

How to add employee qualification?



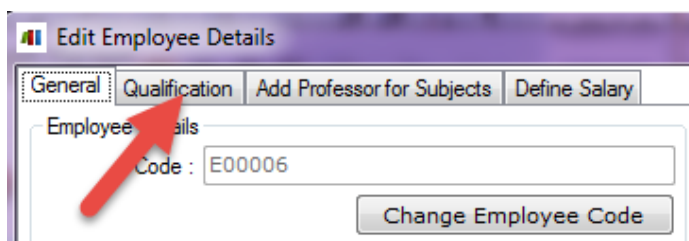
HDSchool Tutorials

To add employee qualification, you need to follow below steps:

1. Run HDSchool.
2. Go to 1st Page of HDSchool, click on **Employee**.
3. From **Employee Manager** Window, select employee and click on **Edit employee** button.



4. From **Edit Employee Details** window, click on **Qualification** tab.





5. In **Qualification** tab, click on **Add Qualification** button.
6. **Add Employee Qualification Detail** window will open; fill all the required details of the employee qualification like *Examination, University, Institute, Subject, Year of Passing, Percentage and Grade*.
7. Click on **Save**.
8. In Qualification tab, click on **Update**.

