 <b>Lighthouse</b> Info Systems Pvt. Ltd. <small>SINCE 1987</small>	Document Name	Object Help Document	
	Menu Code	01.709.07	
	Process Name	Employee Management	
Release Version	1.0	Document No	
Release Date	01-June-2018	Pages	Page - 1 - of 4

## 01.709.07 – Employee Equipment Status Master

### PROCESS OVERVIEW

This Master form is used to record and check the status of equipments e.g. Laptop issued to any employee. Here we maintain the list of equipments issued to employees as well as their status.

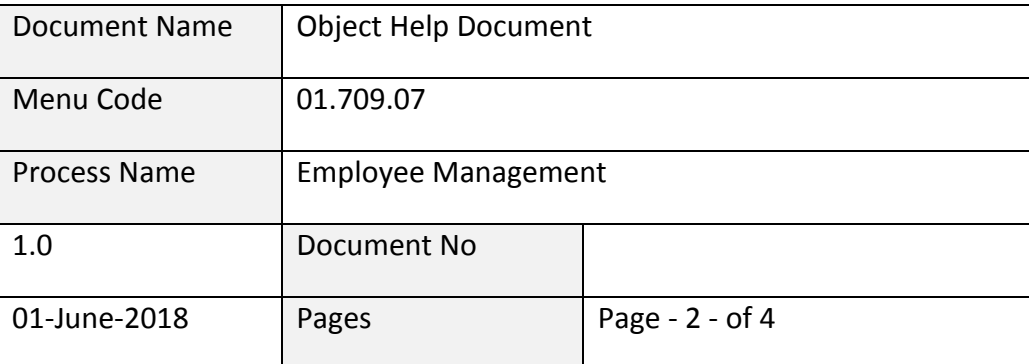
We save location of equipments issued which are cost centers. So that we can get costing reports. Also period for which equipments are issues with special remarks if any.


### PROCESS PRE-REQUISITE

Input Fields	Input Details	General Remarks
Location	To enter location (Cost Code)	Cost Code must be defined in
Emp Code	To Enter Employee code	Through Employee Master
Equipment ID	To Enter Equipment ID	Through Equipment Master

### PROCESS DETAILS

1. Open the form employee equipment status master

[illegible]

 <b>Lighthouse</b> Info Systems Pvt. Ltd. <small>SINCE 1987</small>	Document Name	Object Help Document	
	Menu Code	01.709.07	
	Process Name	Employee Management	
Release Version	1.0	Document No	
Release Date	01-June-2018	Pages	Page - 3 - of 4

### Work Step –

Step 1 Press New button

Step 2 Enter Equipment ID (Press F9 in field)

Step 3 Enter Employee Code (Press F9 in field)

Step 3 Enter from date

Step 4 Enter To date

Step 5 Enter Equipment location (Press F9 in field)

Step 6 Enter Status (Press F9 in field)

Step 7 Enter Remark

Step 8 Click on save button

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


### Optional Data Fields

To Date

### Tips and Tricks

Not Applicable

---

 <b>Lighthouse</b> Info Systems Pvt. Ltd. <small>SINCE 1987</small>	Document Name	Object Help Document	
	Menu Code	01.709.07	
	Process Name	Employee Management	
Release Version	1.0	Document No	
Release Date	01-June-2018	Pages	Page - 4 - of 4

FIELDS	DESCRIPTION	R/O/C	FIELD VALUE / COMMENTS
Equipment Id	To enter equipment ID	C	Select equipment id for which record need to add on form (Press F9 to select the ID)
Employee Name	To enter employee name	R	Select employee name for whom equipment record need to add
From Date	To enter from date	C	Select date from which record is required to save
To Date	To enter to date	O	Select to date
Equipment Location	To enter equipment location	C	Enter equipment location which is pre-defined (Press F9 to select)
Status	To enter status	C	Select status from LOV (List of Values)
Remark	To enter remark	O	Enter remark if required.