Lighthouse	Document Name	Object Help Document		
Lighthouse Info Systems Pvt. Ltd.	Menu Code	01.717.05		
SINCE 1901	Process Name	HR Related Master Management		
Release Version	1.0	Document No		
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01.717.05 – Employee Family Hobby Master

PROCESS OVERVIEW

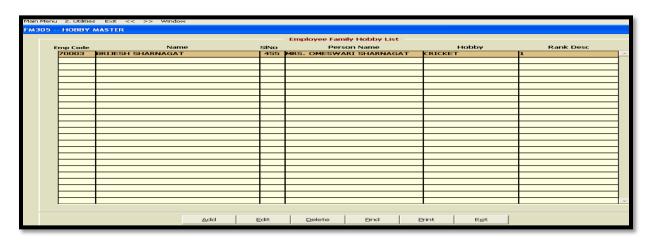
This Master form is used to enter the hobby details of employee's family member. Once we have entered the details of employee's family members we can define hobby to employee's family member by using this form.

PROCESS PRE-REQUISITES

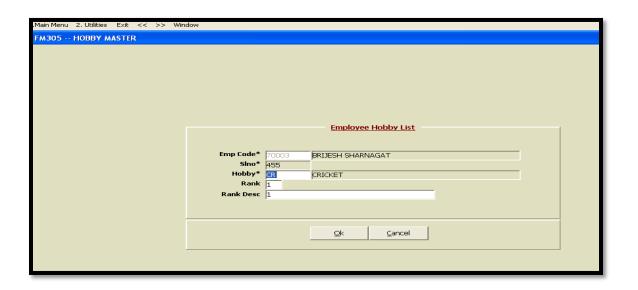
Input Fields	Input Details	General Remarks
Employee Code	To enter employee code	Employee code must be defined in employee master
Hobby	To enter hobby	Hobby must be defined in hobby master form
SI no	Employee's Family Member no	Employee's Family members should be defined in employee family master

PROCESS DETAILS

1) Open the form hobby master



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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 the record
Cancel	To cancel the entry

Lighthouse	Document Name	Object Help Document	
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Work Step -

Step 1 Press Add button

Step 2 Select employee code

Step 3 Enter Hobby (by pressing F9 button of keyboard)

Step 3 Enter Rank

Step 4 Enter Rank description

Optional Data Fields

Rank

Rank Descending

Tips and Tricks

Not Applicable

FIELDS	DESCRIPTION	R/O/C	FIELD VALUE / COMMENTS
Employee Code	To enter employee	R	Select employee for whom details needs to enter
Hobby	To enter hobby	R	Select hobby which needs to define for selected employee
Rank	To enter rank	0	Enter rank (Hobby Expertise)
Rank Desc	To enter rank desc.	0	Enter rank descending

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Report can also be generated

