

We are currently updating our site; thank you for your patience.

## HUMAN RESOURCES

### EMPLOYEES – REMOVE CRAFT FROM EMPLOYEE

It may be necessary to unlink a particular **Craft** (skill set) from an employee.

For example :

The employee may be transferred to a different department within the company.

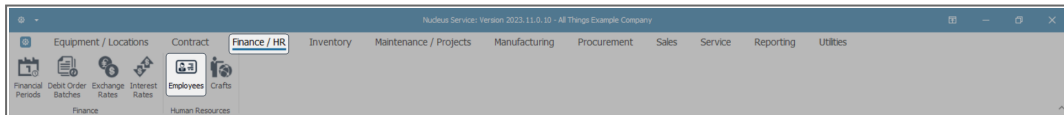
The **Craft** (skill set) required for the previous position may no longer be utilised in the new position.

Follow the process below to **remove** a **Craft** from an employee.

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#### Ribbon Access: Finance / HR Employees

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The **Employees** listing screen will display.

### SELECT EMPLOYEE

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- Select the **row** of the **Employee** you wish to **remove** a **Craft** from.
- Click on **Edit**.

Emp. #	Employee Number	Full Name	Email Address	Manager	Department Name
1	CO3Admin	CO3 Administrator		Eloee Felix	Administration
2	ROW002	Eden Rowan			Executive Committee
3	FOX967	Alanna Fox	alanna.fox@tattexampdomain.co.za	Antonio Gordon	Accounts
4	GOR956	Antonio Gordon	antonio.gordon@tattexampdomain.co.za	Elanna Pugh	Accounts
5	MCK133	Taylor McKenzie	taylor.mckenzie@tattexampdomain.co.za	Elanna Pugh	Administration
6	SCD397	Scott Scott	scott.scott@tattexampdomain.co.za	Aurora Barr	Operations
7	SAB882	Aurora Barr	aurora.barr@tattexampdomain.co.za	Elanna Pugh	Operations
8	HCG388	Harley Higgins	harley.higgins@tattexampdomain.co.za	Leighton Gibbs	Contracts
9	GIB539	Leighton Gibbs	leighton.gibbs@tattexampdomain.co.za	Elanna Pugh	Contracts
10	STA045	Deacon Stanley	deacon.stanley@tattexampdomain.co.za	Graceyn Pierce	Development
11	PIE284	Graceyn Pierce	graceyn.pierce@tattexampdomain.co.za	Elanna Pugh	Development
12	FRA202	Nicolas Franklin	nicolas.franklin@tattexampdomain.co.za		Executive Committee
13	PER996	Angela Fernandez	angela.fernandez@tattexampdomain.co.za	Bentley Kane	Engineering
14	KAN277	Bentley Kane	bentley.kane@tattexampdomain.co.za	Elanna Pugh	Engineering
15	PUG956	Elanna Pugh	elanna.pugh@tattexampdomain.co.za	Eden Rowan	Executive Committee
16	DON448	Judson Donaldson	judson.donaldson@tattexampdomain.co.za	Elanna Pugh	Human Resources
17	PHI472	Natasha Phelps	natasha.phelps@tattexampdomain.co.za	Hanna Decker	Implementations
18	DEC862	Hanna Decker	hanna.decker@tattexampdomain.co.za	Elanna Pugh	Implementations
19	SN061	Aleena Singh	aleena.singh@tattexampdomain.co.za	Elanna Pugh	Human Resources
20	BEI256	Louis Bel	louis.bel@tattexampdomain.co.za	Elanna Pugh	Financing
21	PIE375	Izuel Fields	izuel.fields@tattexampdomain.co.za	Elanna Pugh	0
22	BAI223	Clayton Bailey	clayton.bailey@tattexampdomain.co.za	Kennedy Byrd	Maintenance
23	BYR113	Kennedy Byrd	kennedy.byrd@tattexampdomain.co.za	Elanna Pugh	Maintenance
24	HOG24	Cristian Ho	cristian.ho@tattexampdomain.co.za	Callope Pruitt	Manufacturing
25	PRU026	Callope Pruitt	callope.pruitt@tattexampdomain.co.za	Elanna Pugh	Manufacturing
26	FRU723	Gaelin Friedman	gaelin.friedman@tattexampdomain.co.za	Aapyn Brandt	Marketing

- The **Edit Employee** screen will be displayed.

## SELECT CRAFT

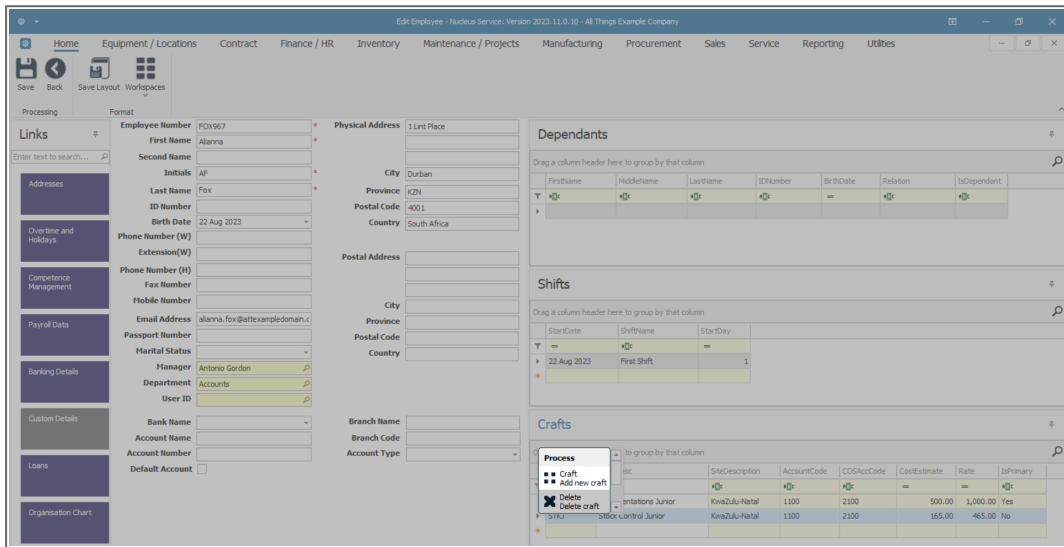
- Go to the **Crafts** docking panel on the right of the screen.
- **Select** the row of the **Craft** that you wish to remove from this employee.
- In this example, **STKJ - Stock Control Junior** is selected.

Craft Name	Craft Desc	Site Description	Account Code	CO3 Acc Code	Cost Estimate	Rate	isPrimary
IMPLJ	Implementations Junior	KwaZulu-Natal	1100	2100	500.00	1,000.00	Yes
STKJ	Stock Control Junior	KwaZulu-Natal	1100	2100	165.00	465.00	No

- **Right click** in the selected row.
- A **Process** menu will pop up.

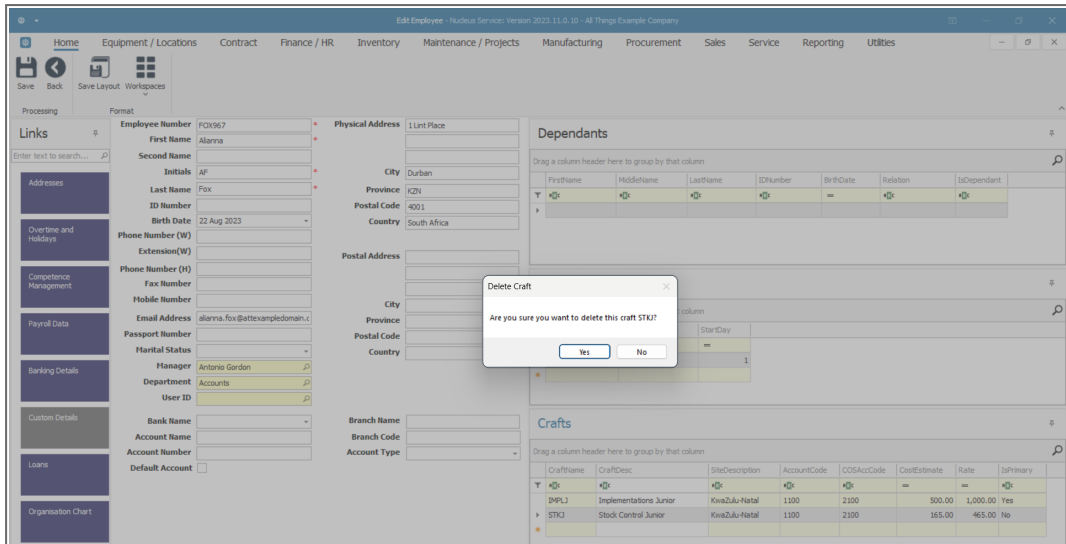
## DELETE CRAFT

- Click on the **Delete craft** option.



## CONFIRM DELETION

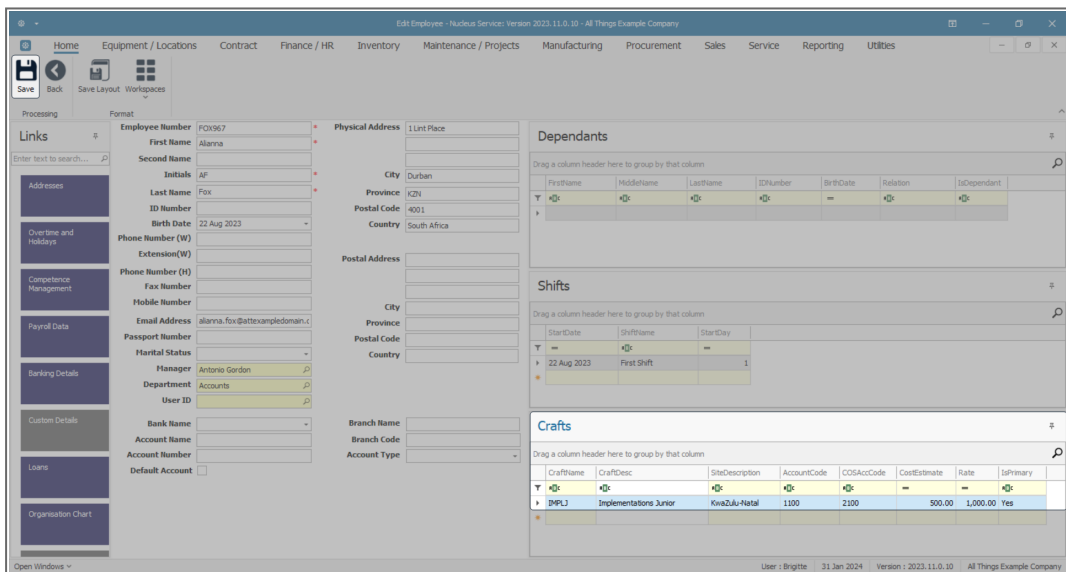
- A **Delete Craft** message box will pop up asking:
  - **Are you sure you want to delete this craft [ ]?**
- Click on **Yes**.



- You will notice that **STKJ - Stock Control Junior** has been removed from the **Crafts** docking panel.

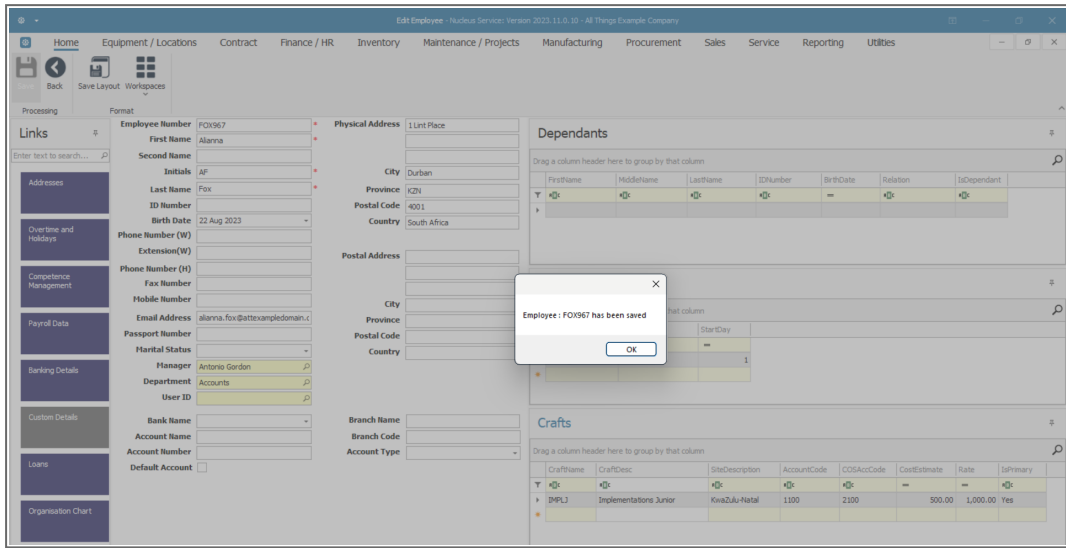
## SAVE CHANGES

- Click on **Save**.



- A message box will pop up informing you that -

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



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

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