savings Account
Department			
User ID			
Bank Name	Standard Bank		
Account Name	Mr T J Jackson		
Account Number	1234567890		
Default Account	<input type="checkbox"/>		

Dependants

First Name	Middle Name	Last Name

Shifts

StartDate	ShiftName	Status
11 Jul 2017	Normal Week	

Crafts

Cost Estimate	Rate	Is Primary
165.00	400	Yes
200.00	500.00	No

SAVE CHANGES

- Click on **Save**.

Edit Employee - BPO: Version 2.1.0.20 - Example Company

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

Save Cancel 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

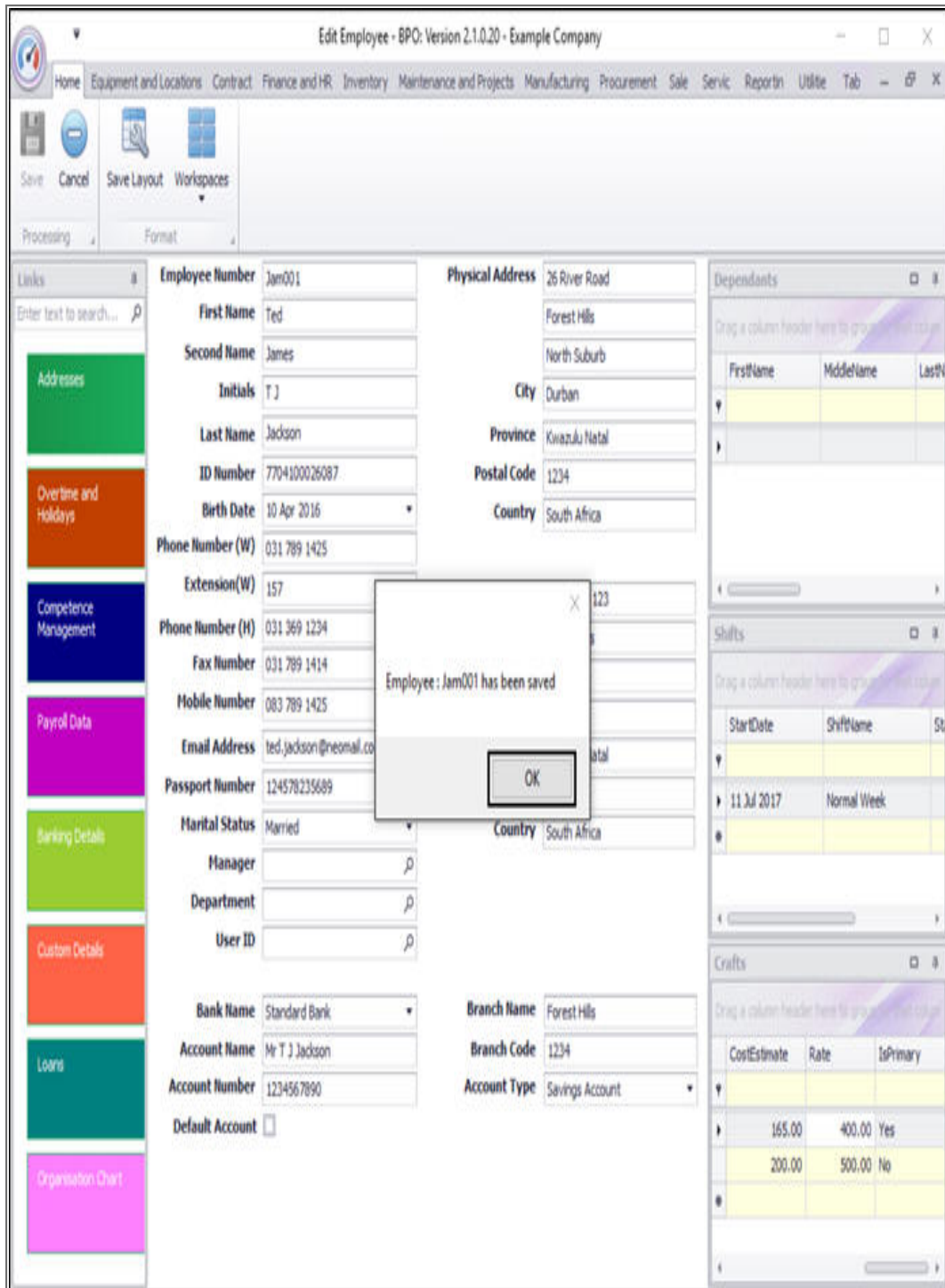
Employee Number	Jam001	Physical Address	26 River Road
First Name	Ted		Forest Hills
Second Name	James		North Suburb
Initials	T J	City	Durban
Last Name	Jackson	Province	Kwazulu Natal
ID Number	7704100026087	Postal Code	1234
Birth Date	10 Apr 2016	Country	South Africa
Phone Number (W)	031 789 1425	Postal Address	P. O. Box 123
Extension(W)	157		Forest Hills
Phone Number (H)	031 369 1234	City	Durban
Fax Number	031 789 1414	Province	Kwazulu Natal
Mobile Number	083 789 1425	Postal Code	1234
Email Address	ted.jackson@neomail.co.za	Country	South Africa
Passport Number	124578235609	Branch Name	Forest Hills
Marital Status	Married	Branch Code	1234
Manager		Account Type	Savings Account
Department			
User ID			
Bank Name	Standard Bank		
Account Name	Mr T J Jackson		
Account Number	1234567890		
Default Account	<input type="checkbox"/>		

First Name	Middle Name	Last Name

StartDate	Shift Name	Status
11 Jul 2017	Normal Week	

Cost Estimate	Rate	Is Primary
165.00	400	Yes
200.00	500.00	No

- A message box will pop up advising the following:
 - *Employee: [] has been saved.*
- Click on **Ok**.



- The edited details will be saved, and you will return to the ***Employees*** listing screen.

MNU.021.011

