	Document Name	Object Help Document	
Lighthouse Info Systems Pvt. Ltd. SINCE 1987	Menu Code	01.719.05	
	Process Name	Employee Qualification Master	
Release Version	1.0	Document No	
Release Date	01-June-2018	Pages	Page - 1 - of 5

01.719.05 – Employee Qualification Master

PROCESS OVERVIEW

This Master form is used to enter the complete educational details of employees e.g. qualification, subject, university, year of passing, percentage scored, grade, completion mode.

We can track overall qualification details of every employee through this form. We can fill same details from employee master form as well

PROCESS PRE-REQUISITES

Input Fields	Input Details	General Remarks
Emp Code	To enter emp code	Employee code is must to enter further record
Qualification Code	To enter qualification code	Qualification code must be present in qualification master
Subject Code	To enter subject code	Subject code must be present in subject master form
Subject Name	To enter subject name	Subject name must be present in subject master
University Code	To enter university code	University code must be present in university master

KEY FEATURES

- Qualification Details which are entered in this form will be visible on employee master form

PROCESS DETAILS

BUTTONS	DESCRIPTION
Add	To Add new record
Edit	To Edit the existing record.
Delete	To Delete existing record
Find	To find records from LOV
Print	To print the record
Exit	To Exit from the open form

Lighthouse Info Systems PVT. Ltd. SINCE 1987	Document Name	Object Help Document	
	Menu Code	01.719.05	
	Process Name	Employee Qualification Master	
Release Version	1.0	Document No	
Release Date	01-June-2018	Pages	Page - 3 - of 5

Ok	To Save Entry
Cancel	To Cancel Entry

Work Step –

Step 1 Press Add button

Step 2 Enter employee code
Step 3   Enter qualification code (Press F9 in field)
Step 3   Enter subject code (Press F9 in field)
Step 4   Enter university code (Press F9 in field)

Step 5   Enter batch year
Step 6   Enter Year of passing
Step 7   Enter Percentage scored
Step 8   Enter Grade scored by employee
Step 9   Select completion mode

Optional Data Fields
Parent Record

Tips and Tricks
Not Applicable

FIELDS	DESCRIPTION	R/O/C	FIELD VALUE / COMMENTS
Emp Code	To enter emp code	R	Enter employee code
Qualification Code	To enter qualification code	R	Enter qualification code (Press F9 in field)
Subject Code	To enter subject code	R	Enter subject code (Press F9 in field)
University Code	To enter university code	R	Enter university code (Press F9 in field)
Batch year	To enter batch year	R	Enter batch year
Year of Passing	To enter year of passing	R	Enter year in which employee has completed education
Percentage (%)	To enter percentage	R	Enter the total percentage scored
Grade	To enter grade	R	Enter the grade scored
Completion Mode	To enter completion mode	R	Enter the education completion mode : Full Time or Part Time

	Document Name	Object Help Document	
	Menu Code	01.719.05	
	Process Name	Employee Qualification Master	
Release Version	1.0	Document No	
Release Date	01-June-2018	Pages	Page - 5 - of 5