HUMAN RESOURCES

CRAFTS - EDIT A CRAFT

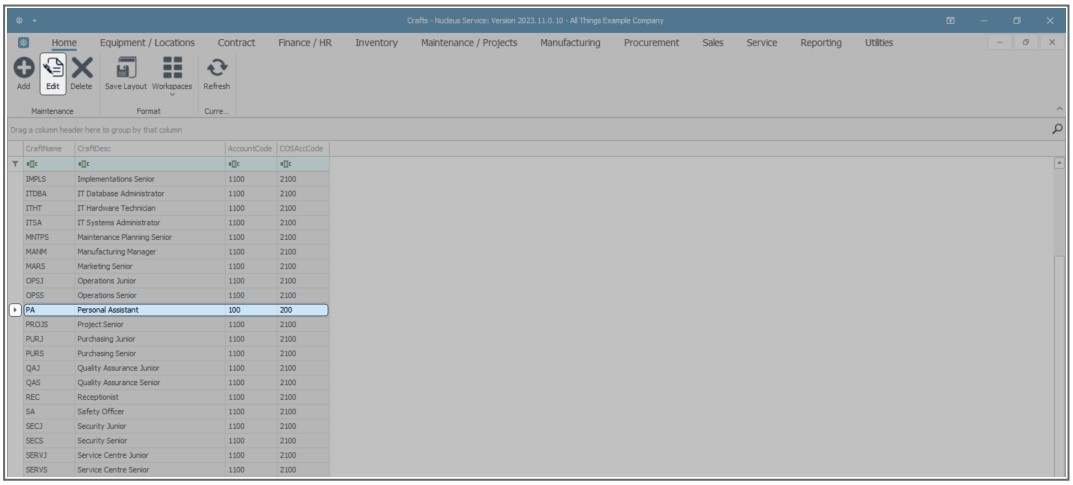
You have to first add a Craft before you can **edit** a **Craft** set up in Nucleus Service.

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**.



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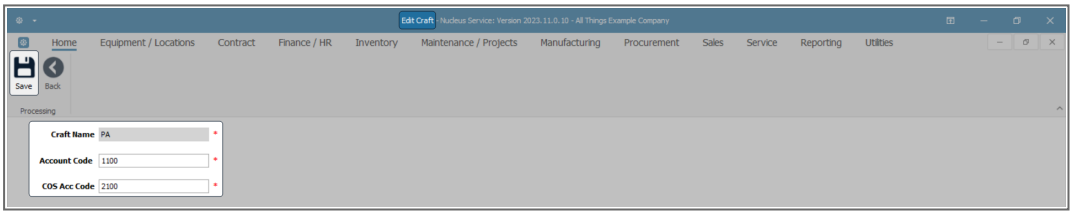
EDIT CRAFT DETAILS

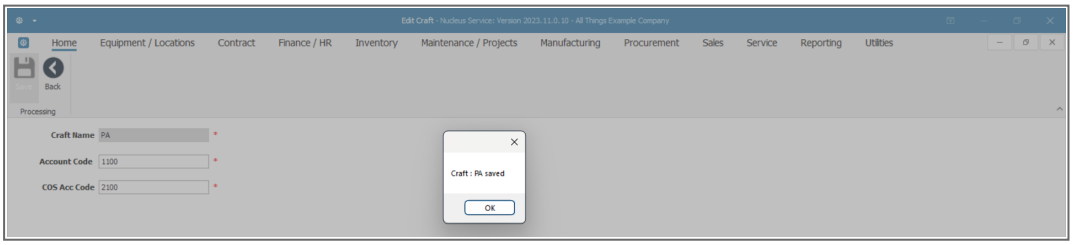
- The **Edit Craft** screen will open.
- Adjust the Craft details, as required:
- **Craft Name**: You will note that this field is 'greyed out' (inactive), the information in this field cannot be edited from this screen.
- **Account Code**: Backspace over or delete and/or type directly in this field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



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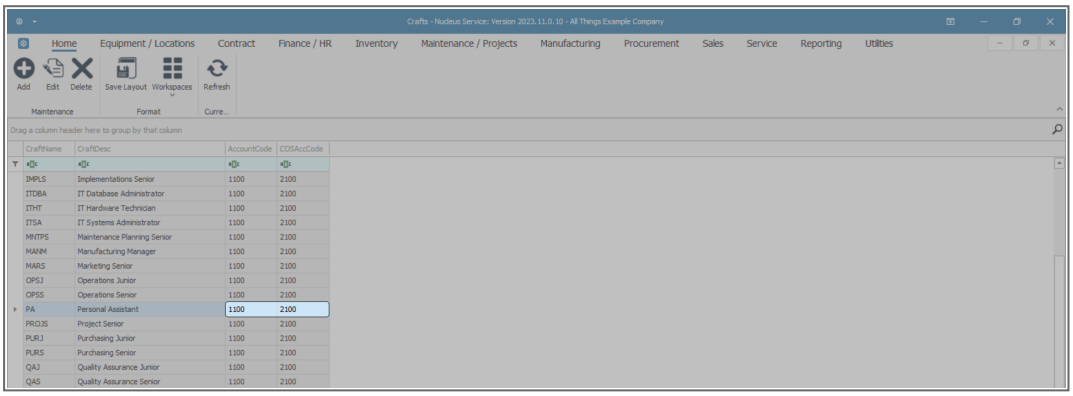
VIEW EDITED DETAILS

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



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