 <b>Lighthouse</b> Info Systems Pvt. Ltd. <small>SINCE 1987</small>	Document Name	Object Help Document	
	Menu Code	01.701.03	
	Process Name	Employee Management	
Release Version	1.0	Document No	
Release Date	01-June-2018	Pages	Page - 1 - of 5

## 01.701.03 – Multi Updation of Master Column


### PROCESS OVERVIEW

This Master form is used to enter the details of employees by bulk upload. We can upload the details like UAN no, ESIC no, Account No for all employees in one go.

This reduces the time to great extent where user is not required to feed the record one by one into employee master form for employee.

### PROCESS PRE-REQUISITES

Input Fields	Input Details	General Remarks
Location	To enter location	Location must be defined in location form & employee master
Category	To enter category	Category must be defined in category master & employee master
Grade Code	To enter grade code	Grade code must be defined in grade master & employee master
Division	To enter division	Division must be defined in division master & employee master
State	To enter state	State must be defined in state code form & employee master
Designation	To enter designation	Designation must be defined in

 <b>Lighthouse</b> Info Systems Pvt. Ltd. SINCE 1987	Document Name	Object Help Document	
	Menu Code	01.701.03	
	Process Name	Employee Management	
Release Version	1.0	Document No	
Release Date	01-June-2018	Pages	Page - 2 - of 5

		Designation & employee master
Department	To enter department	Department must be defined in department master & employee master
Emp Code	To enter emp code	Emp code must be defined in employee master
Bank Code	To enter bank code	Bank code must be defined in bank master form & employee master

## PROCESS DETAILS

### Work Step –

Step 1 Press Select button

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

**FM1710 -- Multi Updation of Master Columns**

**Flag Linking in Employee Master**

Location		F	C	Designation		F	
Category		F	C	Department		F	
Grade Code		F	C	Emp. Code		F	
Division		F	C	Bank Code		F	
State		F	C				


Flag Name: **GRADE\_CODE** Load Default Value:

Filter Condition:  Update

Emp Code	Employee Name	Grade
00009	NARENDRA KR. SINGH	G1
00015	SURENDRA SINGH ARORA	G1
00016	BALINDER RAZAK	G1
00017	JAMINDER ROY	G1
00018	ASHOK KUMAR JHA	G1
00024	NURULLAH SHEIKH	G1
00026	GOKUL PANDE	G1
00027	KAPILDEV YADAV	G1
00038	RAMNIDHI ALGU PRAJAPATI	G1
00040	CHANDESHWAR JHA	G1
00043	MAGISTER YADAV	G1
00048	PURINDER JHA	G1
00057	JAINANDAN SAHANI	G1
00061	KAMRU ZAMA	G1
00068	JAGDISH YADAV	G1

Event Date: 19-06-2018

Total records: **1188** Save End Generate Excel Import Excel Cancel Exit

 <b>Lighthouse</b> Info Systems Pvt. Ltd. <small>SINCE 1987</small>	Document Name	Object Help Document	
	Menu Code	01.701.03	
	Process Name	Employee Management	
Release Version	1.0	Document No	
Release Date	01-June-2018	Pages	Page - 3 - of 5


BUTTONS	DESCRIPTION
Select	To Select the field
Find	To Find
Generate Excel	To Generate excel
Import Excel	To Import Excel
Cancel	To Cancel entry
Exit	To Exit form

- Step 2 Select from Location, Category, Grade Code, Designation, Department, Employee Code (If needs to upload as per these field.
- Step 3 Click on Flag Name field and press F9 keyboard key.
- Step 4 Select the field from list (which appears after pressing F9 key) for which data need to upload
- Step 5 Click on Filter condition (Select Flag set or Flag not set)
- Step 6 **Flag set** : It defines that the value is already present in field which needs to upload.  
**Flag not set:** It defines that the value is not present in field which needs to upload.
- Step 7 Enter in Default value if specific value needs to upload for all employees
- Step 8 Press load button to load employees
- Step 9 While uploading record the **Event Date** needs to change as 1st date of month in which record has been uploaded

#### Optional Data Fields

Location,

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 <b>Lighthouse</b> Info Systems Pvt. Ltd. <small>SINCE 1987</small>	Document Name	Object Help Document	
	Menu Code	01.701.03	
	Process Name	Employee Management	
Release Version	1.0	Document No	
Release Date	01-June-2018	Pages	Page - 4 - of 5


Category,  
 Designation,  
 Department,  
 Employee code,  
 Division,  
 State,  
 Bank Code

### Tips and Tricks

Not Applicable

### Input Field Level Information – General Details

FIELDS	DESCRIPTION	R/O/C	FIELD VALUE / COMMENTS
Location	To enter location	O	Select location if record needs to be uploaded for specific location
Category	To enter category	O	Select category if record needs to be upload for specific category
Grade code	To enter grade code	O	Select grade if record needs to be upload for specific grade
Division	To enter division	O	Select division if record needs to be upload for specific division

 <b>Lighthouse</b> Info Systems Pvt. Ltd. SINCE 1987	Document Name	Object Help Document	
	Menu Code	01.701.03	
	Process Name	Employee Management	
Release Version	1.0	Document No	
Release Date	01-June-2018	Pages	Page - 5 - of 5

State	To enter state	O	Select State if record needs to be upload for specific state
Designation	To enter designation	O	Select designation if record needs to be upload for specific designation
Department	To enter department	O	Select department if record needs to be upload for specific department
Employee Code	To enter employee code	O	Select employee code if record needs to be upload for specific employee
Bank Code	To enter bank code	O	Select Bank code if record needs to be upload as per specific bank
Flag Name	To enter flag name	R	Select flag name :In this select Field for which data need to be upload
Filter Condition	To select filter condition	R	Select Flag Set or Flag Not set (Check <b>Step No 6</b> in document)
Default Value	To enter default value	O	Enter default value which is required to upload for all employees
Update	To update default value	O	Click update button to update the default value for all employees
Load	To load employees	R	Press load button to upload employees

*R = Required, O = Optional, C = Conditional*