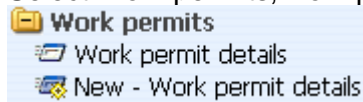


1.9 Work Permit Details

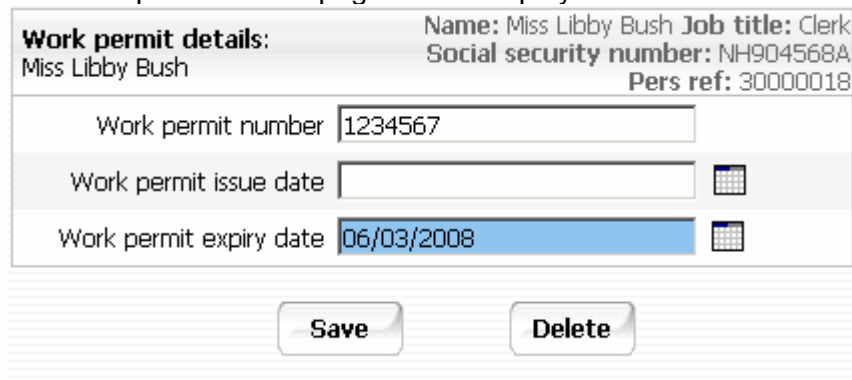
Where an employee has a work permit, details can be entered or amended using this menu

1. Use the search facility to locate the person whose details you wish to maintain or, if already working with the correct record, use the navigation trail to return to the people menu.



1. Select Work permits, work permit details




2. The work permit details page will be displayed



A screenshot of a web form titled 'Work permit details: Miss Libby Bush'. The form contains the following fields and information:

Work permit details: Miss Libby Bush	Name: Miss Libby Bush	Job title: Clerk
	Social security number: NH904568A	
	Pers ref: 30000018	
Work permit number	<input type="text" value="1234567"/>	
Work permit issue date	<input type="text"/>	
Work permit expiry date	<input type="text" value="06/03/2008"/>	

Below the form are two buttons: 'Save' and 'Delete'.

3. Edit the work permit number, issue date and expiry date as necessary
4. Click the  button.