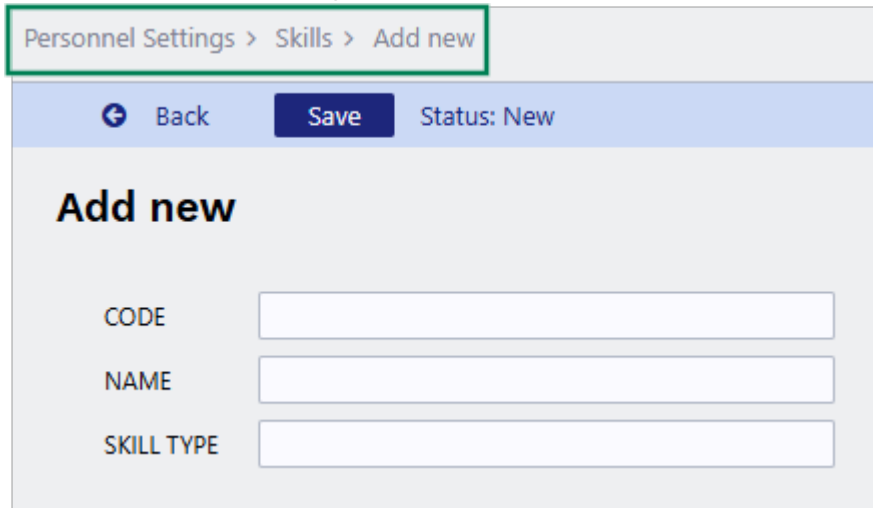
Table of Contents

Skills 3
Adding a new skill 3

Skills

In the skills register, you describe the skills that you want to record for employees, for example a driving licence, language skills or a forklift licence. Once the skills are in the register, you can add them to the employee card together with their validity period. This way, you can later quickly find employees with a specific skill in the Employee List report and notice on time the skills whose validity is about to end.

You can find the skills register in the menu `Settings → Personnel Settings →` **`Skills`**.



Adding a new skill

1. Click **Add new** in the register.
2. Fill in the fields on the skill card.
3. Click **Save**.

Code - the code of the skill, for example `DRIVING` or `LANGUAGE`.
Name - the name of the skill, for example `Driving licence` or `English language skills`.
Skill type - the skill types separated by commas, for example the driving licence categories `A,B,C,D` or the language levels `A1,A2,B1,B2,C1,C2`.

From:
https://wiki.directo.ee/ - **Directo Help**

Permanent link:
https://wiki.directo.ee/en/per_oskused

Last update: **2026/11/26 13:49**