

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.

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I Hon	ne Equipment / Locations Cont	tract Finance / H	IR Inventory	Maintenance / Projects	Manufacturing	Procurement	Sales	Service	Reporting	Utilities		-	0	×
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BAJ	Business Analyst Junior 11	00 2100												
CTRTS	Contract Senior 11	00 2100	, i											
DEVJ	Developer Junior 11	00 2100	1											
DEVS	Developer Senior 11	00 2100												
DIR	Director 11	.00 2100												
ENGJ	Engineer Junior 11	00 2100	1											
ENGS	Engineer Senior 11	00 2100	i i											
EXCO	Executive Manager 11	00 2100	i i											
IMPLJ	Implementations Junior 11	00 2100	1											
IMPLS	Implementations Senior 11	00 2100	;											
ITDBA	IT Database Administrator 11	00 2100												
THIT	IT Hardware Technician 11	00 2100	1											
ITSA	IT Systems Administrator 11	00 2100	1 i											
MINTPJ	Maintenance Planning Junior 11	00 2100	J'											
MINTPS	Maintenance Planning Senior 11	00 2100												
MANM	Manufacturing Manager 11	00 2100												

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CONFIRM DELETION

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

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E	Hor	ne Equipment / Locations	Contract	Finance / HR	Inventory	Maintenance / Projects	Manufacturing	Procurement	Sales	Service	Reporting	Utilities	- 0	×			
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	DEVJ	Developer Junior	1100	2100													
	DEVS	Developer Senior	1100	2100													
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	EXCO	Even the Manager	1100	2100		Delete Craft		×									
	IMPLJ	Implementations Junior	1100	2100													
	IMPLS	Implementations Senior	1100	2100		Are you sure you w	ant to delete this craft?										
	ITDBA	IT Database Administrator	1100	2100													
	тнт	IT Hardware Technician	1100	2100			Yes No										
	ITSA	IT Systems Administrator	1100	2100													
	MNTPJ	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	Operations Senior	1100	2100													
	PA	Personal Assistant	1100	2100													
	PROJS	Project Senior	1100	2100													
	PURJ	Purchasing Junior	1100	2100													
	PURS	Purchasing Senior	1100	2100													

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

4															
	Hom	e Equipment / Locations	Contract	Finance / HR	Inventory	Maintenance / Projects	Manufacturing	Procurement	Sales	Service	Reporting	Utilities		 ø	×
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	CTRTS	Contract Senior	1100	2100											
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	DEVS	Developer Senior	1100	2100											
	DIR	Director	1100	2100											
	ENGJ	Engineer Junior	1100	2100											
	ENGS	Engineer Senior	1100	2100		Crafts	×								
	EXCO	Executive Manager	1100	2100											
	IMPLJ	Implementations Junior	1100	2100			C-R D-H-H-H								
	IMPLS	Implementations Senior	1100	2100			Craft Deleted								
	ITDBA	IT Database Administrator	1100	2100											
	THT	IT Hardware Technician	1100	2100			OK								
	ITSA	IT Systems Administrator	1100	2100											
Þ	MNTPJ	Maintenance Planning Junior	1100	2100											
T.	MINTPS	Maintenance Planning Senior	1100	2100											



VIEW DELETION RESULTS

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



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