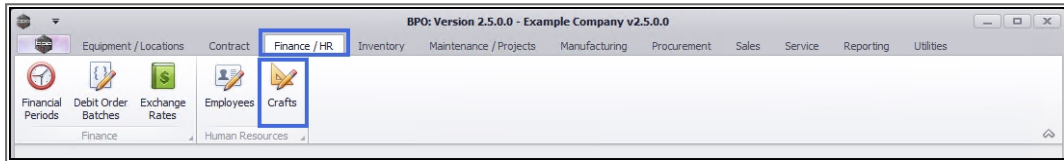


# HUMAN RESOURCES

## CRAFTS - EDIT A CRAFT

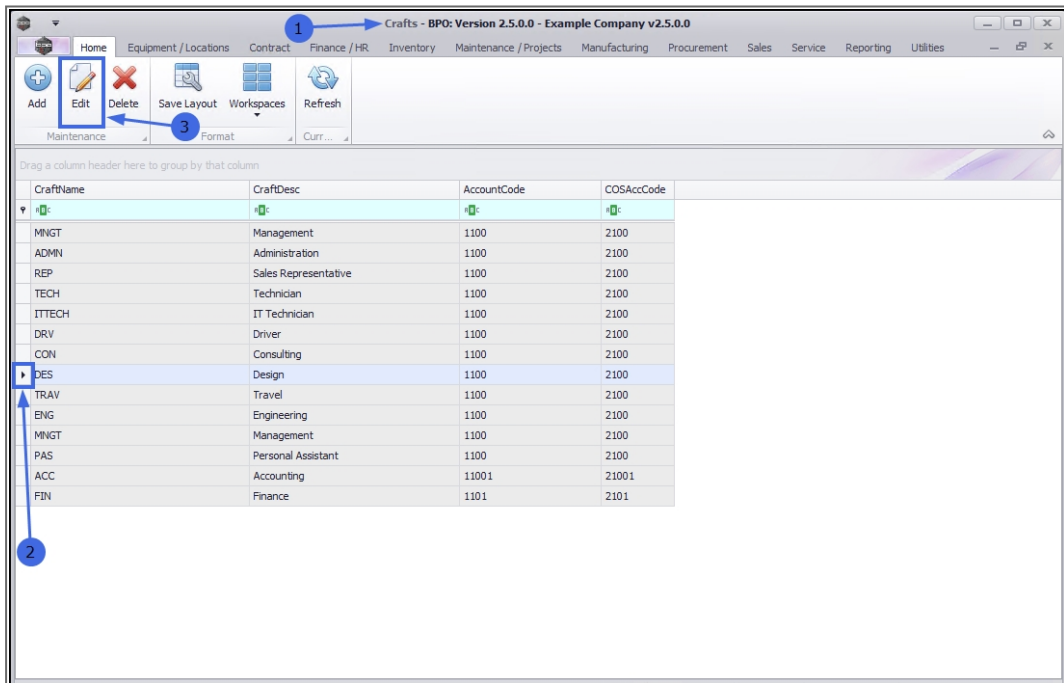
*Ribbon Access: Finance and HR > Crafts*



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**.

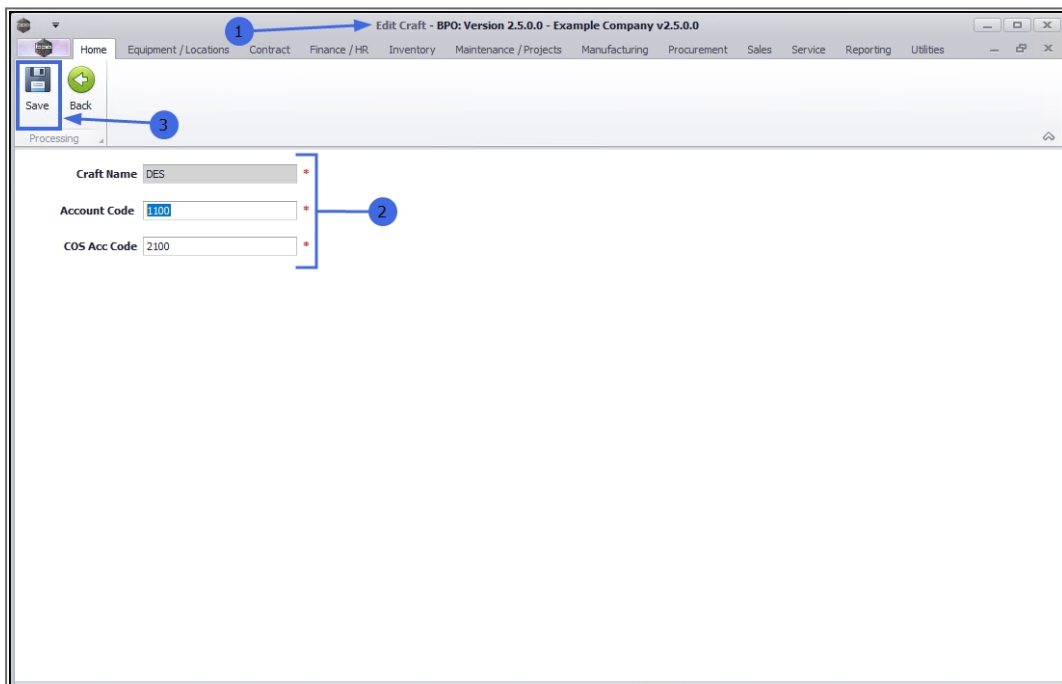


## EDIT CRAFT DETAILS

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 cannot 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.

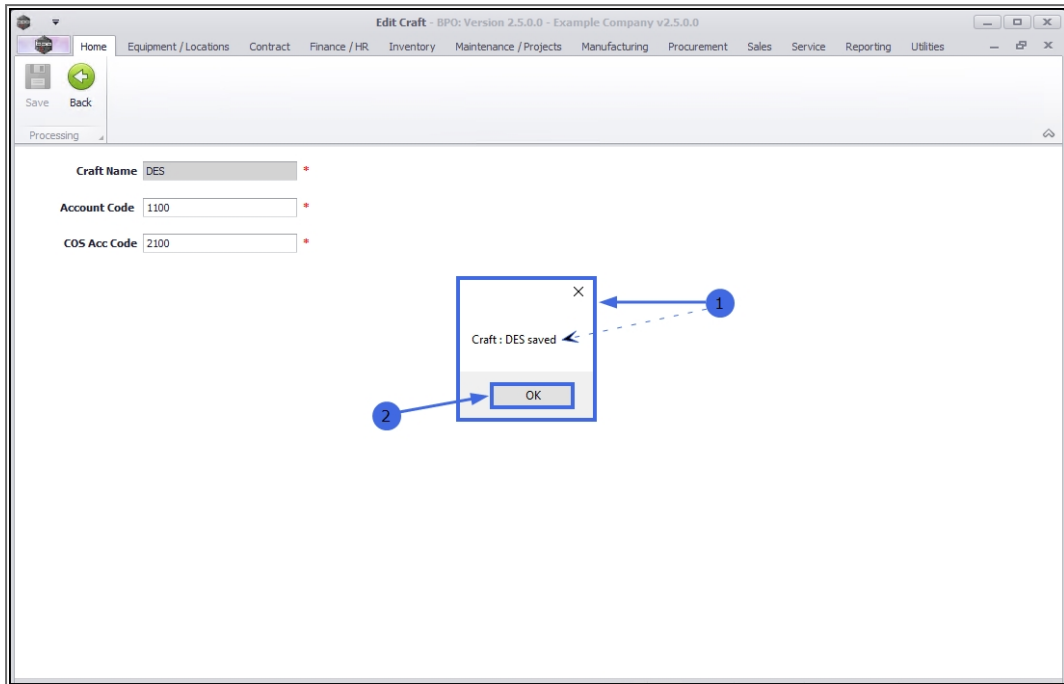
## SAVE CHANGES

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



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

## 2. Click on **OK**.



## 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.

Drag a column header here to group by that column

| CraftName | CraftDesc            | AccountCode | COSAccCode |
|-----------|----------------------|-------------|------------|
| +         |                      |             |            |
| 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       |
| TRAV      | Travel               | 1100        | 2100       |
| ENG       | Engineering          | 1100        | 2100       |
| MNGT      | Management           | 1100        | 2100       |
| PAS       | Personal Assistant   | 1100        | 2100       |
| ACC       | Accounting           | 11001       | 21001      |
| FIN       | Finance              | 1101        | 2101       |

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