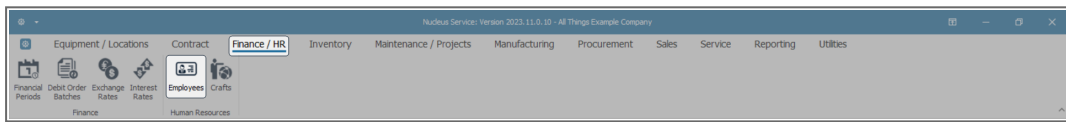


HUMAN RESOURCES

EMPLOYEES - EDIT CRAFT

- You will have **added** a **Craft** before you can **edit** a **Craft assigned** to an Employee.

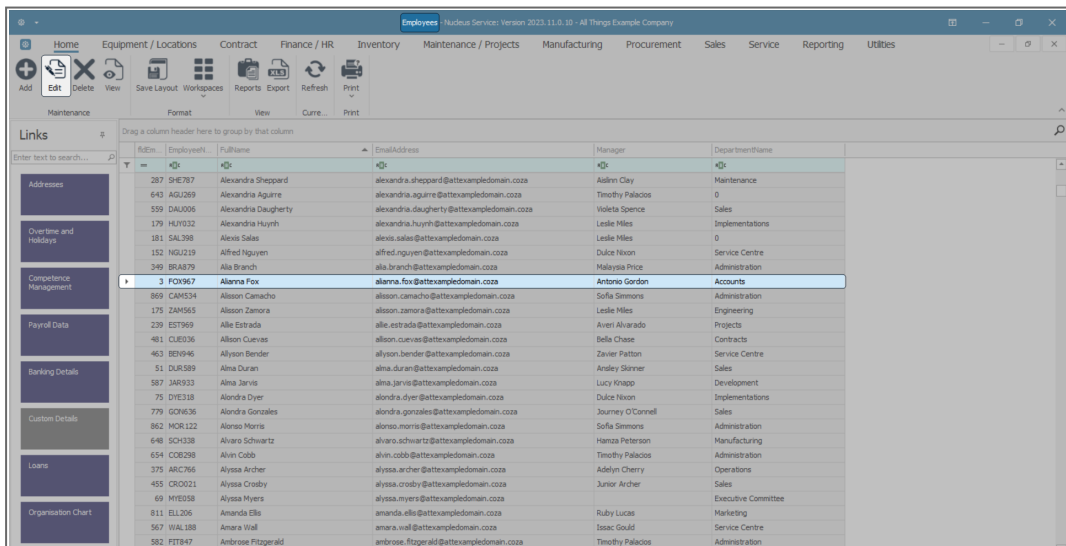
Ribbon Access: Finance / HR Employees



The **Employees** listing screen will display.

SELECT EMPLOYEE

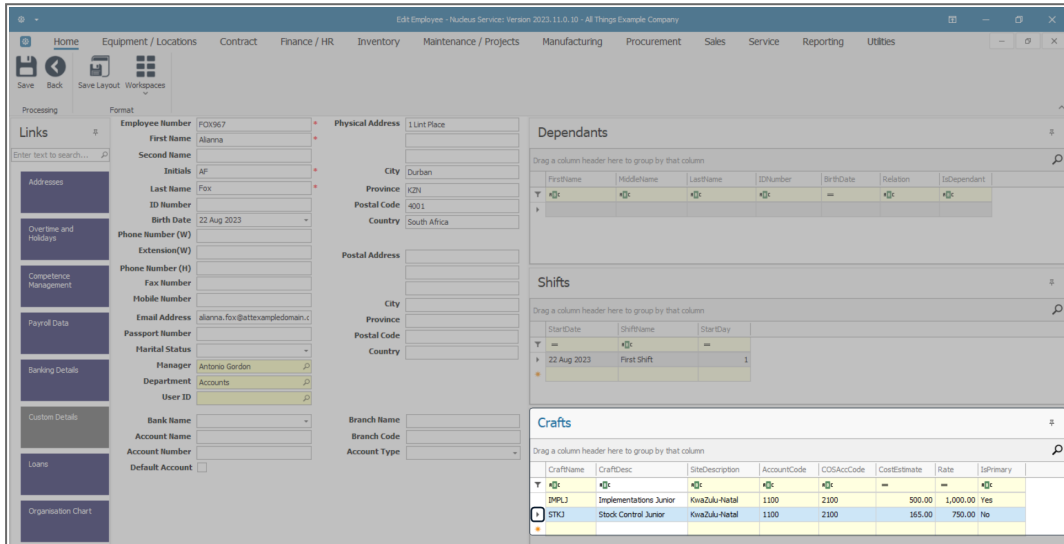
- Select the **row** of the **Employee** whose **Craft** details you wish to change.
- Click on **Edit**.



- The **Edit Employee** screen will be displayed with the **Crafts** panel on the right-hand side.

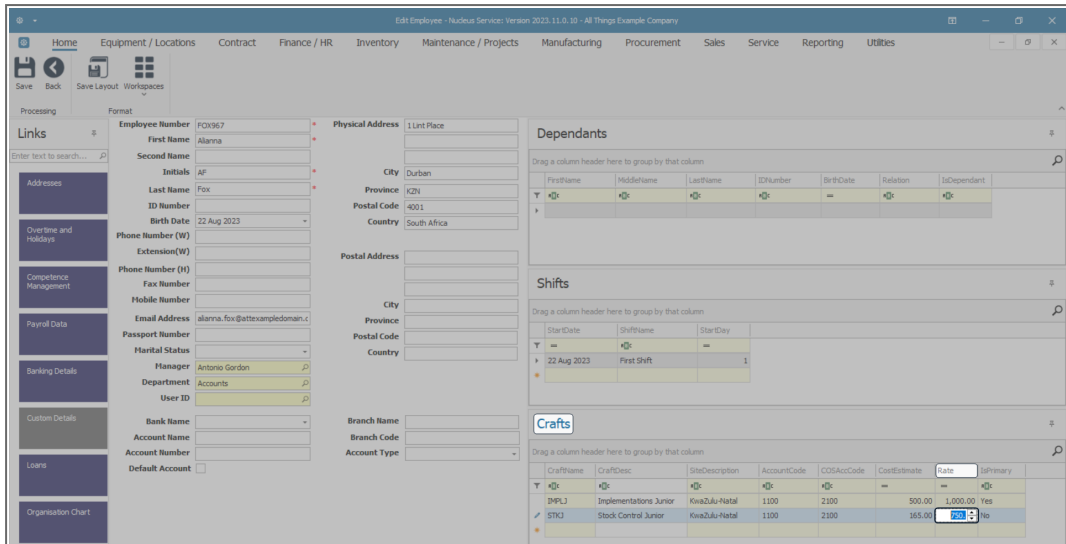
SELECT CRAFT

- Select the **row** where you wish to make changes.



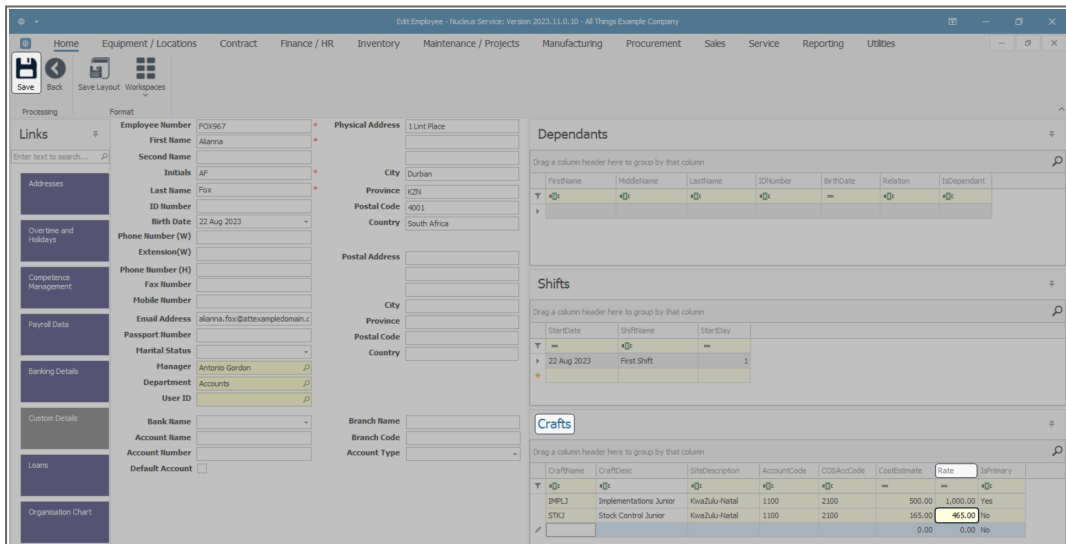
EDIT CRAFT DETAIL

- Scroll right** until you can view the **Rate** column.
- Click on the **Rate** to be changed.
- Directional arrows** will appear in this field.
- Either type in or use these arrows to either **increase** or **decrease** the **Craft Rate**.



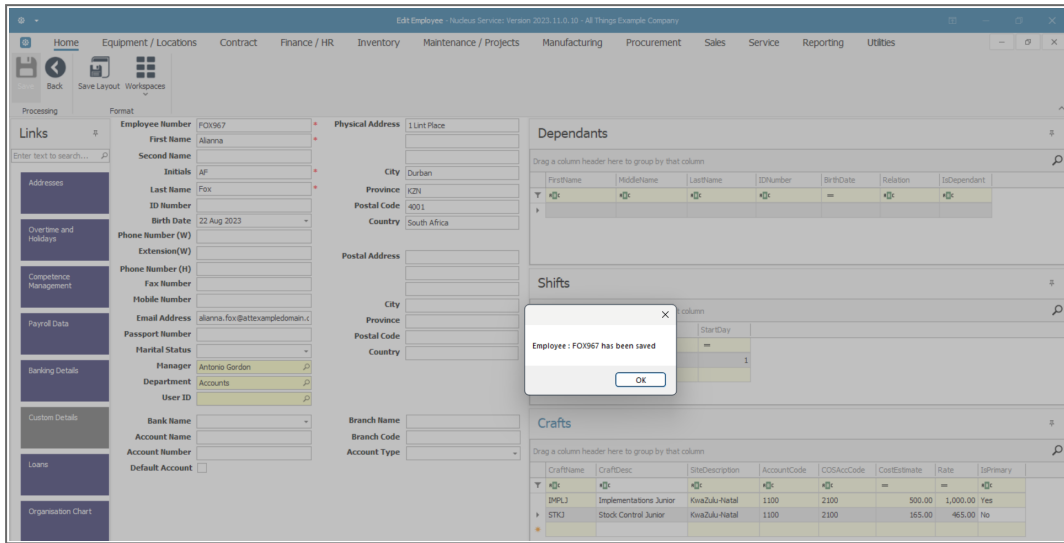
SAVE CHANGES

- When you have made the required edits to the selected **Craft Rate** -
 - In this example, the Craft Rate has been reduced from **750.00** to **465.00**.
- Click on **Save**.



- A notification message box will pop up informing you -

- Employee: [] has been saved..
- Click on **OK**.



- The edited details will be saved, and you will return to the **Employees** listing screen.

MNU.021.011