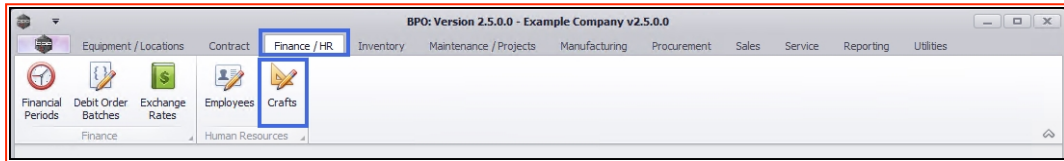


HUMAN RESOURCES

CRAFTS - DELETE A CRAFT

Ribbon Access: Finance and HR > Crafts



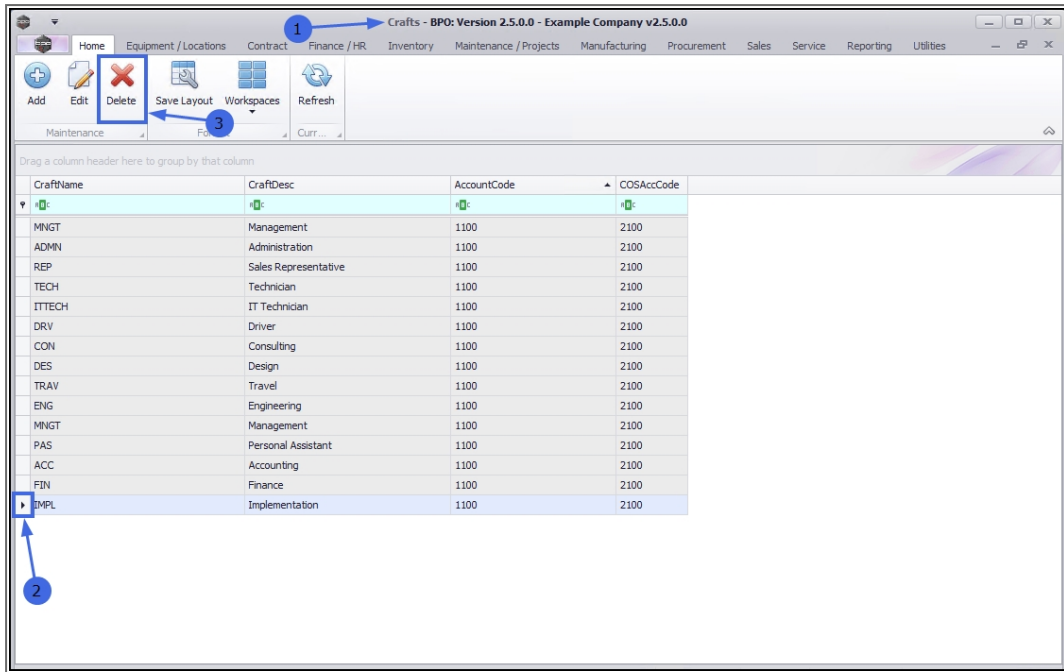
1. The **Crafts** listing screen will display.

SELECT CRAFT

2. Select the **row** of the Craft that you wish to remove from the data grid.

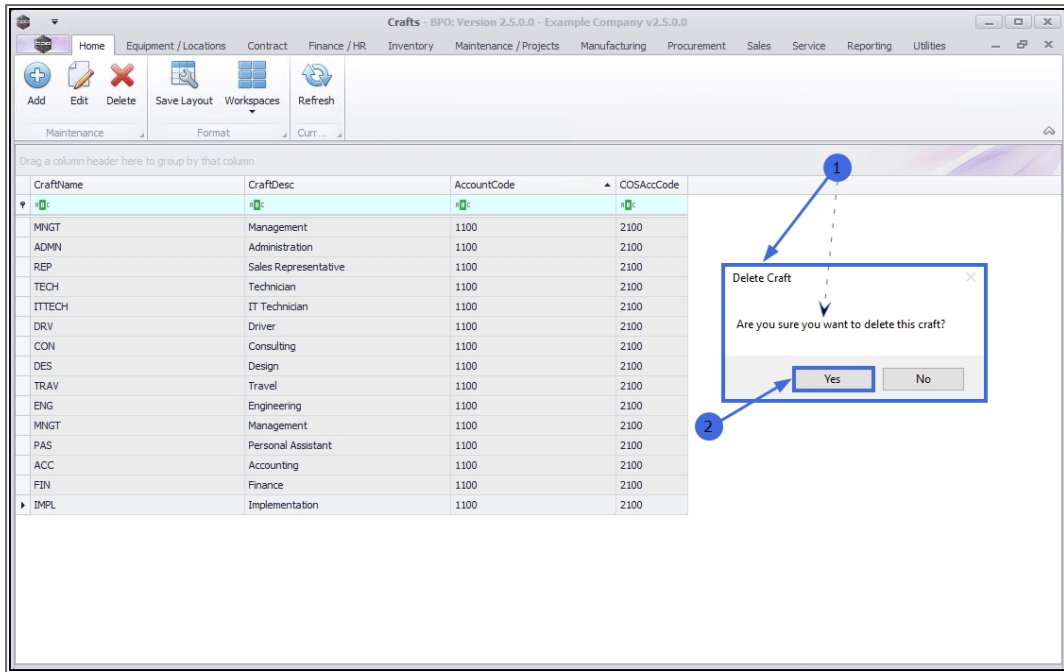
DELETE CRAFT

3. Click on **Delete**.

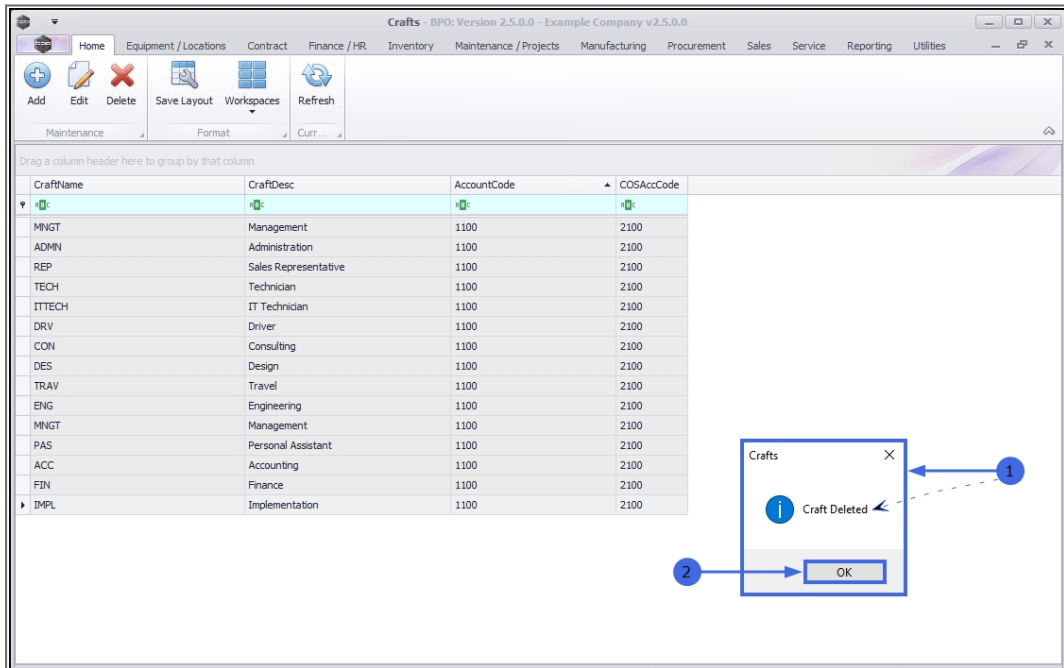


CONFIRM DELETION

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

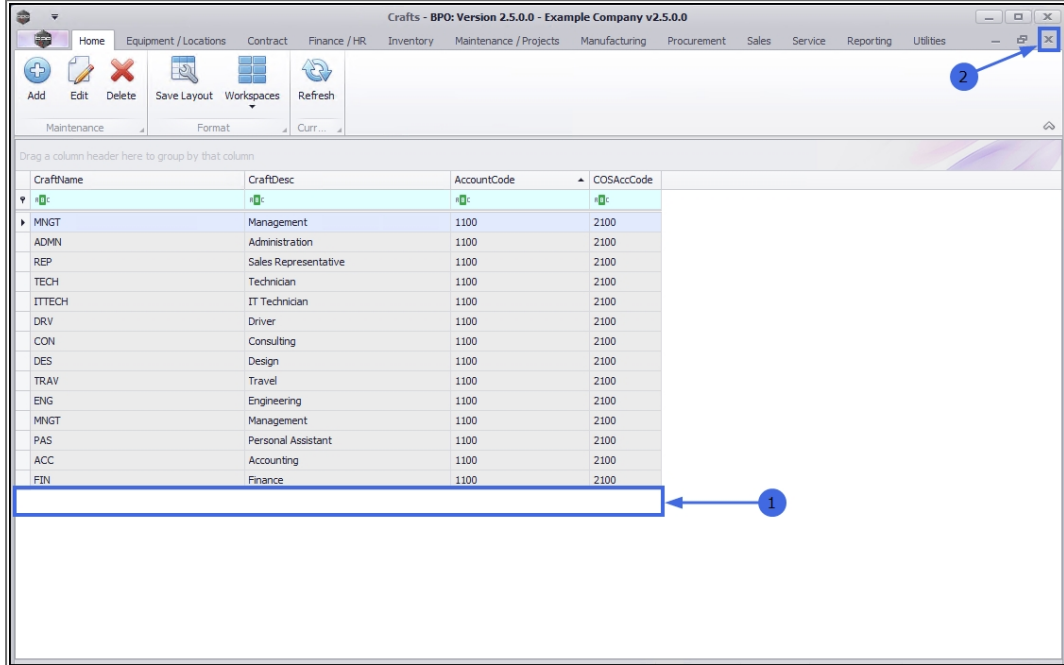


1. A **Crafts** message box will pop up informing you;
 - *Craft Deleted*
2. Click on **OK**.



VIEW DELETION RESULTS

1. The selected craft will be **removed** from the data grid.
2. **Close** the screen when you are done.



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