HUMAN RESOURCES

ASSIGN A CRAFT TO AN EMPLOYEE

- You have to **add** a **Craft** before you can assign a **Craft** to an employee.
- Each employee can be assigned **more than one Craft** per Site / Branch but **only one** of those **Crafts** can be set as the **Primary Craft**.
- In the **Edit Employee** screen and **View Employee** screen, the **Crafts** docking panel lists all the **Crafts** linked to the selected employee.

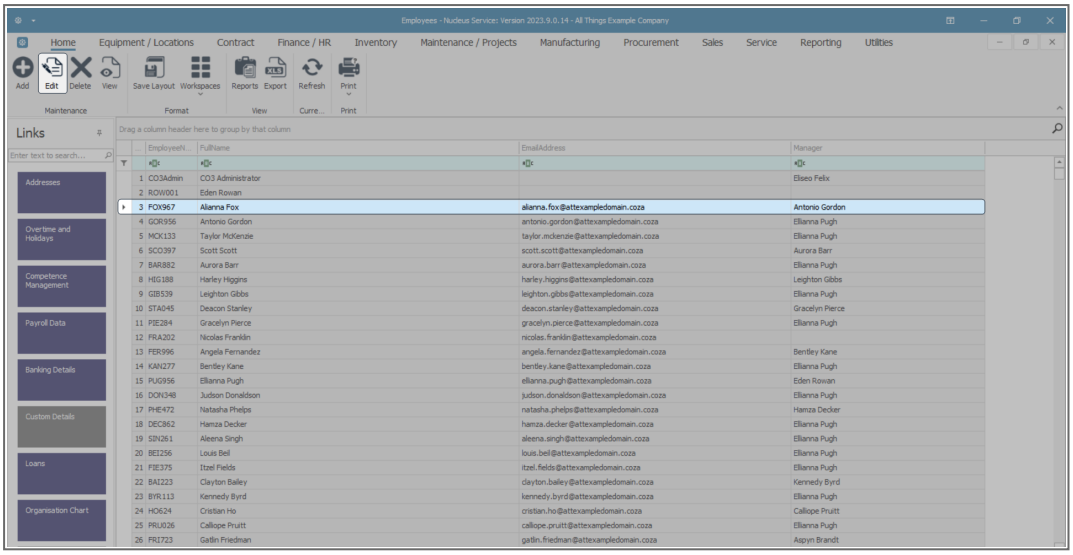
Ribbon Access: Finance / HR Employees

The **Employees** listing screen will display.

SELECT EMPLOYEE

- Select the **row** of the employee you wish to assign a **Craft** to.
- Click on **Edit**.

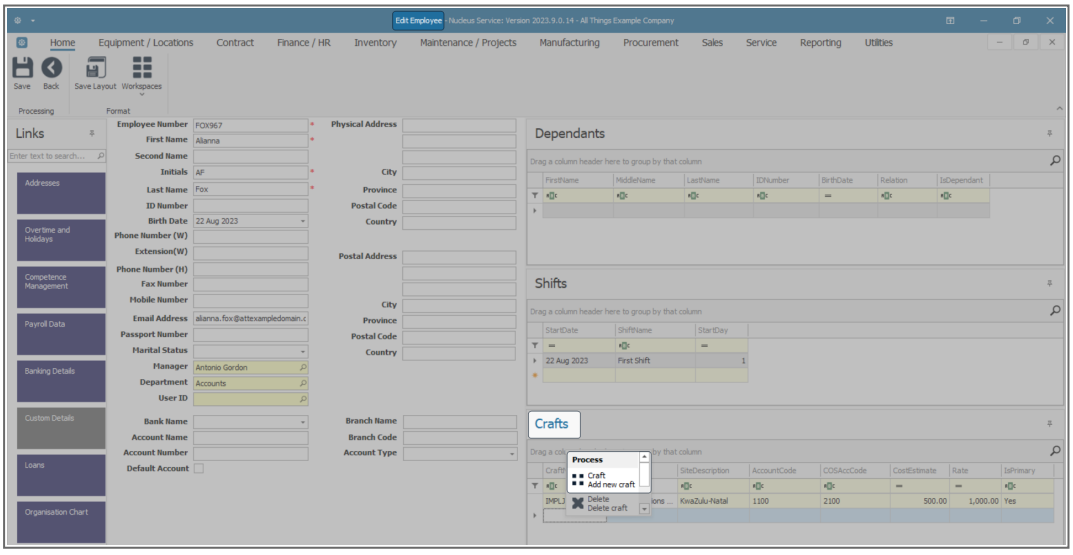
CO3 Technologies (Pty) Ltd © Company Confidential



- The **Edit Employee** screen will open.

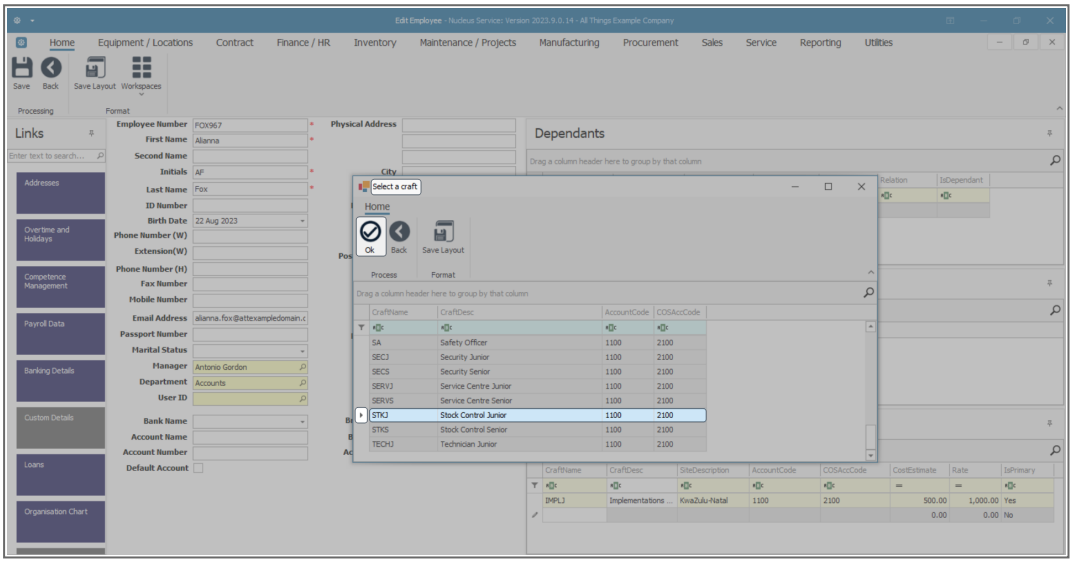
SELECT CRAFT TO ASSIGN

- In the **Crafts** frame, **right-click** on any field in the last blank row.
- A **Process** menu will pop up.
- Click on **Add New Craft**.



CO3 Technologies (Pty) Ltd © Company Confidential

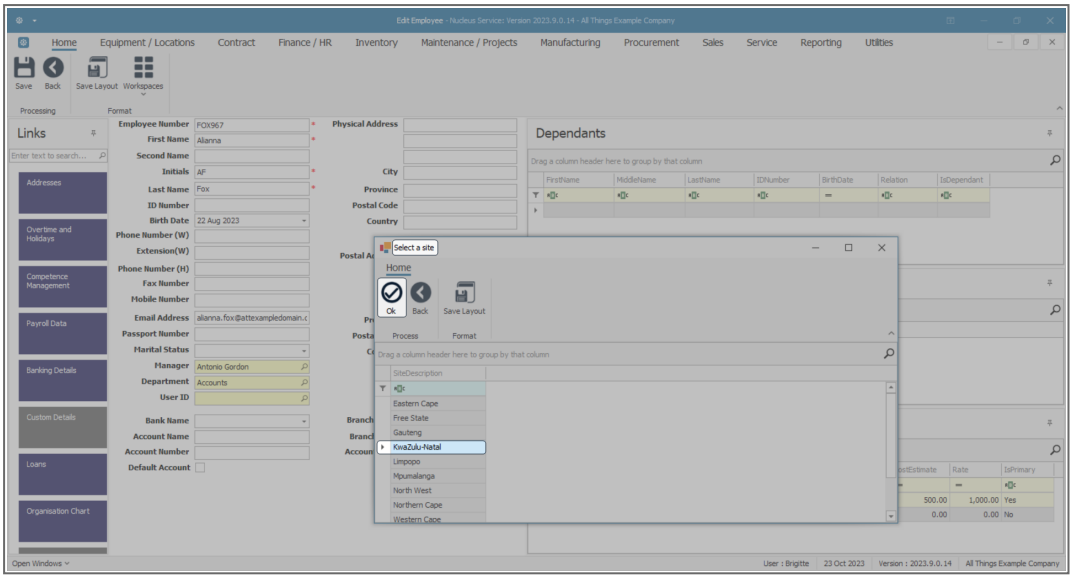
- The **Select a craft** pop-up screen will appear.
- Select the **row** of the **Craft** that you wish to assign to this employee.
- In this image **STKJ** Stock Control Junior has been selected.
- Click on **Ok**.



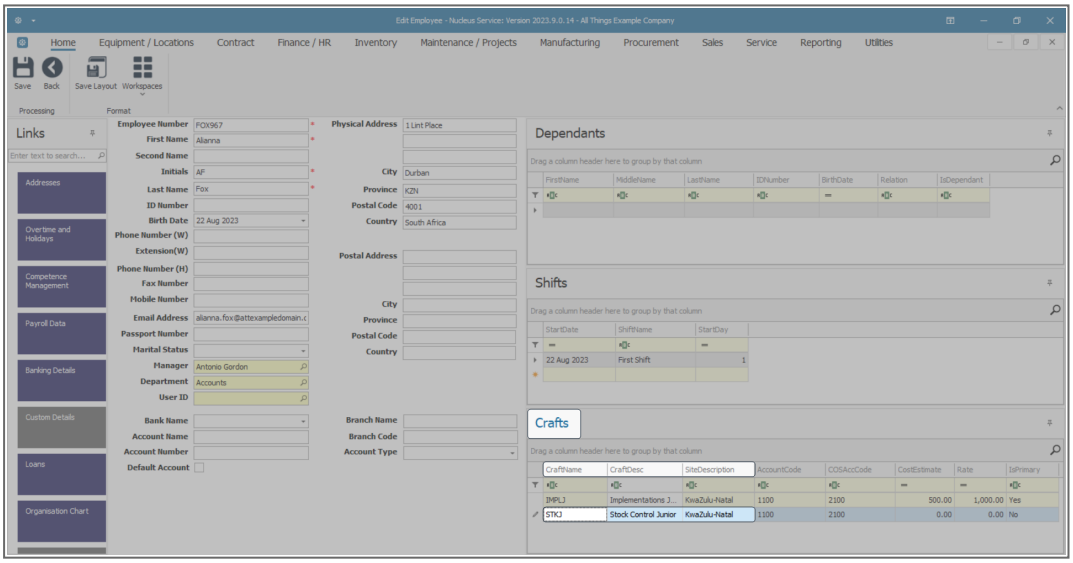
ASSIGN CRAFT TO A SITE

- The **Select a site** pop-up screen will appear.
- Select the **row** of the **Site** you wish to allocate to this employee.
- Click on **Ok**.

CO3 Technologies (Pty) Ltd © Company Confidential

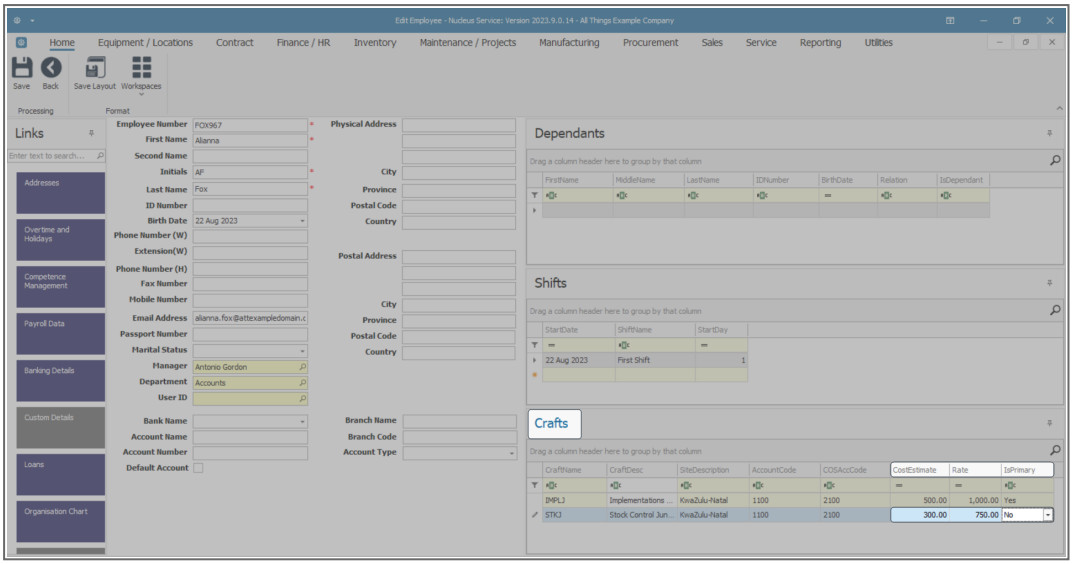


- In the **Crafts panel** you can see that the **Craft Name**, **Craft Description** and **Site Description** columns have now been populated.



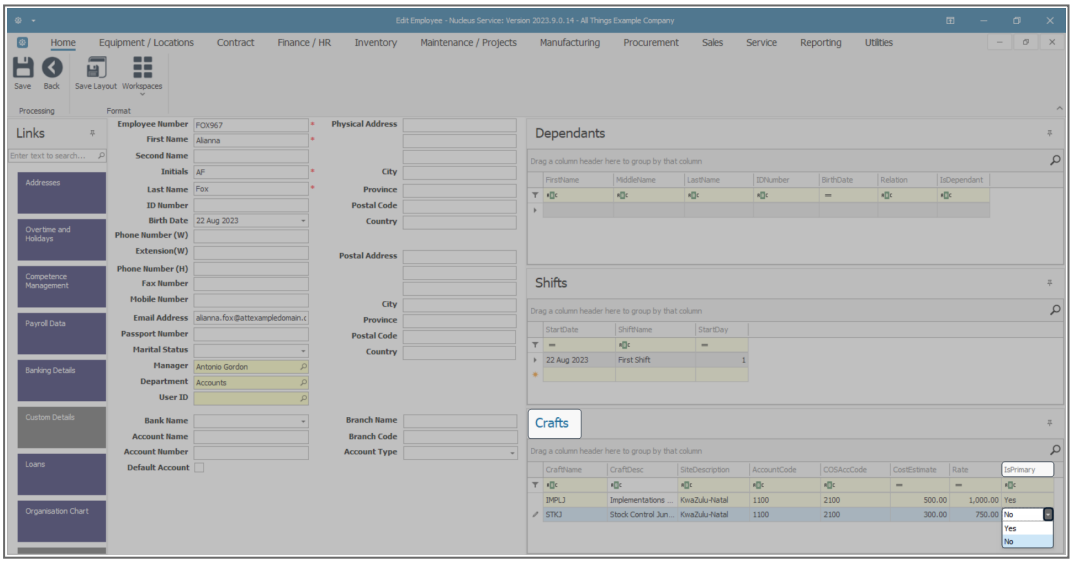
- Now you can type in :
    - **Craft Cost Estimate**
    - **Current Craft Rate**
    - **Primary Craft status**

CO3 Technologies (Pty) Ltd © Company Confidential



- Each employee can be assigned **more than one Craft** per Site / Branch but **only one** of those **Crafts** can be set as the **Primary Craft**.

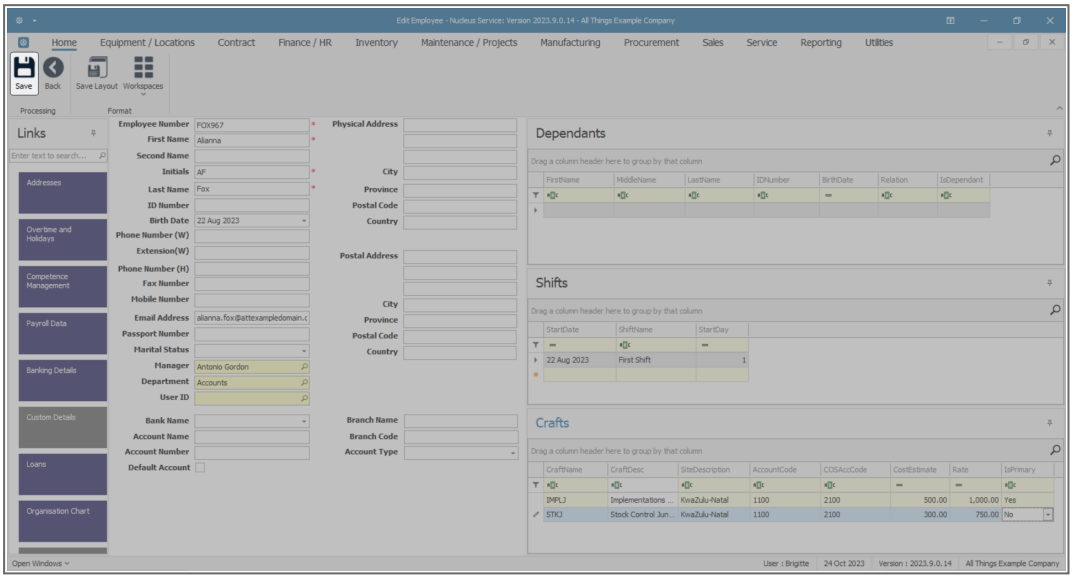
  If this additional **Craft** is not a **Primary Craft**, then you should choose **No** from the drop-down menu in this column.



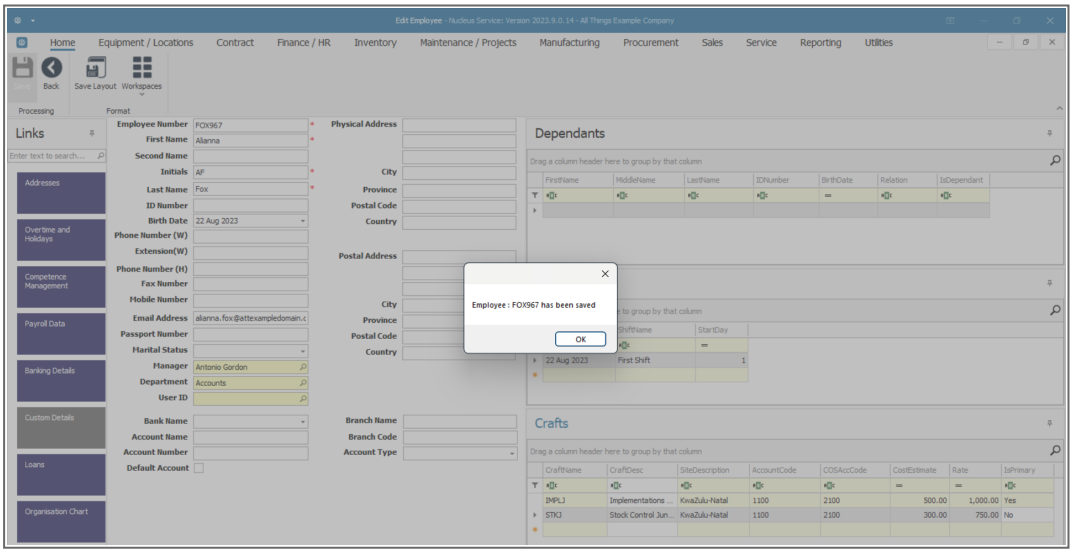
CO3 Technologies (Pty) Ltd © Company Confidential

SAVE ASSIGNED CRAFT

- When you have finished adding the **Craft details**, click on **Save**.



- A message box will appear advising the following:
    - **Employee: [ ] has been saved.**
- Click on **Ok**.



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

CO3 Technologies (Pty) Ltd © Company Confidential

MNU.021.002

CO3 Technologies (Pty) Ltd © Company Confidential