| <b>Lighthouse</b>      | Document Name | Object Help Document         |                 |
|------------------------|---------------|------------------------------|-----------------|
| Info Systems Pvt. Ltd. | Menu Code     | 01.717.02                    |                 |
| SINCE 1301             | Process Name  | HR Related Master Management |                 |
| Release Version        | 1.0           | Document No                  |                 |
| Release Date           | 01-June-2018  | Pages                        | Page - 1 - of 4 |

# 01.717.02 - Relation Master

#### **PROCESS OVERVIEW**

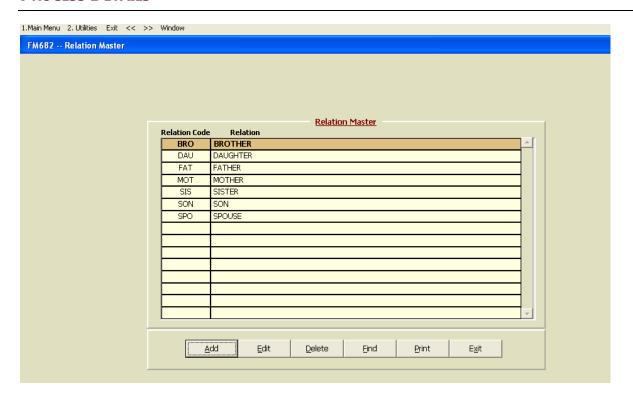
This Master form is used to define different types of relation employees having with their family members. Prior to adding different relations we can define or link it further to employees.

This helps us to provide descriptive family background information about each employee in organization.

# **PROCESS PRE-REQUISITES**

To perform this process <u>User Rights</u> are required for the Form specifically for *New*, *Edit*, *Delete* and *Print* function.

### **PROCESS DETAILS**



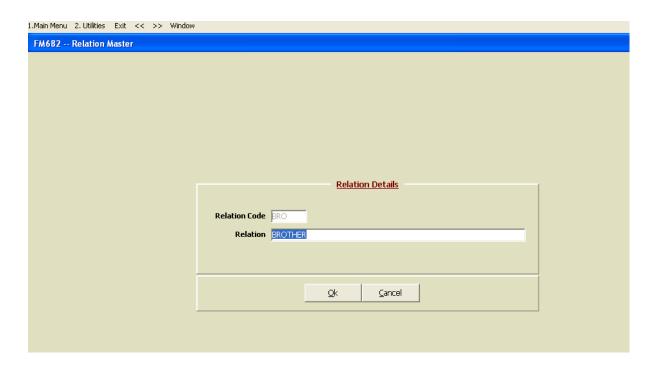
| <b>Lighthouse</b>      | Document Name | Object Help Document         |                 |
|------------------------|---------------|------------------------------|-----------------|
| Info Systems Pvt. Ltd. | Menu Code     | 01.717.02                    |                 |
| SINCE 1987             | Process Name  | HR Related Master Management |                 |
| Release Version        | 1.0           | Document No                  |                 |
| Release Date           | 01-June-2018  | Pages                        | Page - 2 - of 4 |

| BUTTONS | DESCRIPTION                  |
|---------|------------------------------|
| Add     | To Add new record.           |
| Edit    | To Edit the existing record. |
| Delete  | To Delete selected record.   |
| Print   | To print the record          |
| Exit    | To Exit from the open form   |
| Find    | To find records from LOV     |
| Ok      | To Save record.              |
| Cancel  | To Cancel Entry              |

# Work Step -

Step 1 Press Add Button

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| SINCE 1987             | Process Name  | HR Related Master Management |                 |
| Release Version        | 1.0           | Document No                  |                 |
| Release Date           | 01-June-2018  | Pages                        | Page - 3 - of 4 |



Step 2 Enter Relation Code Step 3 Enter Relation description Step 4 Click on Ok button

### **Optional Data Fields**

Not applicable

### **Tips and Tricks**

Keep Codes for each category of unique length so that it will be helpful while linking with employees

# **Input Field Level Information – General Details**

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|------------------------|---------------|------------------------------|-----------------|
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| Release Version        | 1.0           | Document No                  |                 |
| Release Date           | 01-June-2018  | Pages                        | Page - 4 - of 4 |

| FIELDS        | DESCRIPTION                | R/O/C | FIELD VALUE / COMMENTS   |
|---------------|----------------------------|-------|--|
| Relation Code | Enter Relation code        | R     | Code must be unique and should not be repeated for other relation. E.g. MOTH- Mother |
| Relation      | Enter Relation Description | R     | Add description of relation related to code  |

R = Required, O = Optional, C = Conditional