Lighthouse Info Systems Pvt. Ltd.	Document Name	Object Help Document	
	Menu Code	01.709.12	
SINCE 1987	Process Name	Employee Management	
Release Version	1.0	Document No	
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# 01.709.12 - Employee Document Master

#### **PROCESS OVERVIEW**

This Master form is used to maintain the records of employee documents which include documents like education degree, experience certificate, relieving letter etc.

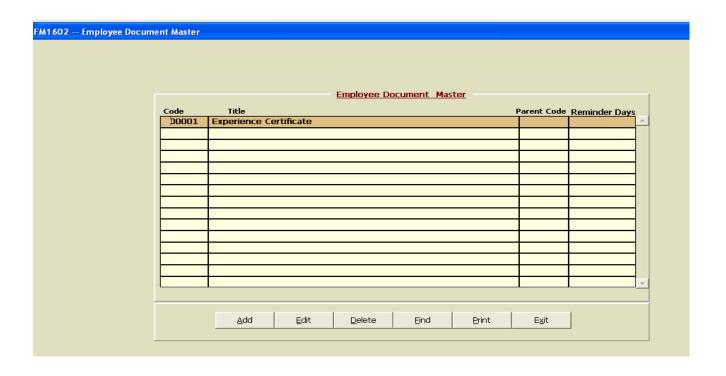
We can add various document names in this form which can be further use to track, that which documents employee has submitted over the period time during his/her tenure with company.

We can set reminder days in document master to track the submission target of document for employee.

## **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**



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FM1602 Employee Document Master		
	Employee Document Details	
	Record Type  Parent Record  Basic Record	
	Document Code* 00001	
	Document Description* EXPERIENCE CERTIFICATE	
	Parent Code	
	Reminder Days	
	<u>O</u> k <u>C</u> ancel	

BUTTONS	DESCRIPTION
Add	To Add new record.
Edit	To Edit the selected record.
Delete	To Delete selected record.
Find	To Find Records.
Print	To Print Record.
Exit	To Exit from the opened form.

<b>Lighthouse</b>	Document Name	Object Help Document	
Info Systems Pvt. Ltd.	Menu Code	01.709.12	
SINCE 1907	Process Name	cess Name Employee Management	
Release Version	1.0	Document No	
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### Work Step -

Step 1 Press Add Button

Step 2 Enter Document code

Step 3 Enter Document description

Step 4 Enter Parent code

Step 5 Enter Reminder days

### **Optional Data Fields**

Parent Code Reminder Days

# **Tips and Tricks**

# Not Applicable

FIELDS	DESCRIPTION	R/O/C	FIELD VALUE / COMMENTS
Document Code	To enter document code	R	Need to add unique document code should not be repeated for other record
Document Description	To enter description	R	Enter description of document in line with document code
Parent Code	To enter parent code	0	Enter parent code to create parent or main record
Reminder Days	To enter reminder days	0	Enter reminder days

R = Required, O = Optional, C = Conditional