

HUMAN RESOURCES

CRAFTS - DELETE A CRAFT

You have to first <u>add</u> a <u>Craft</u> before you can **delete** a **Craft** that has been set up in **Nucleus Service**.

Ribbon Access: > Finance / HR > Crafts



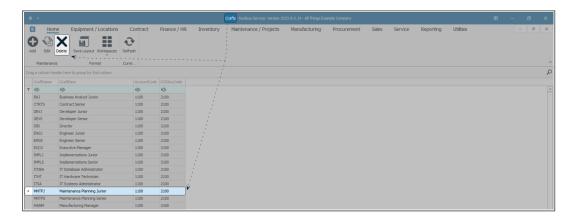
The **Crafts** listing screen will be displayed.

SELECT CRAFT

 Select the row of the Craft that you wish to remove from the data grid.

DELETE CRAFT

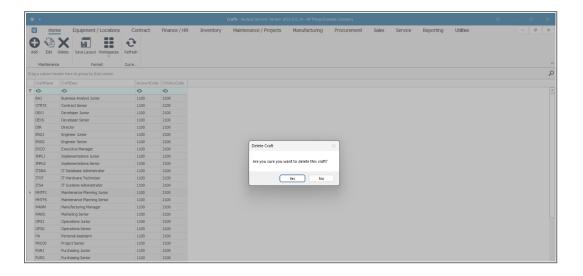
• Click on Delete.



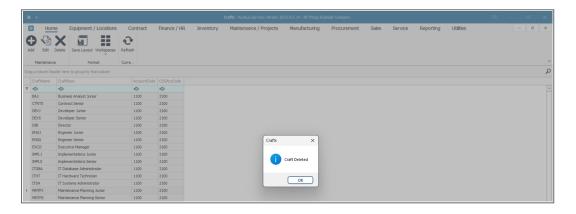


CONFIRM DELETION

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



- A Crafts message box will pop up informing you -
 - Craft Deleted
- Click on **OK**.





VIEW DELETION RESULTS

- The selected **Craft** will be **removed** from the data grid.
- Close the screen when you are done.



MNU.022.003