Lighthouse	Document Name	Object Help Document		
Info Systems Pvt. Ltd.	Menu Code	01.721.01		
SINCE 1907	Process Name	Employee Management		
Release Version	1.0	Document No		
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01.721.01 - Reference Master

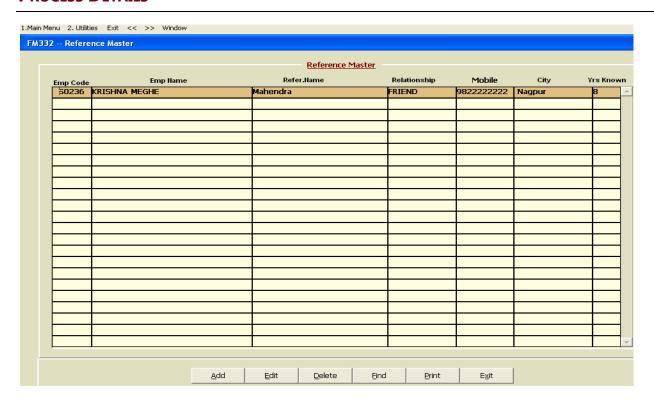
PROCESS OVERVIEW

This Master form is used to enter the reference of other person given by company's existing employee. We can store information such as name, relationship with employee, city, contact no etc.

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

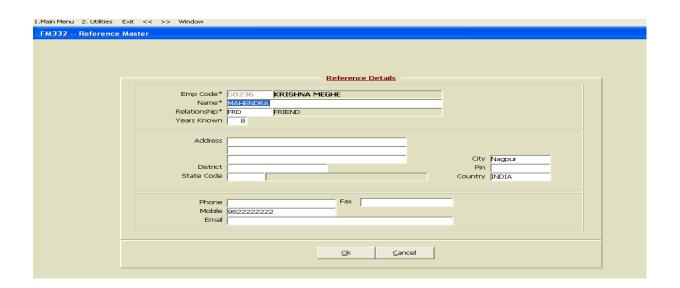


Elighthouse	Document Name	Object Help Document		
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BUTTONS	DESCRIPTION
Add	To Add new record.
Edit	To Edit the existing record.
Delete	To Delete existing record
Print	To print the record
Exit	To Exit from the open form
Find	To find records from LOV
Ok	To Save record.
Cancel	To Cancel Entry

Work Step -

Step 1 Press Add Button



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Step 2 Enter Employee Code

Step 3 Enter Reference person name

Step 4 Enter Relationship with referee

Step 5 Enter Years know

Step 6 Enter Address

Step 7 Enter District

Step 8 Enter State code

Step 9 Enter City, Pin, County

Step 10 Enter Phone & Mobile number

Step 11 Enter Fax number

Step 12 Enter Email id

Optional Data Fields

Years known Address District, City, Pin, Country, State Code Mobile & Phone number Email & Fax

Tips and Tricks

Not Applicable

Input Field Level Information – General Details

FIELDS	DESCRIPTION	R/O/C	FIELD VALUE / COMMENTS
Employee Code	Enter Employee code	R	Enter employee' code who is referring the person
Name	Enter name	R	Enter reference person name

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Relationship	Enter Relationship	0	Enter relation of employee with reference person
Year Known	Enter Years known	0	Enter the years i.e. relationship duration
Address	Enter address	С	Enter the address of reference person
District	Enter District	С	Enter the district of reference person
State Code	Enter State code	С	Enter the state code of reference person
City	Enter City	0	Enter the city of reference person
Pin	Enter Pin	0	Enter the (city) pin details of reference person
Country	Enter Country	0	Enter the country of reference person
Phone	Enter Phone number	0	Enter the phone number of reference person
Fax	Enter Fax number	0	Enter the fax number of reference person
Mobile	Enter Mobile Number	0	Enter the mobile number of reference person
Email	Enter Email id	0	Enter the email id of reference person

R = Required, O = Optional, C = Conditional