	Document Name	Object Help Document	
	Menu Code	01.709.03	
	Process Name	Holiday Master	
Release Version	1.0	Document No	
Release Date	01-June-2018	Pages	Page - 1 - of 4

01.709.03 – Holiday Master

PROCESS OVERVIEW

This Master form is used to define the holiday (national) which are coming in the year. We can define different holidays as per company leave policy.

We can define holiday as per state, location (company) and category wise and also select if employee will be eligible for full day, half day or holiday needs to be marked as rest day.

PROCESS PRE-REQUISITES

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

KEY FEATURES

- *Holiday can be defined as per different state, Location & Category.*

PROCESS DETAILS

Work Step –
Step 1 Open the form holiday master
Step 2 Press Add Button

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Release Date	01-June-2018	Pages	Page - 2 - of 4

Step 3 Enter Holiday date

Step 4 Enter Holiday Description

Step 5 Select State Code

Step 6 Select Location

Step 7 Select Category

Step 8 Select Flag

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	Process Name	Holiday Master	
Release Version	1.0	Document No	
Release Date	01-June-2018	Pages	Page - 3 - of 4

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.
Cancel	To Cancel Entry

Optional Data Fields

State Code
Location
Category
Flag

Tips and Tricks

Not Applicable

Input Field Level Information – General Details

FIELDS	DESCRIPTION	R/O/C	FIELD VALUE / COMMENTS
Holiday Date	Enter Holiday Date	R	Add holiday date as per given in company policy

Holiday Description	Enter Holiday Description	R	Add holiday description e.g. Holi, Diwali
State Code	Select State code	R	Select state code for which state holiday specially needs to be add
Location	Select Location	O	Select location for which holidays need to define
Category	Select Category	O	Select category for which holidays need to define
Flag	Select Flag	C	Select flag for a) Full day leave b) Half day leave c) Rest day

R = Required, O = Optional, C = Conditional