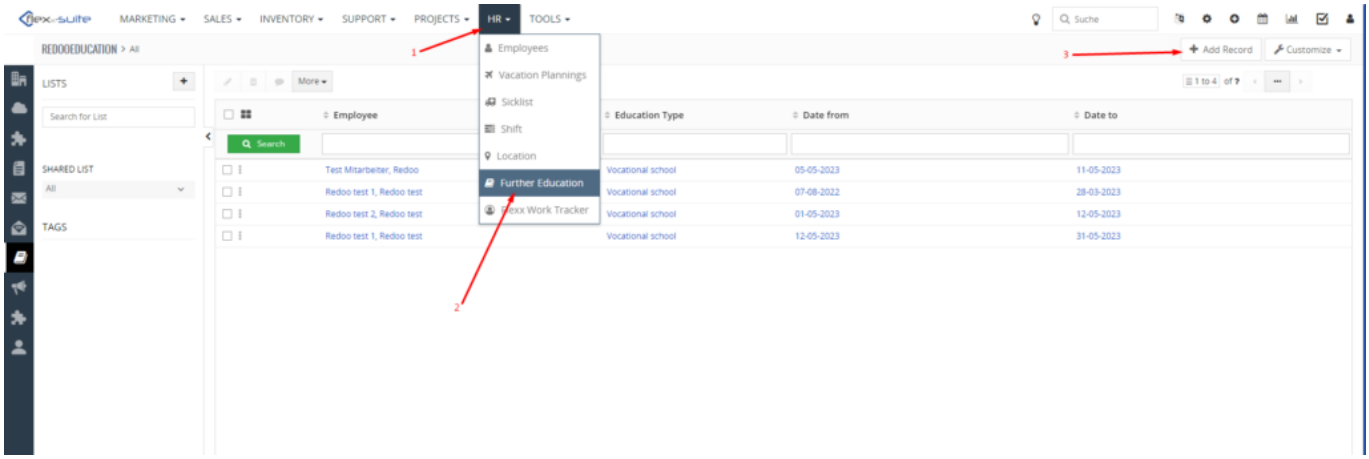
HR-Software ENG

Creation of a data record in the "Further Education" module

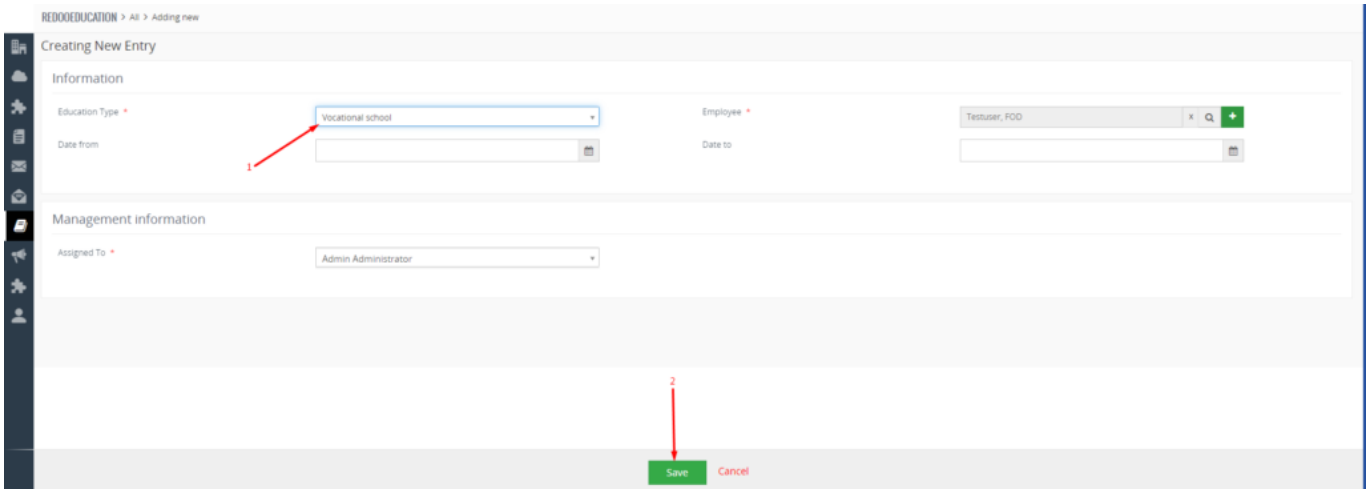
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The Further Education” module gives a user the possibility to enter the periods of continuing education or vocational schools in CRM and have them approved.

To add a training, go to the “Further Education” module, press the “Add record” button.



Here you fill in the fields:

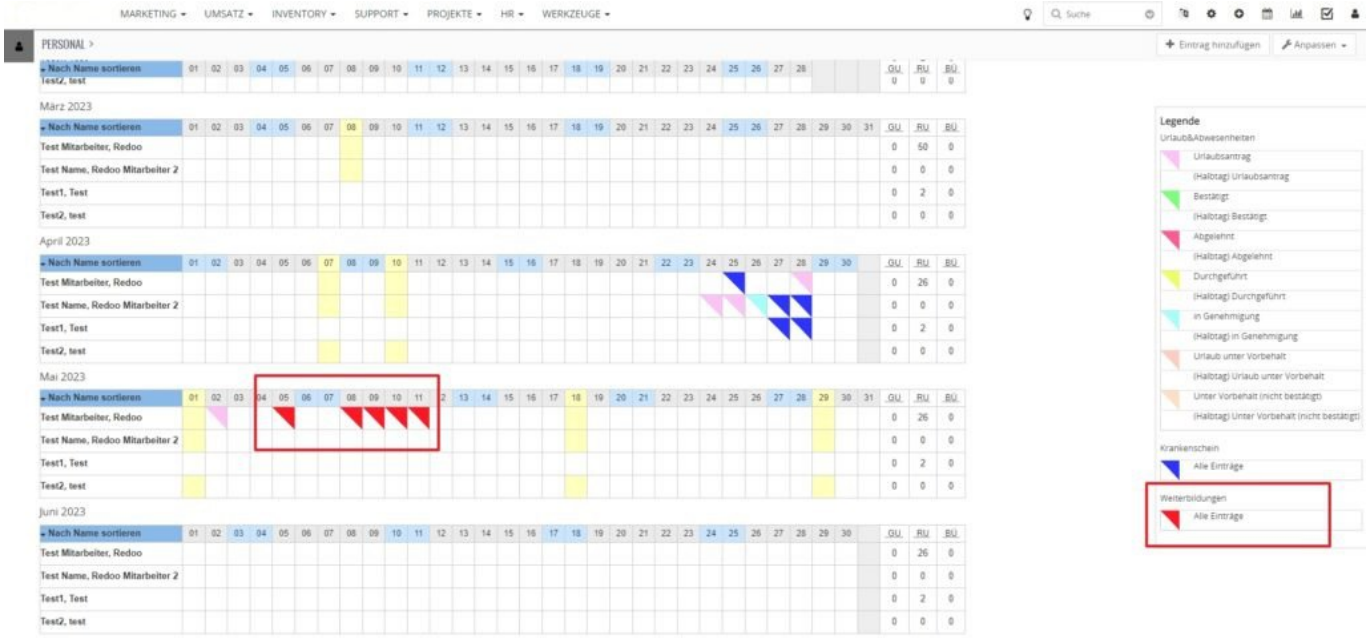


After that go to “Save”.

Now the approval process, which is identical to the approval process for leaves, is started. The

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period is displayed accordingly in the Personnel Report.



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