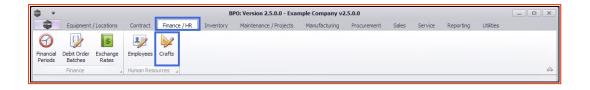


HUMAN RESOURCES

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*.



Image: Balament / Locations Contract Finance / HR Inventory Maintenance / Projects Maintenance Pocurement Sales Service Reporting Utilities Add Edit Sale Sale Sale Reporting Utilities Sale Edit Sale Sale Reporting Utilities Sale Edit Sale Sale Reporting Utilities Add Edit Edit Sale Reporting Utilities Sale Edit Edit Car Sale Reporting Utilities CrafName CrafDesc AccountCode COSAccCode Cosal Car Car MNGT Management 1100 2100 Administation 1100 2100 REP Sales Representative 1100 2100 2100 Cosal Cosal Car Fer Cosal Fer C	- 8
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MNGT Management 1100 2100	
PAS Personal Assistant 1100 2100	
ACC Accounting 1100 2100	
FIN Finance 1100 2100	
MPL Implementation 1100 2100	

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.



Delete a Craft

-		Crafts - BP	0: Version 2.5.0.0 - Example Con	pany v2.5.0.0		
	Home Equipment / Locations	Contract Finance / HR Inventory	Maintenance / Projects Manufa	cturing Procurement	Sales Service Reporting Utilities	
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	MNGT	Management	1100	2100		
	ADMN	Administration	1100	2100		
	REP	Sales Representative	1100	2100		
	TECH	Technician	1100	2100 De	elete Craft	×
	ITTECH	IT Technician	1100	2100	Ý	
	DRV	Driver	1100	2100 A	re you sure you want to delete this craft?	
	CON	Consulting	1100	2100		
	DES	Design	1100	2100		
	TRAV	Travel	1100	2100	Yes No	
	ENG	Engineering	1100	2100		
	MNGT	Management	1100	2100 2		
	PAS	Personal Assistant	1100	2100		
	ACC	Accounting	1100	2100		
	FIN	Finance	1100	2100		
۲	IMPL	Implementation	1100	2100		

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

	Crafts - BP	0: Version 2.5.0.0 - Example Con	npany v2.5.0.0		_ – ×
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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 C	rafts X	
ACC	Accounting	1100	2100		
FIN	Finance	1100	2100	•	
IMPL	Implementation	1100	2100	Craft Deleted 🗲 🗧	
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VIEW DELETION RESULTS

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

	Crafts - BPC	: Version 2.5.0.0 - Example	e Company v2	.5.0.0						o x
Home Equipment / Locations	Contract Finance / HR Inventory	Maintenance / Projects M	lanufacturing	Procurement	Sales	Service	Reporting	Utilities	_	8 ×
Add Edit Delete Maintenance	spaces Refresh								2	\$
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	Management Administration	1100	2100							
	Sales Representative	1100	2100							
	Technician	1100	2100							
	IT Technician	1100	2100							
	Driver	1100	2100							
CON	Consulting	1100	2100							
	Design	1100	2100							
TRAV	Travel	1100	2100							
ENG	Engineering	1100	2100							
MNGT	Management	1100	2100							
PAS	Personal Assistant	1100	2100							
ACC	Accounting	1100	2100							
FIN	Finance	1100	2100							
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