	Document Name	Object Help Document	
	Menu Code	01.709.15	
	Process Name	Employee Management	
Release Version	1.0	Document No	
Release Date	01-June-2018	Pages	Page - 1 - of 3

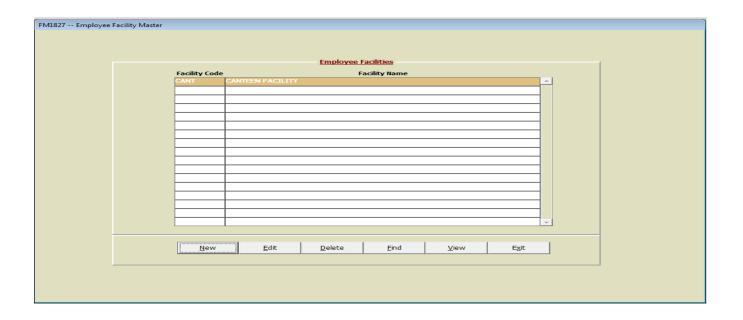# 01.709.15– Employee Facility Master

PROCESS OVERVIEW

This master form is used to define facilities which are provided to employees in organization. We have feature to group similar facilities to the employees.
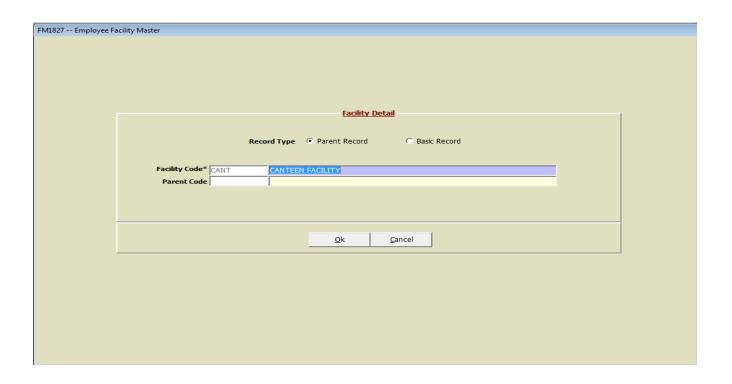
PROCESS PRE-REQUISITES

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

PROCESS DETAILS

	Document Name	Object Help Document	
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BUTTONS	DESCRIPTION
New	To Add new record.
Edit	To Edit record.
Delete	To Delete Existing Record.
Find	To find record from LOV.
View	To View record.
Exit	To Exit from Form.
Ok	To Save record.

Cancel	To Cancel Record.

Work Step –

Step 1   Click on New button

Step 2   Enter Facility code & Name

Step 3   If you have any parent record then enter Parent Facility code in Parent field

Step 4   Click on Ok Button to Save Record

Optional Data Fields

Not applicable

Tips and Tricks

Not applicable

Input Field Level Information – General Details

FIELDS	DESCRIPTION	R/O/C	FIELD VALUE / COMMENTS
Facility Code	Facility Code	R	Enter Facility code
Facility Name	Facility name	R	Enter Facility Name
Parent Code	Parent Code	O	To select Parent Facility code if required

R = Required, O = Optional, C = Conditional