 Lighthouse Info Systems Pvt. Ltd. <small>SINCE 1987</small>	Document Name	Object Help Document	
	Menu Code	01.709.03	
	Process Name	Holiday Master	
Release Version	1.0	Document No	
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01.709.03 – Holiday Master

PROCESS OVERVIEW

This Master form is used to define the holiday (national) which are coming in the year. We can define different holidays as per company leave policy.

We can define holiday as per state, location (company) and category wise and also select if employee will be eligible for full day, half day or holiday needs to be marked as rest day.

PROCESS PRE-REQUISITES

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

KEY FEATURES


- *Holiday can be defined as per different state, Location & Category.*

PROCESS DETAILS

Work Step –

Step 1 Open the form holiday master

Step 2 Press Add Button

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1. Main Menu 2. Utilities Exit << >> Window

FM413 -- Holiday Master

Holiday Details

Holiday Date*	26-01-2016
Holiday Description*	REPUBLIC DAY
State Code	
Location	
Category	
Flag	

F C F C

Ok Cancel

Step 3 Enter Holiday date

Step 4 Enter Holiday Description

Step 5 Select State Code

Step 6 Select Location

Step 7 Select Category

Step 8 Select Flag


1. Main Menu 2. Utilities Exit << >> Window

FM413 -- Holiday Master

Holiday Master

Holiday Date	Holiday Description	Category Name	Location	State Code
26-01-2016	REPUBLIC DAY			
24-03-2016	HOLI			
01-05-2016	MAHARASHTRA DAY			
15-08-2016	INDEPENDENCE DAY			MH
01-09-2016	BHAI DUJ		MU	
02-09-2016	POLA		J7	
02-09-2016	POLA		NM	
02-09-2016	POLA		NT	
05-09-2016	GANESH CHATURTHI			
11-10-2016	DASHARA			
30-10-2016	LAXMI POOJAN			
26-01-2017	REPUBLIC DAY			
13-03-2017	HOLI			
01-05-2017	MAHARASHTRA DAY			
15-08-2017	INDEPENDENCE DAY			MH

Add Edit Delete Find Print Exit

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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.
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

Optional Data Fields


State Code
 Location
 Category
 Flag

Tips and Tricks

Not Applicable

Input Field Level Information – General Details

FIELDS	DESCRIPTION	R/O/C	FIELD VALUE / COMMENTS
Holiday Date	Enter Holiday Date	R	Add holiday date as per given in company policy

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Holiday Description	Enter Holiday Description	R	Add holiday description e.g. Holi, Diwali
State Code	Select State code	R	Select state code for which state holiday specially needs to be add
Location	Select Location	O	Select location for which holidays need to define
Category	Select Category	O	Select category for which holidays need to define
Flag	Select Flag	C	Select flag for a) Full day leave b) Half day leave c) Rest day

R = Required, O = Optional, C = Conditional