

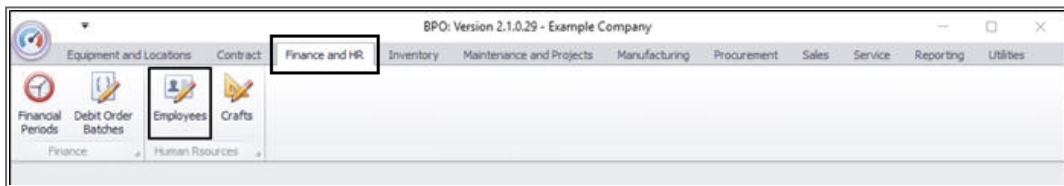
HUMAN RESOURCES

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.

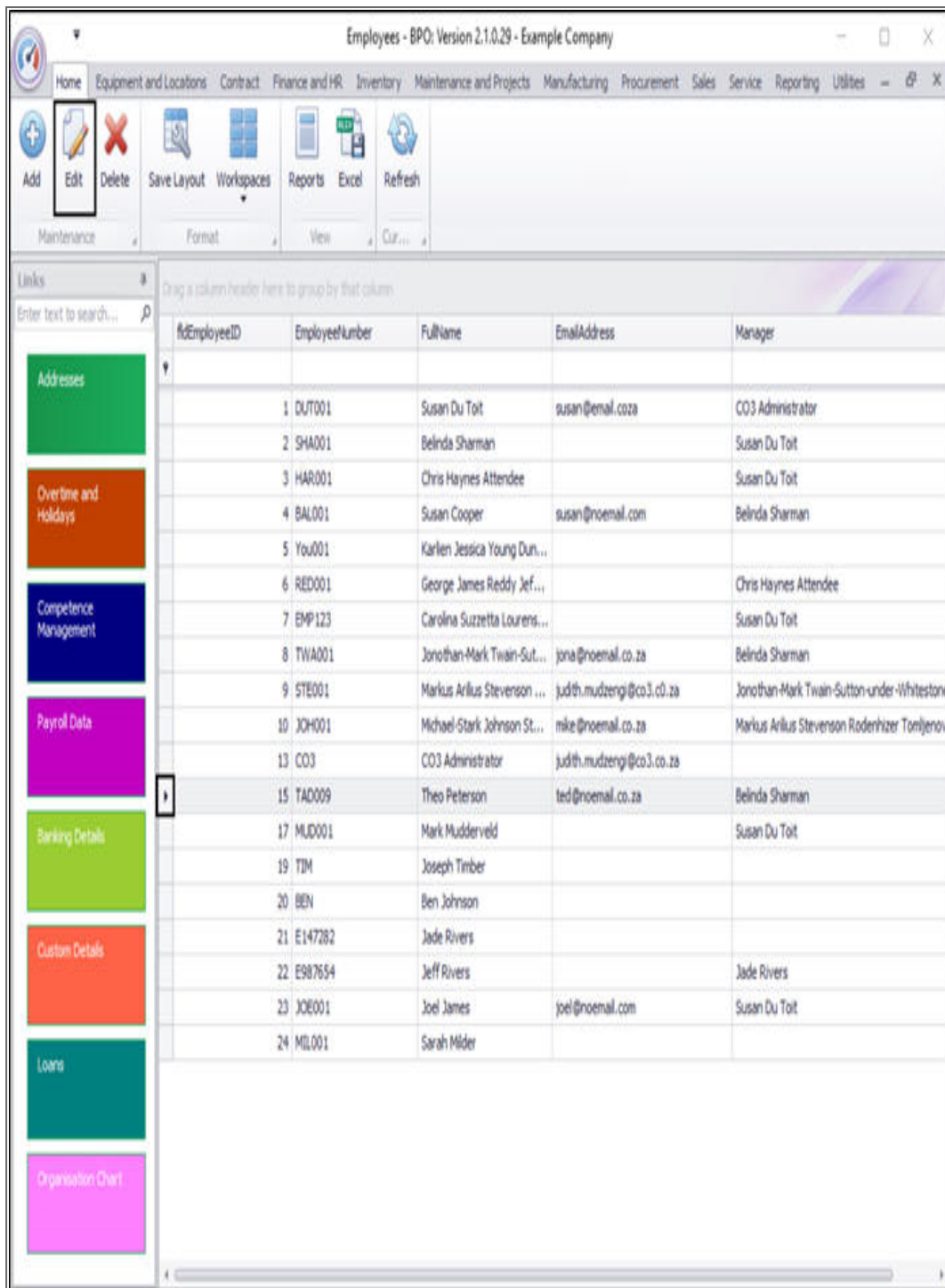
Ribbon Access: Finance and HR > Employees



- 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.

DELETE CRAFT

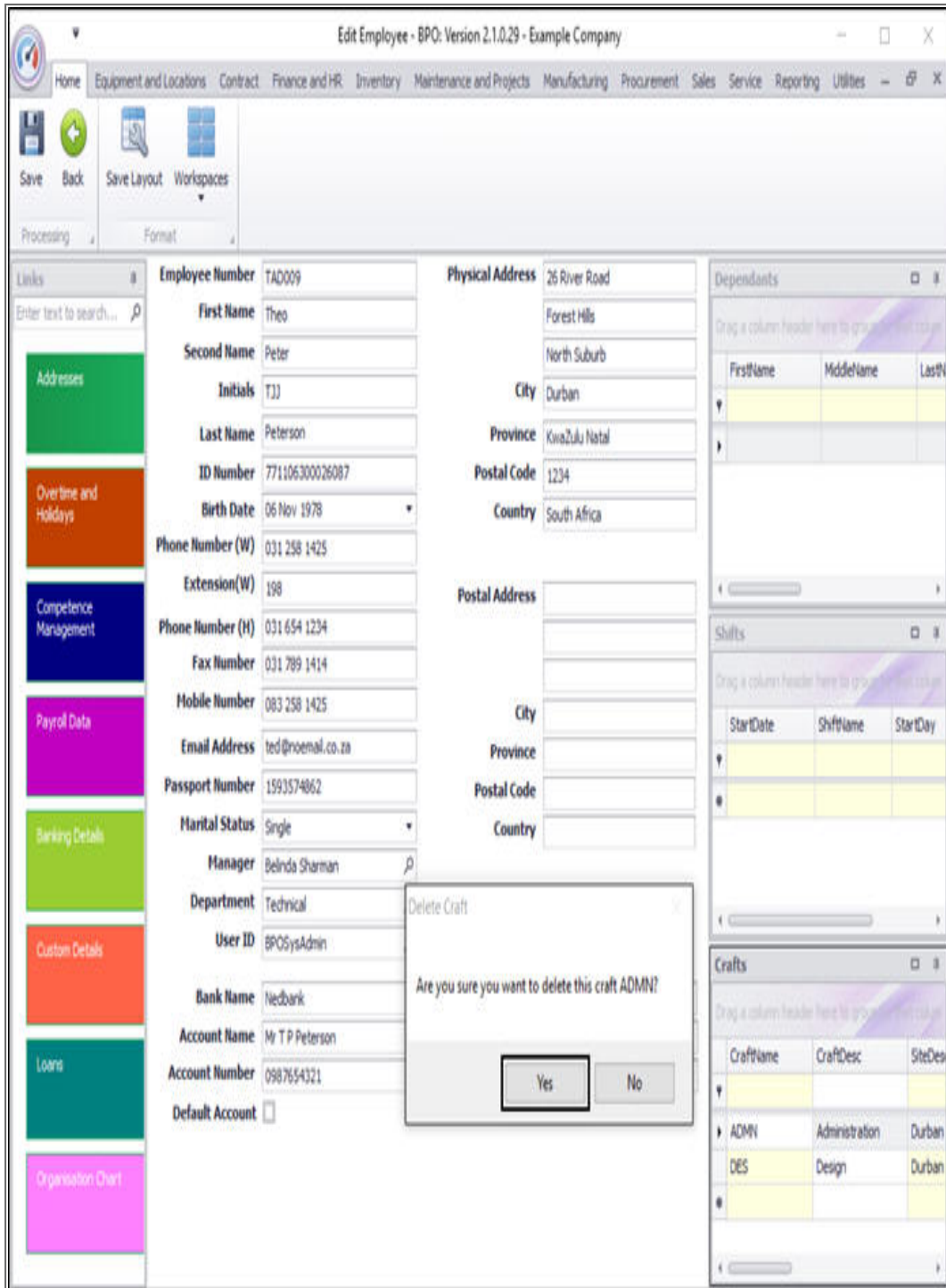
- Click on the **Delete** - Delete craft option.

The screenshot shows the 'Edit Employee' window for 'Example Company'. The interface includes a menu bar, a toolbar with 'Save', 'Back', 'Save Layout', and 'Workspaces', and a sidebar with various management categories. The main area is divided into several sections:

- Employee Information:** Fields for Employee Number (TAD009), First Name (Theo), Second Name (Peter), Initials (TJ), 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@noemal.co.za), Passport Number (1593574862), Marital Status (Single), Manager (Belinda Sharman), Department (Technical), and User ID (BPOSysAdmin).
- Banking Details:** Bank Name (Nedbank), Account Name (Mr T P Peterson), and Account Number (0987654321).
- Physical Address:** 26 River Road, Forest Hills, North Suburb, Durban, KwaZulu Natal, 1234, South Africa.
- Postal Address:** (Empty fields).
- Branch Information:** Branch Name (Forest Hill), Branch Code (202020), and Account Type (Savings Account).
- Dependants:** A table with columns for First Name, Middle Name, and Last Name.
- Shifts:** A table with columns for Start Date, Shift Name, and Start Day.
- Crafts:** A table with columns for Craft Name and Start Date. A context menu is open over the table, showing options: 'Process', 'Craft Add new craft', and 'Delete Delete craft'. The 'Delete Delete craft' option is highlighted with a red box.

CONFIRM DELETION

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



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

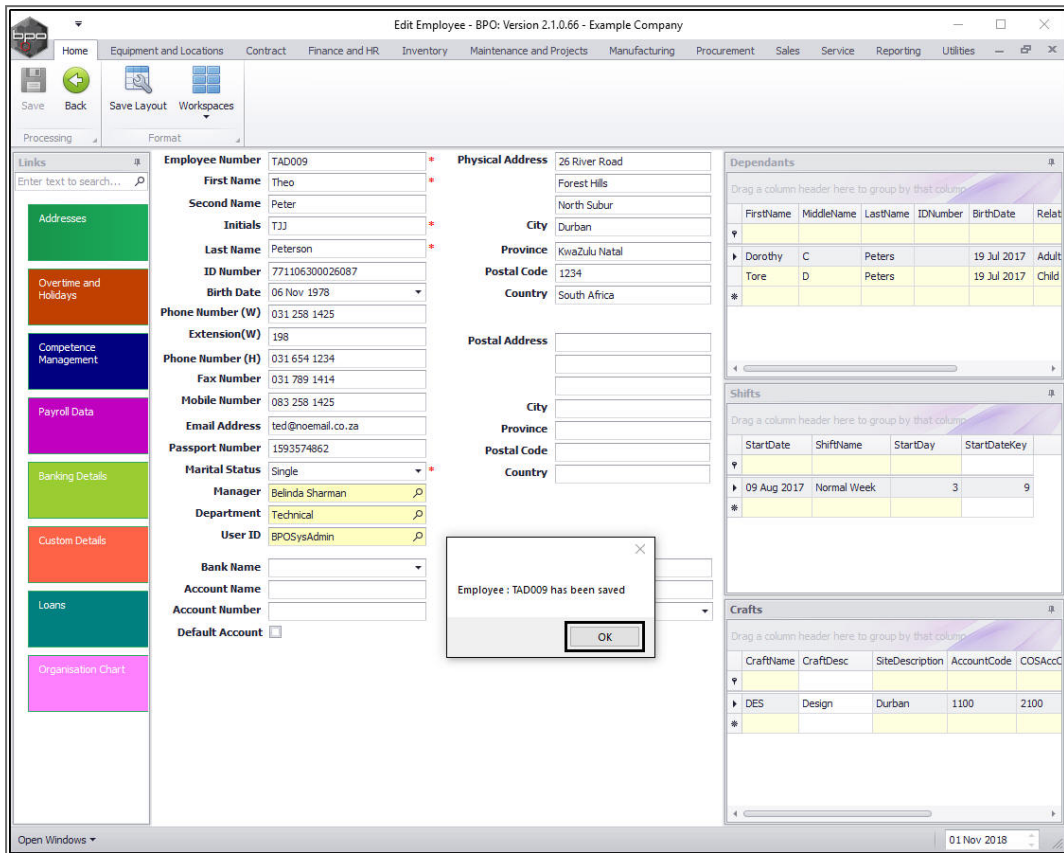
SAVE CHANGES

- Click on **Save**.

The screenshot shows the 'Edit Employee' window for 'Example Company'. The interface includes a top navigation bar with tabs like 'Home', 'Equipment and Locations', 'Contract', etc. A toolbar on the left contains 'Save', 'Back', 'Save Layout', and 'Workspaces'. The main area is divided into several sections:

- Employee Information:** Fields for 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@noemol.co.za), Passport Number (1593574862), Marital Status (Single), Manager (Belinda Sherman), Department (Technical), and User ID (BPOSysAdmin).
- Banking Details:** Fields for Bank Name (Nedbank), Account Name (Mr T P Peterson), Account Number (0987654321), and a Default Account checkbox.
- Physical Address:** Fields for 26 River Road, Forest Hills, North Suburb, City (Durban), Province (KwaZulu Natal), Postal Code (1234), and Country (South Africa).
- Postal Address:** Empty fields for City, Province, Postal Code, and Country.
- Branch Information:** Fields for Branch Name (Forest Hill), Branch Code (202020), and Account Type (Savings Account).
- Dependants:** A table with columns for First Name, Middle Name, and Last Name.
- Shifts:** A table with columns for Start Date, Shift Name, and Start Day.
- Crafts:** A table with columns for Craft Name, Craft Desc, and Site Des. One entry is visible: 'DES' (Design) at 'Durban'.

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



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

MNU.021.012

