 Lighthouse Info Systems Pvt. Ltd. SINCE 1987	Document Name	Object Help Document	
	Menu Code	01.721.01	
	Process Name	Employee Management	
Release Version	1.0	Document No	
Release Date	01-June-2018	Pages	Page - 2 - of 4

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

1. Main Menu 2. Utilities Exit << >> Window


FM332 -- Reference Master

Reference Details

Emp Code*	S0236	KRISHNA MEGHE
Name*	MAHENDRA	
Relationship*	FRD	FRIEND
Years Known	8	

Address		City	Nagpur
		Pin	
District		Country	INDIA
State Code			

Phone		Fax	
Mobile	9822222222		
Email			

 Lighthouse Info Systems Pvt. Ltd. <small>SINCE 1987</small>	Document Name	Object Help Document	
	Menu Code	01.721.01	
	Process Name	Employee Management	
Release Version	1.0	Document No	
Release Date	01-June-2018	Pages	Page - 3 - of 4

- 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

 Lighthouse Info Systems Pvt. Ltd. <small>SINCE 1987</small>	Document Name	Object Help Document	
	Menu Code	01.721.01	
	Process Name	Employee Management	
Release Version	1.0	Document No	
Release Date	01-June-2018	Pages	Page - 4 - of 4

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

R = Required, O = Optional, C = Conditional