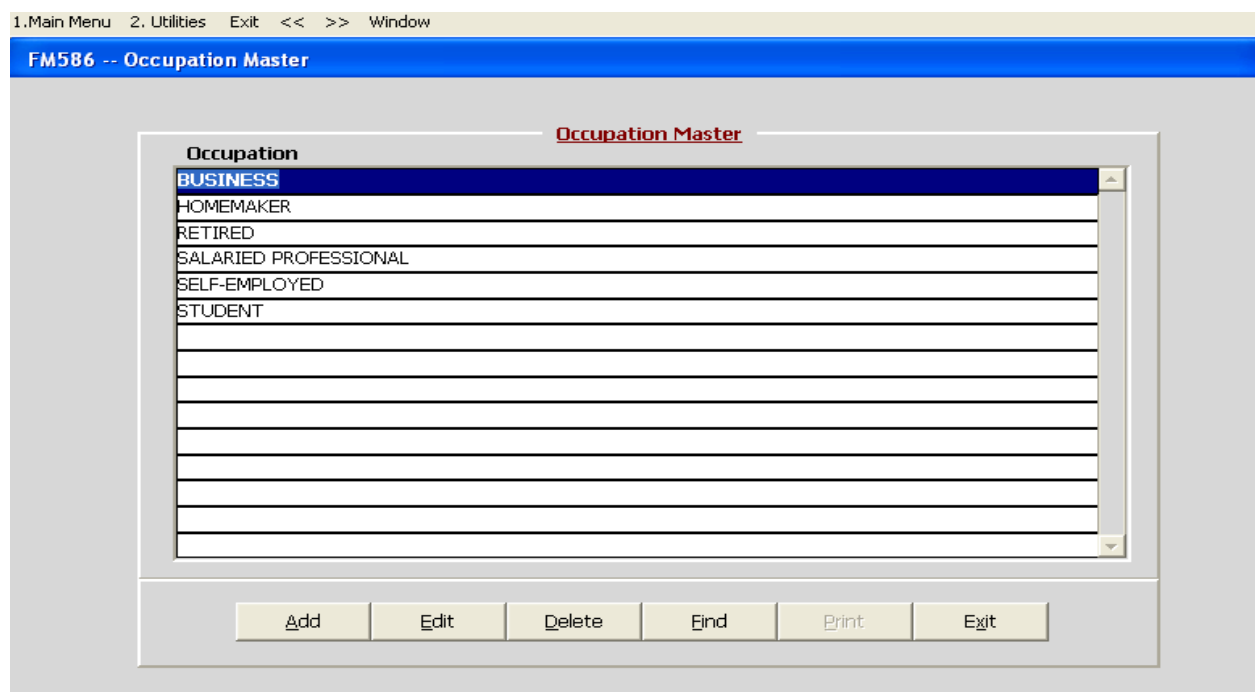# 01.717.03 – Occupation Master

PROCESS OVERVIEW

This Master form is used to define different types of occupation related to employees. This helps us to capture information about employees previous work experience whether he/she was working in company or in own business. Occupation master inputs can further be link in employee master form while adding employee's family working details.

PROCESS PRE-REQUISITES

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

PROCESS DETAILS

BUTTONS	DESCRIPTION
Add	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
Find	To find records from LOV
Ok	To Save record.
Cancel	To Cancel Entry

Work Step –
Step 1 Press Add Button

Step 2 Enter Required Occupation
Step 3 Click on Ok button

Optional Data Fields
Not applicable

Tips and Tricks
Not Applicable

Input Field Level Information – General Details

FIELDS	DESCRIPTION	R/O/C	FIELD VALUE / COMMENTS
Occupation	Enter required occupation	R	Add occupation different from each

R = Required, O = Optional, C = Conditional