HUMAN RESOURCES

CRAFTS – EDIT A CRAFT

Ribbon Access: *Finance and HR > Crafts*

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

SELECT CRAFT

2. Select the **row** of the Craft where you wish to edit the details.
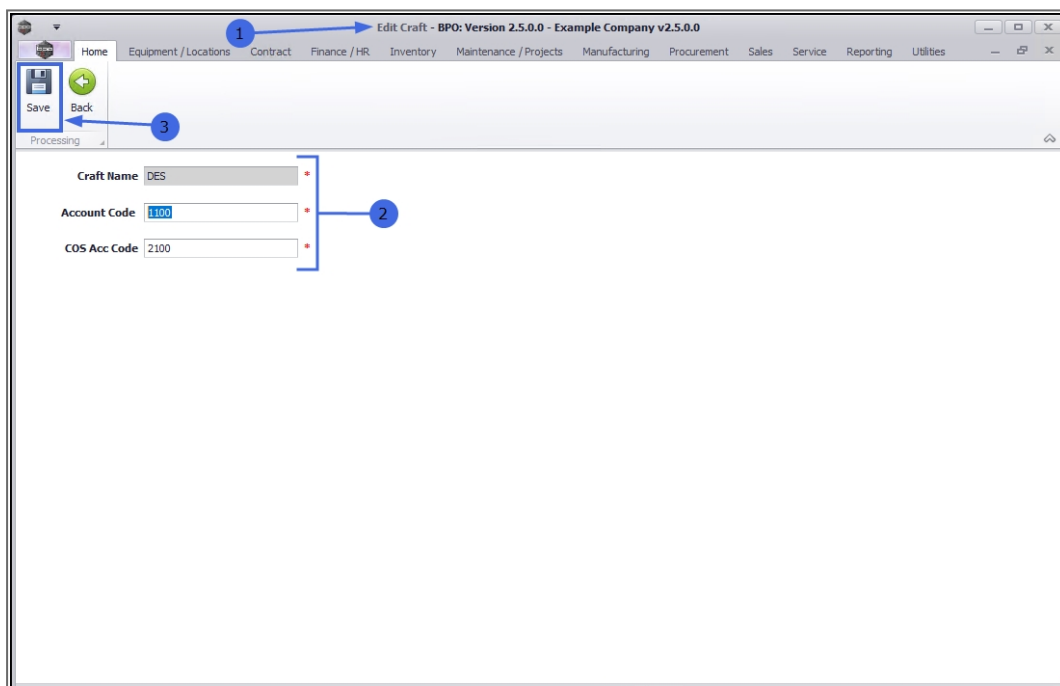3. Click on **Edit**.

EDIT CRAFT DETAILS

1. The **Edit Craft** screen will open.
2. Adjust the Craft details, as required:
   - **Craft Name**: You will note that this field is 'greyed out' (inactive), the information in this field <u>cannot</u> 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.
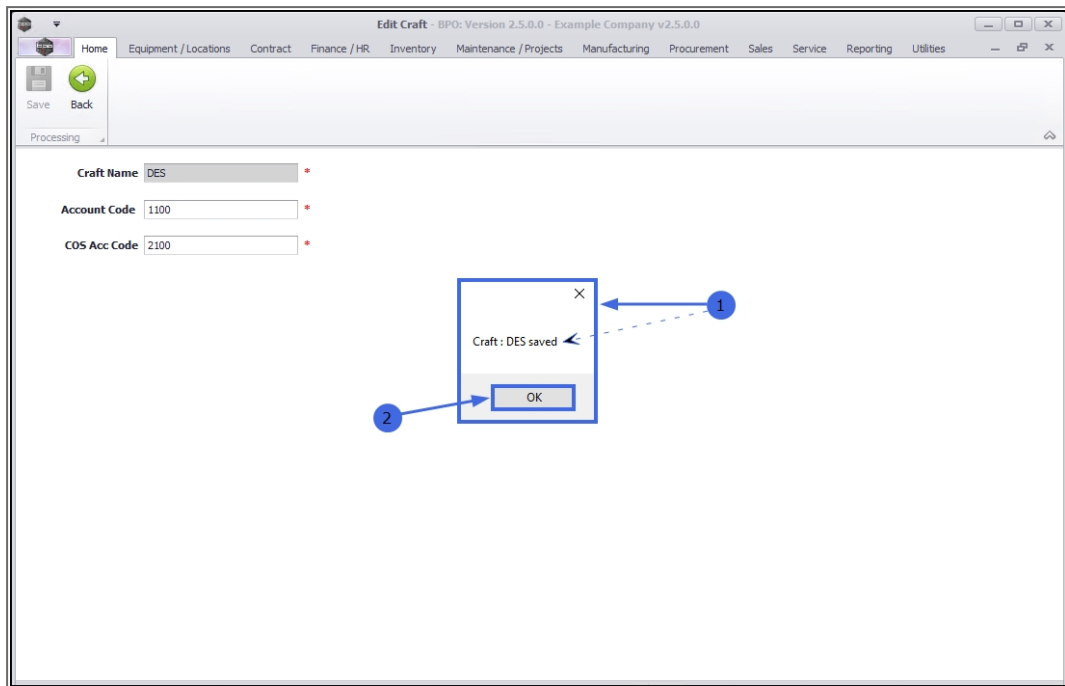
SAVE CHANGES

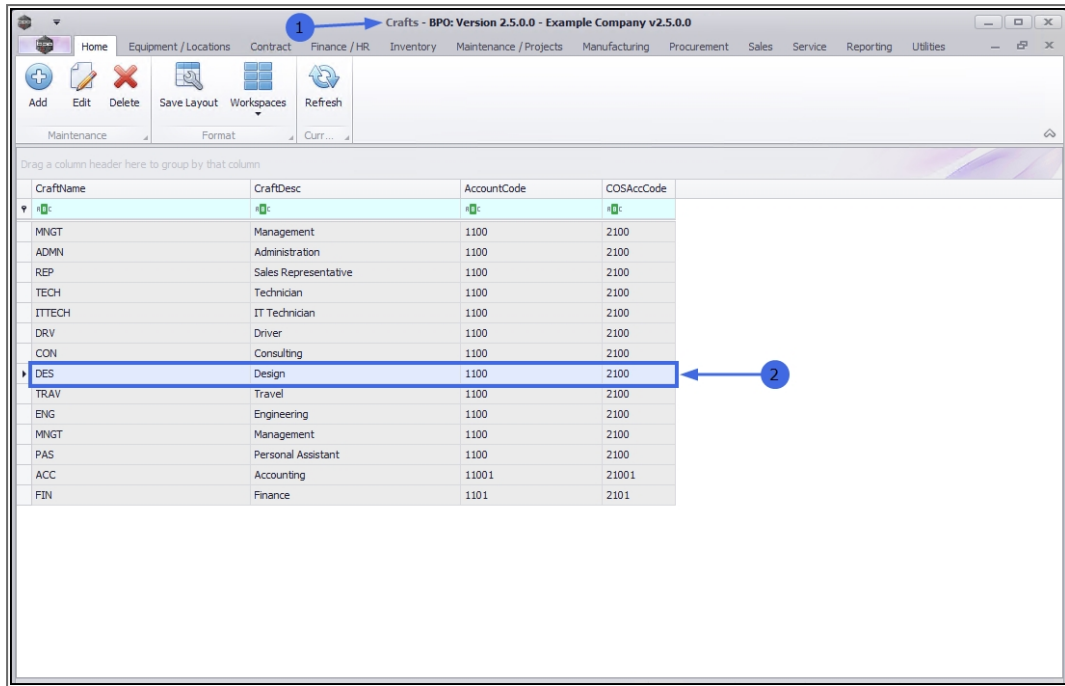3. When you have finished editing the craft details, click on **Save**.

1. A message box will pop up informing you;
   - **Craft: [] saved.**

2. Click on *OK*.

VIEW EDITED DETAILS

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

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