

HUMAN RESOURCES

CRAFTS - ADD A CRAFT

Before you do the following process of adding a Craft in **Nucleus Service**, you have to first set up Crafts in **Nucleus Configurator** (<u>Static Data Crafts</u>).

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Ribbon Access: Finance / HR > Crafts
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• The **Crafts** listing screen will be displayed.

ADD NEW CRAFT

• Click on Add.

					Crafts - Nucleus Service: Version 2							
0	Home Equipment / Location	ns Contract	Finance / HR	Inventory	Maintenance / Projects	Manufacturing	Procurement	Sales	Service	Reporting	Utilities	- 0 ×
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► ACCJ	Accounts Junior	1100	2100									
ACCS	Accounts Senior	1100	2100									
ADMIN	Administrator	1100	2100									
BAJ	Business Analyst Junior	1100	2100									
BAS	Business Analyst Senior	1100	2100									
CTRTJ	Contract Junior	1100	2100									
CTRTS	Contract Senior	1100	2100									
DEVJ	Developer Junior	1100	2100									
DEVS	Developer Senior	1100	2100									
DIR	Director	1100	2100									
ENGJ	Engineer Junior	1100	2100									
ENGS	Engineer Senior	1100	2100									
EXCO	Executive Manager	1100	2100									
HRM	Human Resources Manager	1100	2100									
IMPLJ	Implementations Junior	1100	2100									
IMPLS	Implementations Senior	1100	2100									
ITDBA	IT Database Administrator	1100	2100									
THT	IT Hardware Technician	1100	2100									
ITSA MNTPJ	IT Systems Administrator Maintenance Planning Junior	1100	2100									
MNTPS	Maintenance Planning Junior Maintenance Planning Senior	1100	2100									
MANA	Manufacturing Administrator	1100	2100									
MANA	Manufacturing Administrator Manufacturing Manager	1100	2100									
MARJ	Manufacturing Manager Marketing Junior	1100	2100									
MARS	Marketing Senior	1100	2100									
OPSJ	Operations Junior	1100	2100									

• The Add new Craft screen will open.



SEARCH FOR CRAFT NAME

• Click on the **Search** button in the **Craft Name** field.

۵						Add	Inew Craft - Nudeus Service: Versio									
E	Э н	lome	Equipment / Locations	Contract	Finance / HR	Inventory	Maintenance / Projects	Manufacturing	Procurement	Sales	Service	Reporting	Utilities	-	Ø	×
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- The Select the Craft Name screen will pop up.
- Note: The Craft selection available in this data grid, will have been set up in Nucleus Configurator <u>Static Data Crafts</u>.

SELECT CRAFT NAME

• Select the **row** of the **Craft** that you wish to **add**.

۰ م				Add	d new Craft - Nucleus Service: Versio	n 2023.9.0.14 - All Things	Example Company					- a x
Home	Equipment / Locations	Contract	Finance / HR	Inventory	Maintenance / Projects	Manufacturing	Procurement	Sales	Service	Reporting	Utilities	- 0 ×
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		ACC3	Accounts Junior	None								
		ACCS	Accounts Senior	None								
		ADMIN	Administrator	None								
		BAS	Business Analyst Sen									
		• CLE	Cleaner	None								
		CTRTJ	Contract Junior	None								
		SALSJ	Sales Junior	None								
		TECHS	Technician Senior	None								
		HR	Human Resources	None								

• In this image, **Cleaner** has been selected.

• The Craft Name field will now be populated.



LINK ACCOUNT CODES

- In the Account Code field, type in the General Ledger Sales Account Code.
- In the **COS Acc Code** field, type in the General Ledger Cost of Sales Account Code.

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۲	Home	Equipment / Locations	Contract	Finance / HR	Inventory	Maintenance / Projects	Manufacturing	Procurement	Sales	Service	Reporting	Utilities		ø ×
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SAVE CRAFT

 When you have finished adding details to this screen, click on Save.

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Save Proces	Home Back	Equipment / Locations	Contract	Finance / HR	Inventory	Maintenance / Projects	Manufacturing	Procurement	Sales	Service	Reporting	Utilities		Ø	× ^
	Craft Name	e CLE A	-												
/	Account Code	1100	•												
	COS Acc Code	e 2100	•												

- A message box will appear advising the following:
 - Craft: [] saved.
- Click on OK.



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B Home	Equipment / Locations	Contract	Finance / HR	Inventory	Maintenance / Projects	Manufacturing	Procurement	Sales	Service	Reporting	Utilities		- 1	ø×
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Craft Name	CLE P	•												
Account Code	1100	•												
COS Acc Code	2100	•												
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VIEW NEW CRAFT

• The new **Craft** will now be displayed in the **Crafts listing screen**.

Ho	me Equipment / Locations	Contract	Finance / HR	Inventory	Maintenance / Projects	Manufacturing	Procurement	Sales	Service	Reporting	Utilities	
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THT	IT Hardware Technician	1100	2100									
ITSA	IT Systems Administrator	1100	2100									
MINTPJ	Maintenance Planning Junior	1100	2100									
MNTPS	Maintenance Planning Senior	1100	2100									
MANM	Manufacturing Manager	1100	2100									
MARS	Marketing Senior	1100	2100									
OPSJ	Operations Junior	1100	2100									
OPSS PA	Operations Senior	1100	2100									
PA	Personal Assistant Project Senior	1100	2100									
PURJ	Project Senior Purchasing Junior	1100	2100									
PURS	Purchasing Senior	1100	2100									
QAJ	Quality Assurance Junior	1100	2100									
QAS	Quality Assurance Senior	1100	2100									
REC	Receptionist	1100	2100									
SA	Safety Officer	1100	2100									
SECJ	Security Junior	1100	2100									
SECS	Security Senior	1100	2100									
SERVJ	Service Centre Junior	1100	2100									
SERVS	Service Centre Senior	1100	2100									
STKJ	Stock Control Junior	1100	2100									
STKS	Stock Control Senior	1100	2100									
TECHJ	Technician Junior	1100	2100									
TRAVEL	Labour Travel	1100	2100									
CLE .	Cleaner	1100	2100									
HRM	Human Resources Manager	1100	2100									

• Close this screen when you are done.



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