	Document Name	Object Help Document	
Lighthouse Info Systems Pvt. Ltd. SINCE 1987	Menu Code	01.717.02	
	Process Name	HR Related Master Management	
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01.717.02 – Relation Master

PROCESS OVERVIEW

This Master form is used to define different types of relation employees having with their family members. Prior to adding different relations we can define or link it further to employees.
This helps us to provide descriptive family background information about each employee in organization.

PROCESS PRE-REQUISITES

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

PROCESS DETAILS

BUTTONS	DESCRIPTION
Add	To Add new record.
Edit	To Edit the existing record.
Delete	To Delete selected 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 Relation Code
Step 3 Enter Relation description
Step 4 Click on Ok button

Optional Data Fields

Not applicable

Tips and Tricks

Keep Codes for each category of unique length so that it will be helpful while linking with employees

Input Field Level Information – General Details

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FIELDS	DESCRIPTION	R/O/C	FIELD VALUE / COMMENTS
Relation Code	Enter Relation code	R	Code must be unique and should not be repeated for other relation. E.g. MOTH- Mother
Relation	Enter Relation Description	R	Add description of relation related to code

R = Required, O = Optional, C = Conditional