Lighthouse	Document Name	Object Help Document	
Info Systems Pvt. Ltd.	Menu Code	01.715.01	
SINCE 1987	Process Name	Employee Grievance Types	
Release Version	1.0	Document No	
Release Date	01-June-2018	Pages	Page - 1 - of 3

01.715.01 – Employee Grievance Types

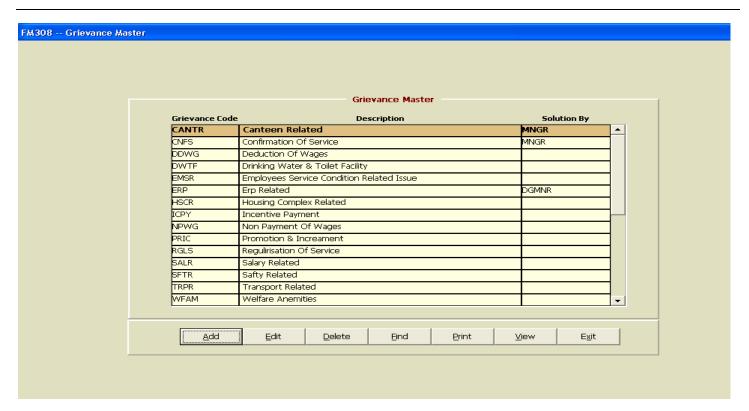
PROCESS OVERVIEW

This form used to create types of Grievances raised in company. It's a master form where we can enter different types of Grievances in company.

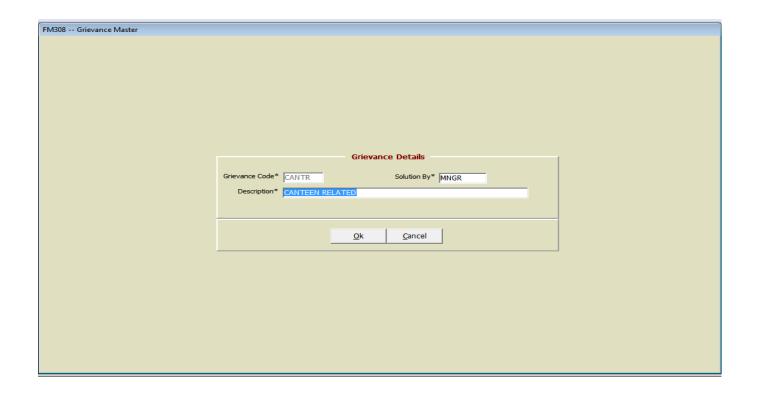
PROCESS PRE-REQUISITES

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

PROCESS DETAILS



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BUTTONS	DESCRIPTION
Add	To Add new record.
Edit	To Edit the existing record.
Delete	To Delete existing record which are not approved.
Find	To Find records from LOV
Print	To Print the record
View	To Take view of records
Exit	To Exit from the open form

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Work Step -

Step 1 Press Add Button

Step 2 Enter Grievance Code

Step 3 Enter Designation who will resolve the problem.

Step 4 Enter Description against Grievance.

Optional Data Fields

All Fiend are Mandatory

Tips and Tricks

Not Applicable

Input Field Level Information – General Details

FIELDS	DESCRIPTION	R/O/C	FIELD VALUE / COMMENTS
Grievance Code	Enter Grievance Code	R	Enter Grievance Code who is referring the Grievance.
Solution By	Enter Designation who is going to solve the Grievance.	R	Enter Designation code to solve issue
Description	Enter the total description of Grievance	R	Enter the total description of Grievance

R = Required, O = Optional, C = Conditional