 Lighthouse Info Systems Pvt. Ltd. <small>SINCE 1987</small>	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 –

Step 1 Press Add Button

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

FM311 -- History Class Master


HistoryClass Details

Record type :
☐ Parent Record
 ☒ Basic Record

HistoryClass Code NSLEEP

Description NIGHT SLEEPING

Parent Code

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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		O	
Parent Record			
Basic Record			

R = Required, O = Optional, C = Conditional