	Document Name	Object Help Document	
Lighthouse Info Systems Pvt. Ltd. SINCE 1987	Menu Code	01.715.01	
	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

FM308 -- Grievance Master

Grievance Master

Grievance Code	Description	Solution By
CANTR	Canteen Related	MNGR
CNFS	Confirmation Of Service	MNGR
DDWG	Deduction Of Wages	
DWTF	Drinking Water & Toilet Facility	
EMSR	Employees Service Condition Related Issue	
ERP	Erp Related	DGMNR
HSCR	Housing Complex Related	
ICPY	Incentive Payment	
NPWG	Non Payment Of Wages	
PRIC	Promotion & Increament	
RGLS	Regulirisation Of Service	
SALR	Salary Related	
SFTR	Safty Related	
TRPR	Transport Related	
WFAM	Welfare Anemities	

Add   Edit   Delete   Find   Print   View   Exit

FM308 -- Grievance Master

Grievance Details

Grievance Code* CANTR   Solution By* MNGR

Description* CANTEEN RELATED

Ok   Cancel

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

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