

# **HUMAN RESOURCES**

## **CRAFTS - EDIT A CRAFT**

**Ribbon Access:** Finance and HR > Crafts

<b>•</b> •	* BPO: Version 2.5.0.0 - Example Company v2.5.0.0												
	Equipment	/ Locations	Contract	Finance / HR	Inventory	Maintenance / Projects	Manufacturing	Procurement	Sales	Service	Reporting	Utilities	
Financial Periods	Debit Order Batches	Exchange Rates	Employees	Crafts									
	Finance	4	Human Reso	ources 🖌									~

1. The *Crafts* listing screen will be displayed.

### **SELECT CRAFT**

- 2. Select the *row* of the Craft where you wish to edit the details.
- 3. Click on *Edit*.

Add Main		save Layout	Contract	Finance / H	R Inventory		ple Company v2.5	5.0.0							
Add	Edit Delete	0				Maintenance / Projects	Manufacturing	Procurement	Sales	Service	Reporting	Utilities	-	₽	х
Main		Save Edjour	Norkspaces	Refresh											
	intenance 4	-3 Format	•	Curr											\$
				Currin a											
														/	
CraftN	Name		CraftDesc			AccountCode	COSAccCode								
P REC			8 <b>0</b> 0			8 C	s 🗖 c								
MNGT			Managem			1100	2100								
ADMN	1		Administra			1100	2100								
REP				resentative		1100	2100								
TECH			Technician			1100	2100								
ITTECH	CH		IT Technic	ian		1100	2100								
DRV			Driver			1100	2100								
CON			Consulting	)		1100	2100								
DES			Design			1100	2100								
TRAV			Travel			1100	2100								
ENG			Engineerin	ng		1100	2100								
MNGT			Managem	ent		1100	2100								
PAS			Personal /	Assistant		1100	2100								
ACC			Accountin	g		11001	21001								
FIN			Finance			1101	2101								



## **EDIT CRAFT DETAILS**

- 1. The *Edit Craft* screen will open.
- 2. Adjust the Craft details, as required:
  - **Craft Name**: You will note that this field is 'greyed out' (inactive), the information in this field <u>cannot</u> be edited from this screen.
  - Account Code: Backspace over or delete and/or type directly in this field to adjust the code, as necessary.
  - COS Acc Code: Backspace over or delete and/or type directly in this field to adjust the code, as necessary.

## **SAVE CHANGES**

3. When you have finished editing the craft details, click on *Save*.

<b>*</b>	_		1		Edit Craft - E	PO: Version 2.5.0.0 - Exa	ample Company	v2.5.0.0						x
	Home E	quipment / Locations	Contract	Finance / HR	Inventory	Maintenance / Projects	Manufacturing	Procurement	Sales	Service	Reporting	Utilities	— d	7 X
	<b>(</b>													_
Save E	Back													
Processin	ng "	- 3												$\diamond$
	Craft Name	DES		*										
Ac	count Code	1100		•	2									
C	05 Acc Code	2100		•										

- 1. A message box will pop up informing you;
  - Craft: [] saved.



2. Click on OK.

<b>\$</b> *		Ed	lit Craft - BP	0: Version 2.5.0.0 - Exa	imple Company	v2.5.0.0						
Home Equipment	Locations Contract	Finance / HR	Inventory	Maintenance / Projects	Manufacturing	Procurement	Sales	Service	Reporting	Utilities	-	8 ×
Save Back												
Processing a												$\diamond$
Craft Name DES		*										
Account Code 1100		•										
COS Acc Code 2100		•										
				Craft: DES saved	× • • • • • • •							

## **VIEW EDITED DETAILS**

- 1. The changes will be *saved* and you will return to the *Crafts* listing screen.
- 2. The edited details can be *viewed* in the data grid.



### Edit a Craft

ф т	Crafts - BPO:	Version 2.5.0.0 - Example	Company v2.5.0.	.0					_		x
Home Equipment / Locations	Contract Finance / HR Inventory	Maintenance / Projects Ma	nufacturing Pro	ocurement	Sales	Service	Reporting	Utilities	-	₽	х
Add Edit Delete	rkspaces Refresh										
Maintenance 🖌 Format	4 Curr 4										$\diamond$
Drag a column header here to group by that colu											
CraftName	CraftDesc	AccountCode	COSAccCode								
<b>♀</b> 8 <b>□</b> C	4 <b>0</b> 0	R <b>O</b> C	a 🗖 c								
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		-2						
TRAV	Travel	1100	2100								
ENG MNGT	Engineering	1100	2100 2100								
PAS	Management Personal Assistant	1100	2100								
ACC	Accounting	11001	2100								
FIN	Finance	1101	21001								
											_

MNU.022.002

Help v2.5.0.14 - Pg 4 - Printed: 25/06/2024

CO3 Technologies (Pty) Ltd © Company Confidential