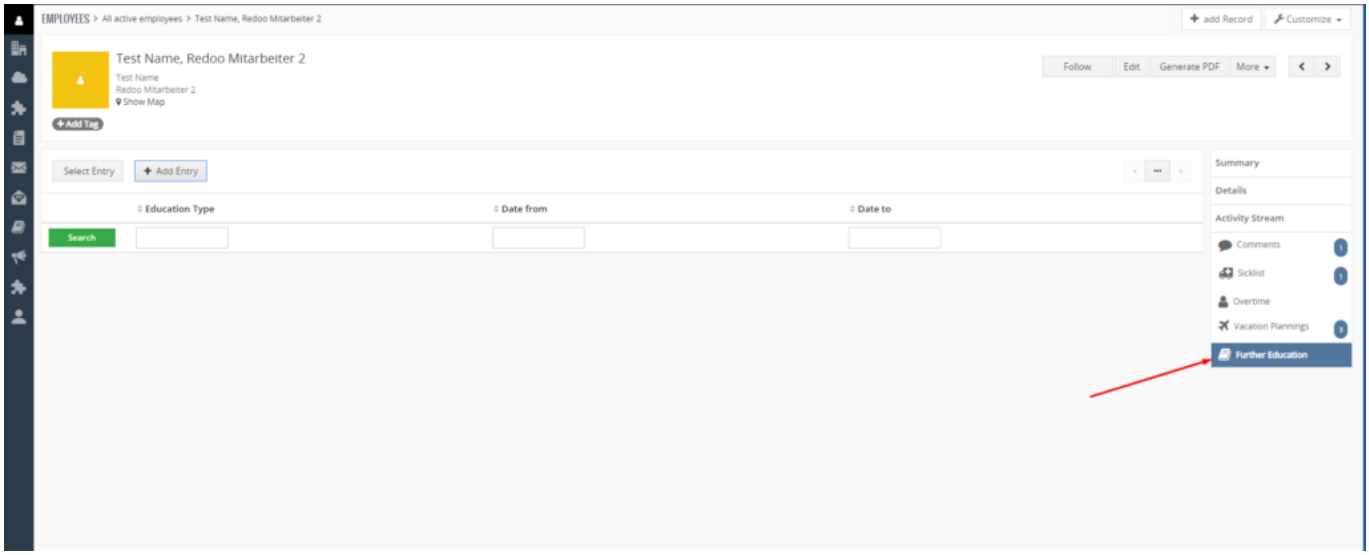
# HR-Software ENG

## Creating a continuing education in the "Employees" module

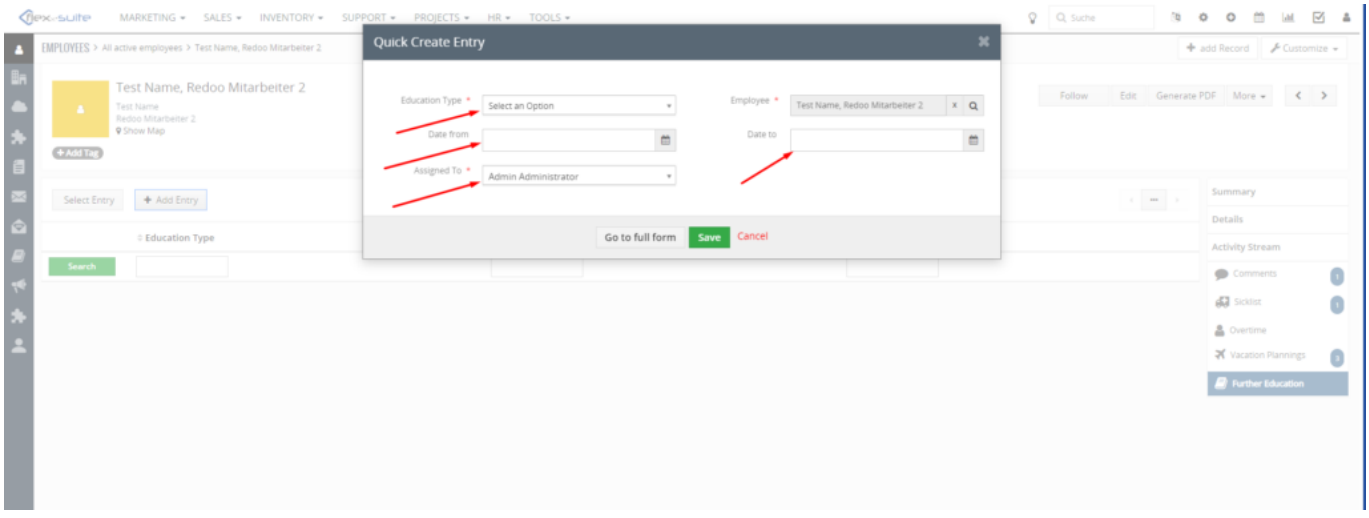

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The employee can create the training from his personnel entry. To do this, open the “Employees” module.

On the right side of the navigation go to “Further Education”.



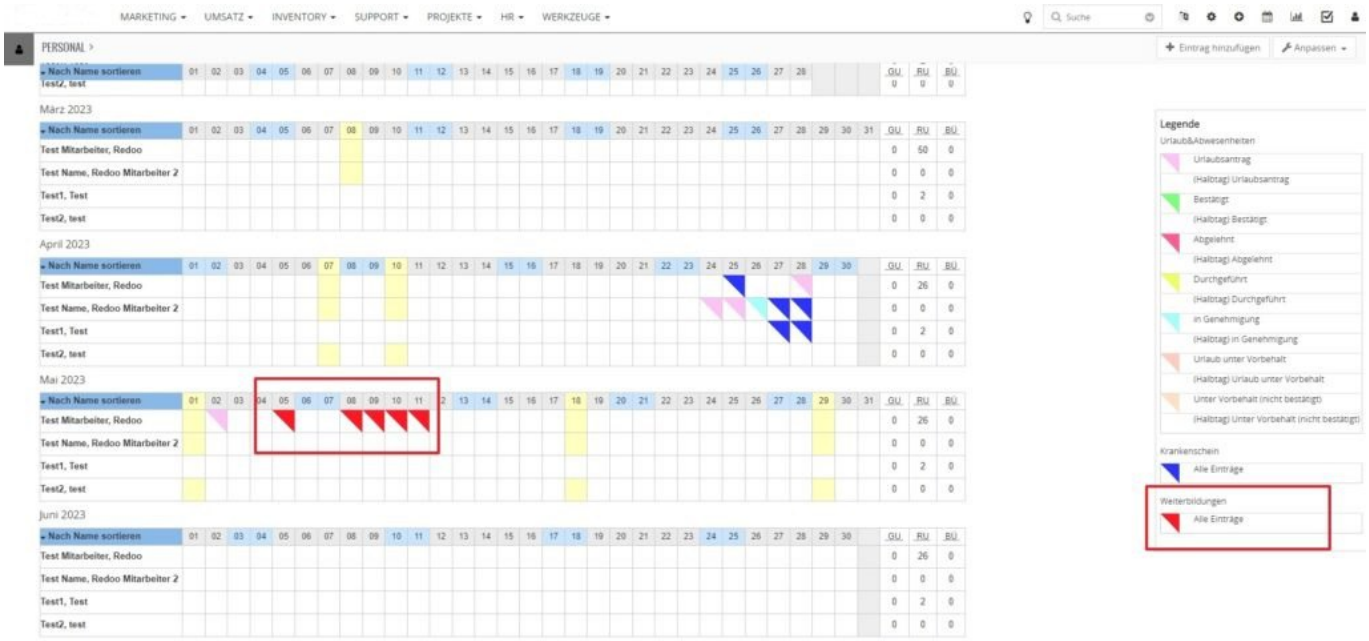

Then go to “create Further Education”, fill in the fields in the mask and save the entry.




Supervisors are informed (approval process is started) and the period is visible in the personnel

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