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|  Lighthouse Info Systems Pvt. Ltd. <small>SINCE 1987</small> | Document Name | Object Help Document | |
| | Menu Code | 01.709.12 | |
| | Process Name | Employee Management | |
| Release Version | 1.0 | Document No | |
| Release Date | 01-June-2018 | Pages | Page - 2 - of 3 |

FM1602 -- Employee Document Master

Employee Document Details

Record Type ☒ Parent Record ☐ Basic Record


Document Code* 00001

Document Description* EXPERIENCE CERTIFICATE

Parent Code

Reminder Days

| BUTTONS | DESCRIPTION |
|---------|-------------------------------|
| Add | To Add new record. |
| Edit | To Edit the selected record. |
| Delete | To Delete selected record. |
| Find | To Find Records. |
| Print | To Print Record. |
| Exit | To Exit from the opened form. |

| | | | |
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Work Step –

Step 1 Press Add Button

Step 2 Enter Document code

Step 3 Enter Document description

Step 4 Enter Parent code

Step 5 Enter Reminder days

Optional Data Fields

Parent Code

Reminder Days

Tips and Tricks

Not Applicable

| FIELDS | DESCRIPTION | R/O/C | FIELD VALUE / COMMENTS |
|----------------------|------------------------|-------|--|
| Document Code | To enter document code | R | Need to add unique document code should not be repeated for other record |
| Document Description | To enter description | R | Enter description of document in line with document code |
| Parent Code | To enter parent code | O | Enter parent code to create parent or main record |
| Reminder Days | To enter reminder days | O | Enter reminder days |

R = Required, O = Optional, C = Conditional