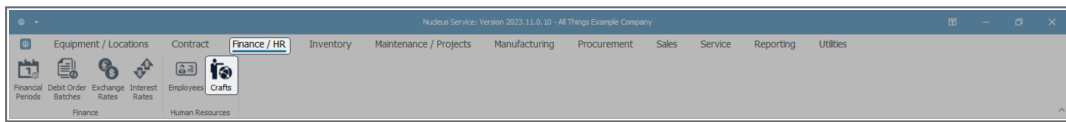


# HUMAN RESOURCES

## CRAFTS - EDIT A CRAFT

You have to first **add** a **Craft** before you can **edit** a **Craft** set up in Nucleus Service.

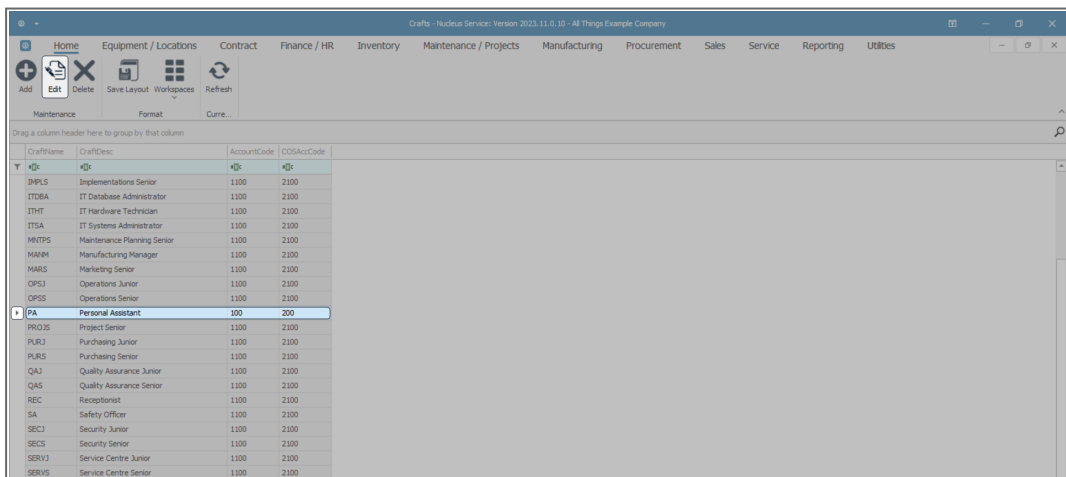
Ribbon Access: > Finance / HR > Crafts



The **Crafts** listing screen will be displayed.

## SELECT CRAFT

- Select the **row** of the **Craft** you wish to edit.
- Click on **Edit**.

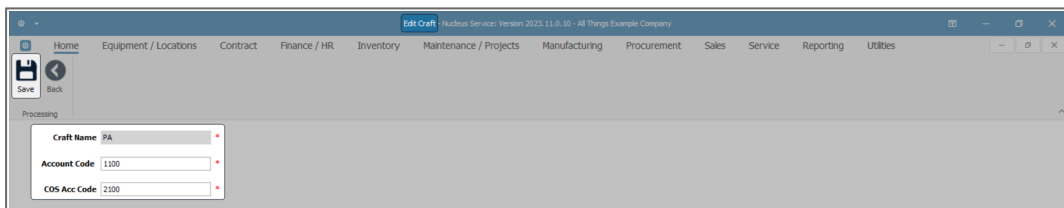


## EDIT CRAFT DETAILS

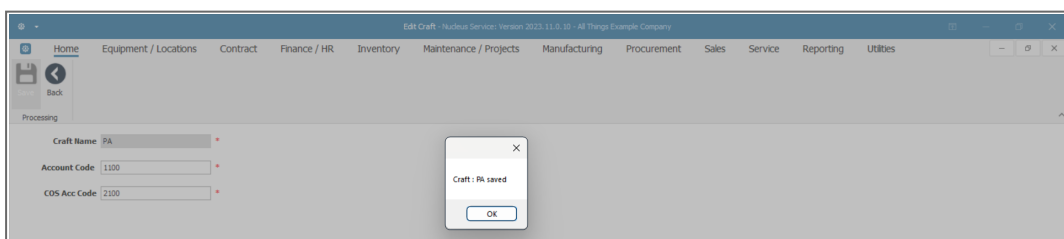
- The **Edit Craft** screen will open.
- Adjust the Craft details, as required:
- **Craft Name:** You will note that this field is 'greyed out' (inactive), the information in this field cannot be edited from this screen.
- **Account Code:** Backspace over or delete and/or type directly in this field to adjust the code, as necessary.
- **COS Acc Code:** Backspace over or delete and/or type directly in this field to adjust the code, as necessary.

## SAVE CHANGES

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

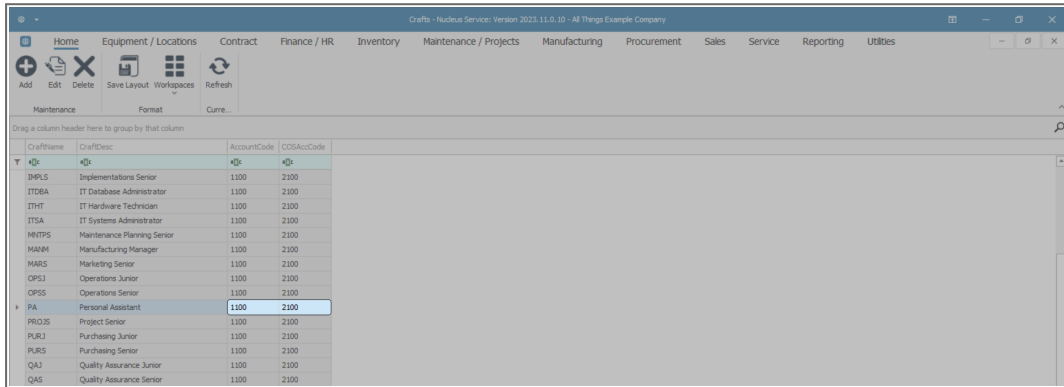


- A message box will pop up informing you -
  - **Craft: [ ] saved.**
- Click on **OK**.



## VIEW EDITED DETAILS

- The changes will be **saved** and you will return to the **Crafts** listing screen.
- The edited details can be **viewed** in the data grid.



CraftName	CraftDesc	AccountCode	COSAccCode
IMPLS	Implementations Senior	1100	2100
ITDOBA	IT Database Administrator	1100	2100
ITHT	IT Hardware Technician	1100	2100
ITSA	IT Systems Administrator	1100	2100
MINTPS	Maintenance Planning Senior	1100	2100
MANM	Manufacturing Manager	1100	2100
MARSS	Marketing Senior	1100	2100
OPCJ	Operations Junior	1100	2100
OPSS	Operations Senior	1100	2100
PA	Personal Assistant	1100	2100
PROJS	Project Senior	1100	2100
PURJ	Purchasing Junior	1100	2100
PURS	Purchasing Senior	1100	2100
QAJ	Quality Assurance Junior	1100	2100
QAS	Quality Assurance Senior	1100	2100

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