	Document Name	Object Help Document	
Lighthouse Info Systems Pvt. Ltd. SINCE 1987	Menu Code	01.717.01	
	Process Name	HR Related Master Management	
Release Version	1.0	Document No	
Release Date	01-June-2018	Pages	Page - 1 - of 3

01.717.01 – Hobby Master

PROCESS OVERVIEW

This Master form is used to define hobbies related to employees. We can add different types of hobbies which can be link further to employees.

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
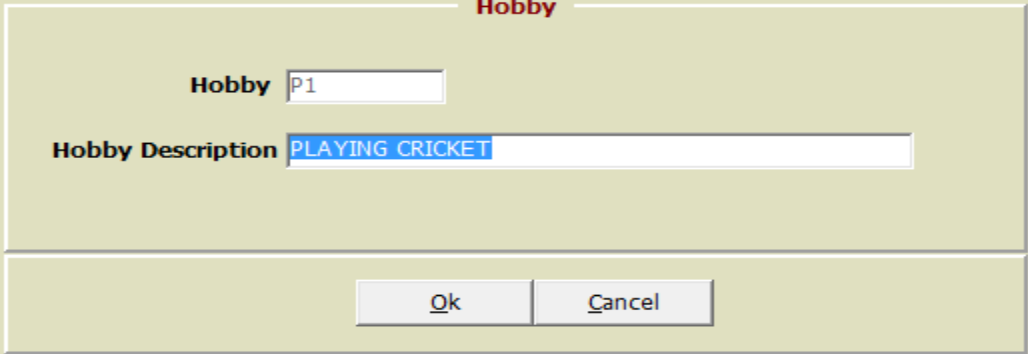
![Lighthouse Info Systems Pvt. Ltd. SINCE 1987]	Document Name	Object Help Document
	Menu Code	01.717.01
	Process Name	HR Related Master Management
Release Version	1.0	Document No	
Release Date	01-June-2018	Pages	Page - 2 - of 3

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

Step 2 Enter Desired Hobby Code

Step 3 Enter Hobby 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

FIELDS	DESCRIPTION	R/O/C	FIELD VALUE / COMMENTS
Hobby Code	Enter Hobby code	R	Code must be unique and should not be repeated for other hobby. E.g. CRIC - Cricket
Hobby Description	Enter Hobby Description	R	Add description of hobby related to code

R = Required, O = Optional, C = Conditional