 Lighthouse Info Systems Pvt. Ltd. <small>SINCE 1987</small>	Document Name	Object Help Document	
	Menu Code	01.713.01	
	Process Name	Employee Appraisal Management	
Release Version	1.0	Document No	
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01.713.01 – Appraisal Attribute Master

PROCESS OVERVIEW

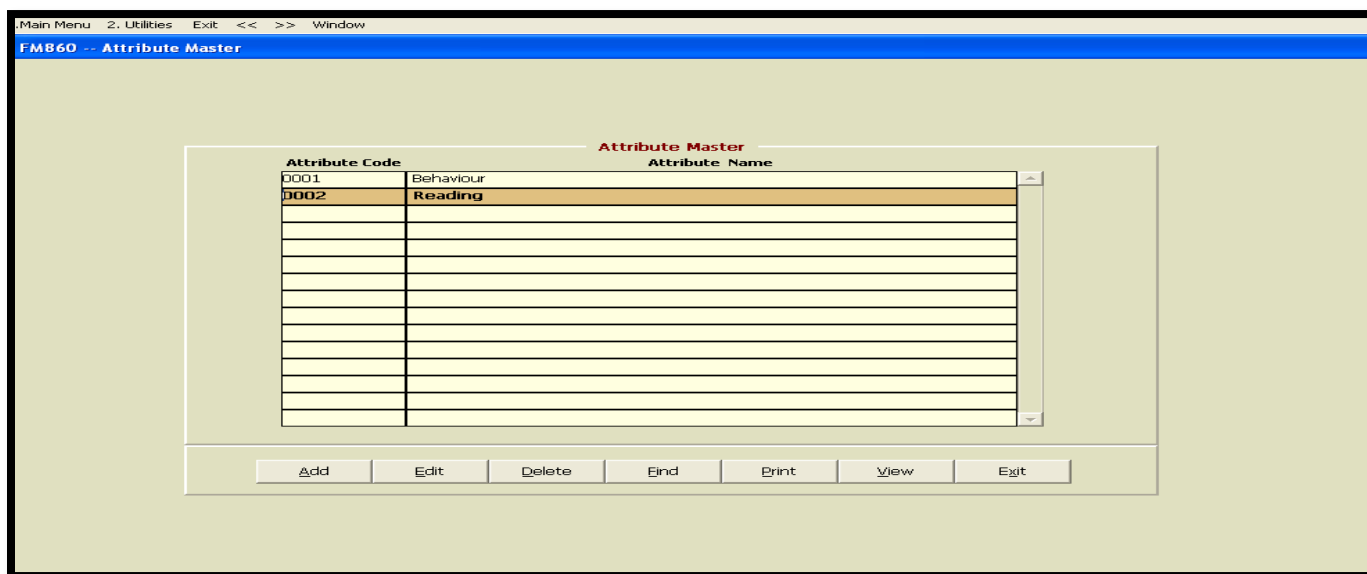
This Master form is used to store attributes affecting employees appraisal for given period of time.

Ratings are defined for technical knowledge, Domain expertise, attendance and verbal skills, behavior with juniors, behavior with peer and behavior with seniors etc., improvements needed and improvements achieved related information.

PROCESS PRE-REQUISITES


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

PROCESS DETAILS



Attribute Code	Attribute Name
0001	Behaviour
0002	Reading

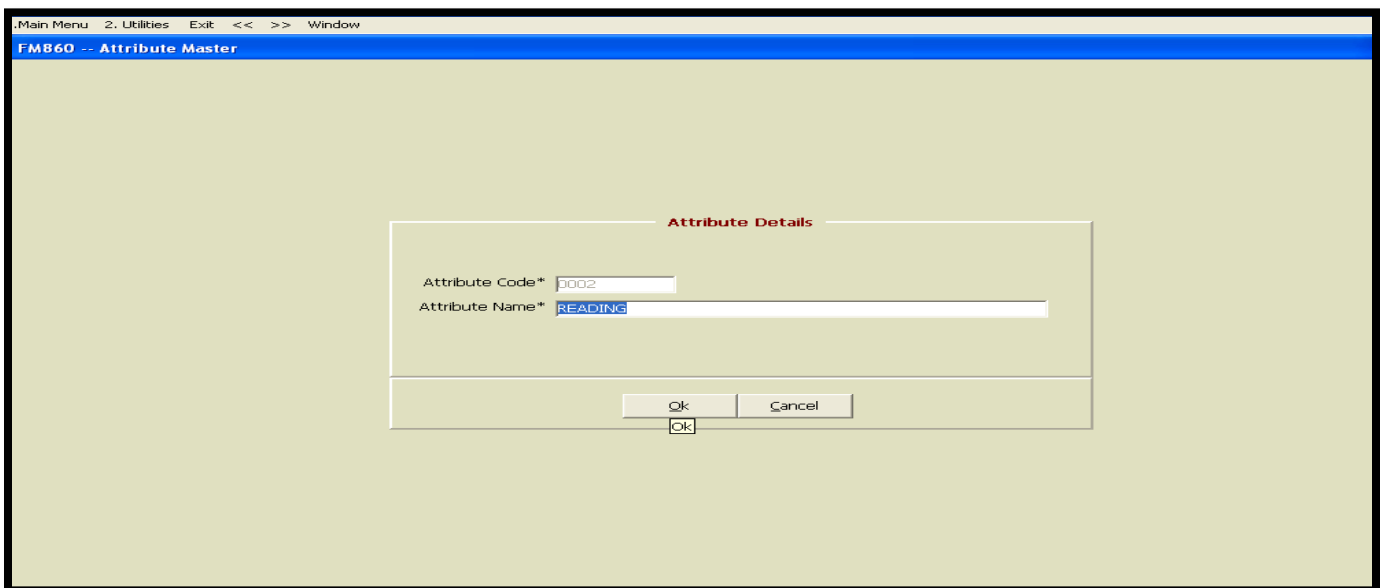
Buttons: Add, Edit, Delete, Find, Print, View, Exit

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BUTTONS	DESCRIPTION
New	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
View	To View the record
Find	To find records from LOV
Ok	To Save the entry
Cancel	To cancel the entry

Work Step –

Step 1 Press Add button



The screenshot shows a software window titled "FM860 -- Attribute Master". Inside the window, there is a form titled "Attribute Details". The form contains two input fields: "Attribute Code*" with the value "0002" and "Attribute Name*" with the value "READING". Below the input fields, there are two buttons: "Ok" and "Cancel".

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Step 2 Enter Appraisal Attribute code

Step 3 Enter Appraisal Attribute name

Optional Data Fields

Not Applicable

Tips and Tricks

Not Applicable

FIELDS	DESCRIPTION	R/O/C	FIELD VALUE / COMMENTS
Attribute Code	To enter attribute code	R	Enter desired attribute code which must unique
Attribute Name	To enter attribute name	R	Enter attribute name need not be repeated again