Example 1 Lighthouse	Document Name	Object Help Document	
Lighthouse Info Systems Pvt. Ltd.	Menu Code	01.709.05	
SINCE 1301	Process Name	Employee Manageme	nt
Release Date	1-May-2018	Pages	Page - 1 - of 3

01.709.05 - Employee Memo & Slips Types

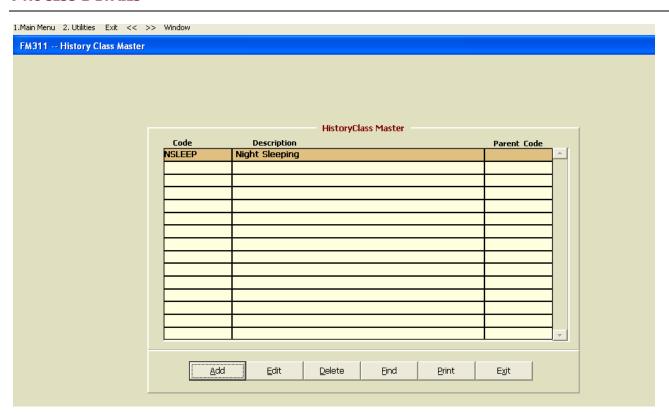
PROCESS OVERVIEW

Employee Memo contains description of different types of memo which needs to be issued to employees. It is basically issued for any malpractices or related to employee behavior at work place. To classify Memos we are using Employee Memo type Master.

PROCESS PRE-REQUISITES

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

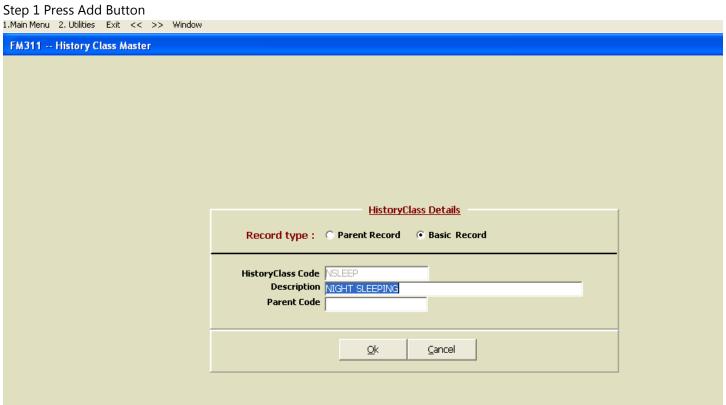
PROCESS DETAILS



Lighthouse Info Systems Pvt. Ltd.	Document Name	Object Help Document		
	Menu Code	01.709.05		
	Process Name	Employee Management		
Release Date	1-May-2018	Pages	Page - 2 - of 3	

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.	

Work Step -



Lighthouse Info Systems Pvt. Ltd.	Document Name	Object Help Document	
	Menu Code	01.709.05	
SINCE 1987	Process Name	Employee Manageme	nt
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Step 2 Enter History Class Code Step 3 Enter Description Step 4 Enter Parent Code

Optional Data Fields

Not applicable

Tips and Tricks

Keep the Codes in unique length so it will be helpful while assigning it to employee.

Input Field Level Information – General Details

FIELDS	DESCRIPTION	R/O/C	FIELD VALUE / COMMENTS
History Class Code	Code & Name	R	Enter the code manually which denotes
Description	To enter description	R	Enter description of memo e.g. Night Sleeping
Parent Code		0	
Parent Record			
Basic Record			

R = Required, O = Optional, C = Conditional