 Lighthouse Info Systems Pvt. Ltd. <small>SINCE 1987</small>	Document Name	Object Help Document	
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01.717.04 – Employee Family Master

PROCESS OVERVIEW

This Master form is used to enter the family details of employee. We can enter several family details which includes name of person, relation with person, date of birth, occupation of person, if the person is married or not etc. We can also get the list of dependent family members from this data.

We can enter similar details from the employee master form as well.

PROCESS PRE-REQUISITES

Input Fields	Input Details	General Remarks
Employee	To enter employee	Employee must be defined in employee master
Relation	To enter relation	Relation must be defined in relation master form
Occupation	To enter occupation	Occupation must be defined in Occupation master form

KEY FEATURES

- Family Details which are entered in this form will be visible on employee master form


PROCESS DETAILS

- Open the form family master



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FM307 -- Family Master						
<u>Employee Family Master</u>						
Emp Code	Sno	Employee Name	Person Name	Relation	Birth Date	Occupation
51034	1	SEENA PULIKKOTTIL	ANTO PULIKKOTTIL	SPOUSE	12-10-1964	SALARIED PROFESSIONAL
51034	2	SEENA PULIKKOTTIL	ALEENA PULIKKOTTIL	DAUGHTER	14-11-1997	STUDENT
51034	3	SEENA PULIKKOTTIL	ANSON PULIKKOTTIL	SON	29-05-1999	STUDENT
70003	454	BRIJESH SHARNAGAT	MR. GANESH PRASAD SHARNAGAT	FATHER	07-08-1953	BUSINESS
70003	455	BRIJESH SHARNAGAT	MRS. OMESWARI SHARNAGAT	MOTHER	13-08-1959	HOMEMAKER
70003	456	BRIJESH SHARNAGAT	MRS. CHUNAUTI SHARNAGAT	SPOUSE	17-09-1989	HOMEMAKER
70003	457	BRIJESH SHARNAGAT	RITVIK SHARNAGAT	SON	27-07-2012	STUDENT
70003	458	BRIJESH SHARNAGAT	LAKSHITA SHARNAGAT	DAUGHTER	18-07-2017	
70008	238	UDAY DHOBLE	SMT.VASUNDHARA DHOBLEY	SPOUSE	31-07-1980	SALARIED PROFESSIONAL
70008	239	UDAY DHOBLE	SMT.NALANEE DHOBLEY	MOTHER	07-08-1960	HOMEMAKER
70008	240	UDAY DHOBLE	MASTER NAVINYA	SON	20-04-2011	STUDENT
70013	722	BADAL KOKATE	SMT.POOJA BADAL KOKATE	SPOUSE	24-02-1992	HOMEMAKER
70013	723	BADAL KOKATE	SHRI. UKARAMJI DUMNAJI KOKATE	FATHER	01-07-1941	RETIRED
70013	724	BADAL KOKATE	SMT. SHANTA UKARAMJI KOKTE	MOTHER	01-07-1945	HOMEMAKER
70013	725	BADAL KOKATE	MASTER AARAV BADAL KOKATE	SON	08-02-2016	
70015	246	ROSHAN MESHAM	SHRI RAMESH MESHAM	FATHER	24-04-1956	SELF-EMPLOYED
70015	247	ROSHAN MESHAM	SMT.RAMA MESHAM	MOTHER	10-06-1962	HOMEMAKER
70015	248	ROSHAN MESHAM	SMT.GUNJAN MESHAM	SPOUSE	16-01-1985	HOMEMAKER
70015	249	ROSHAN MESHAM	MISS RISHITA MESHAM	DAUGHTER	16-11-2008	STUDENT
70015	250	ROSHAN MESHAM	MASTER REHANSH	SON	31-10-2013	STUDENT
70017	585	SUHAS HIWARKAR	ARVIND N.HIWARKAR	FATHER	03-04-1949	RETIRED
70017	586	SUHAS HIWARKAR	SHOBHA ARVIND HIWARKAR	MOTHER	20-12-1958	HOMEMAKER
70017	587	SUHAS HIWARKAR	SWAPNIL A. HIWARKAR	BROTHER	11-09-1981	SALARIED PROFESSIONAL
70017	588	SUHAS HIWARKAR	SONALI SUHAS HIWARKAR	SPOUSE	30-11-1986	HOMEMAKER

Add	Edit	Delete	Find	Print	Exit
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FM307 -- Family Master

Family Details

Employee*	51034	SEENA PULIKKOTTIL
Sno	1	
Person Name*	ANTO PULIKKOTTIL	
Relation*	SPO	SPOUSE
Birth Date	12-10-1964	
Marriage Date		
Occupation*	SALARIED PROFESSIONAL	
Staying Together	Yes	
Whether Dependent	Yes	
Blood Group		

Ok Cancel

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

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Ok	To save the record
Cancel	To cancel the entry

Work Step –

- Step 1 Press Add button
- Step 2 Select employee code
- Step 3 Enter serial number
- Step 3 Enter Person name
- Step 4 Enter Relationship with family member
- Step 5 Enter Birth date of family member
- Step 6 Enter Marriage date of person in case of wife or husband.
- Step 7 Enter Occupation of family member
- Step 8 Select option in staying together
- Step 9 Select option in whether dependent
- Step 10 Select Blood Group


Optional Data Fields

Birth Date
 Marriage Date
 Staying Together
 Whether Dependent
 Blood Group

Tips and Tricks


Not Applicable

FIELDS	DESCRIPTION	R/O/C	FIELD VALUE / COMMENTS
Employee	To enter employee	R	Select employee for whom details needs to enter
Serial Number	To enter serial number	O	Enter serial number
Person Name	To enter person name	R	Enter person name with whom employee is having relation

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Relation	To enter relation	R	Enter relation of person with employee
Birth Date	To enter birth date	O	Enter birth date of person
Marriage Date	To enter marriage date	O	Enter marriage date of person in case of wife or husband
Occupation	To enter occupation	R	Enter occupation of person
Staying Together	To select in staying together	O	Enter if person is staying together or not
Whether Dependent	To select in whether dependent	O	Enter if person is having dependency on employee
Blood Group	To select blood group	O	Enter blood group of person

The report can also be generated

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SrNo	Srno CODE	Person name	RELATION
1	1-80026	bhawana Jha	SPOUSE.....HOMEMAKER
2	1-80701	SUNITA CHAUHAN	SPOUSE.....HOMEMAKER
3	1-80792	SUSHMA RAURALE	SPOUSE.....HOMEMAKER
4	1-80793	JAGDEO PADOLE	FATHER.....
5	1-80809	HARIHAR G PARATE	FATHER.....
6	1-80810	ELOI FERNANDEZ	FATHER.....
7	1-80811	M. VANITHA	SPOUSE.....HOMEMAKER
8	1-80813	VADHYARMADOM CHDAMBARAN	FATHER.....SALARIED PROFESSIO
9	1-90700	PRIYA YOGRAJ SAKHARE	SPOUSE.....HOMEMAKER
10	1-90876	SWATI BAPU SHENDE	SPOUSE.....HOMEMAKER
11	1-91142	BHUMIKA ROHIT PARSODKAR	SPOUSE.....
12	1-91143	NATTUHI PARATE	FATHER.....
13	1-91144	TRIPTA JINDAL	MOTHER.....
14	1-91145	HEMRAJ DEWASE	FATHER.....
15	1-91146	ARVIND	FATHER.....
16	1-91147	ARUNIMA SRIVASTAVA	SPOUSE.....
17	1-91148	SAYONI BHATTACHARJEE	SPOUSE.....HOMEMAKER
18	1-91149	AMRUTA AMIT DEWASTHALE	SPOUSE.....HOMEMAKER
19	1-91150	SHYAM NANDANWAR	FATHER.....SALARIED PROFESSIO
20	1-91151	DAULATRAO NASARE	FATHER.....RETIRED
21	1-91152	MURLIDHAR TALE	FATHER.....SELF-EMPLOYED
22	1-91153	NARAYANRAO KHARWADE	FATHER.....SALARIED PROFESSIO
23	1-91154	PRASHANTO SANAYL	FATHER.....RETIRED
24	1-91155	SUHAS BASU	FATHER.....SELF-EMPLOYED
25	1-91156	LATE BHOLANATH CHOUDHARI	FATHER.....
26	1-91157	BALASUBRAMANIAN IYER	FATHER.....RETIRED
27	1-91158	RAVINDRA GHUTKE	FATHER.....SALARIED PROFESSIO