

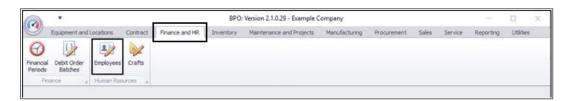
HUMAN RESOURCES

EMPLOYEES - REMOVE CRAFT FROM EMPLOYEE

It may be necessary to <u>unlink</u> 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*.



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		944001	Belinda Sharman		Susan Du Toit					
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Competence		RED001	George James Reddy Jef		Chris Haynes Attendee					
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		CO3	CO3 Administrator	judith.mudzengi@co3.co.za	1000000000					
		TAD009	Theo Peterson	ted@noemail.co.za	Belinda Sharman					
		MUD001	Mark Mudderveld		Susan Du Toit					
		TIM	Joseph Timber							
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		306001	Joel James	joel@noemail.com	Susan Du Tolt					
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• 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.



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• A *Process* menu will pop up.



DELETE CRAFT

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



CONFIRM DELETION

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

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



SAVE CHANGES

• Click on *Save*.

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

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

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