 Lighthouse Info Systems Pvt. Ltd. <small>SINCE 1987</small>	Document Name	Object Help Document	
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01.701.02 – Employee Photo Master

PROCESS OVERVIEW

This Master form is used to capture details of employee photos and signature in image format (image format must be in - 24-bit BITMAP (*.bmp,*.dib)).


We can use this image according to requirement. Currently employee photo used in ESS portal. Similarly we can use the employee signature on specific reports.

PROCESS PRE-REQUISITES

Input Fields	Input Details	General Remarks
Employee code	Employee master	Employee details must be entered in employee master
Employee Photo	Click Button	Image format must be in - 24-bit BITMAP (*.bmp,*.dib)
Employee Sign	Click Button	Image format must be in - 24-bit BITMAP (*.bmp,*.dib)

KEY FEATURES

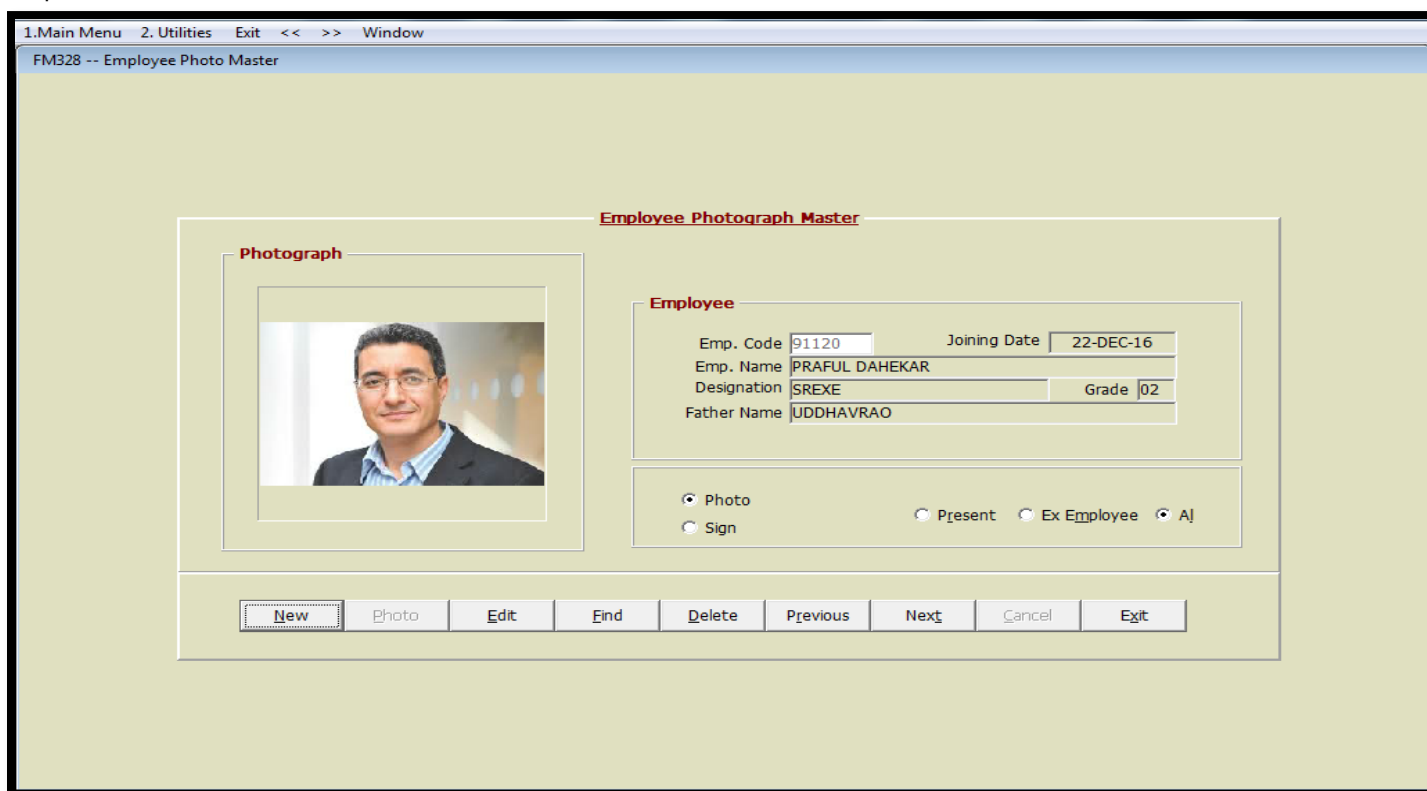
- Update employee photo and image here.
- Photo or image link with mail id or report for specific purpose.
- We can link the employee photo to ESS portal with employee data.

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PROCESS DETAILS

Work Step –

Step 1 Press New Button



BUTTONS	DESCRIPTION
New	To create new record.(employee code populate from employee master)


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Photo	To attached the Image.
Edit	To Edit the selected record. Employee code cannot be changed.
Delete	To Delete selected record.
Find	To find records.
Previous	Go to the previous record.
Next	Go to the next record.
Cancel	Cancel the record.
Exit	To Exit from the form.

Step 2 Enter Employee code

Step 3 Click Tab button on keyboard

Step 4 Select Photo (To upload photo)

Step 5 Select sign (To upload sign image)


Step 6 Click on save button

Optional Data Fields

Not applicable

Tips and Tricks

Not Applicable

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FIELDS	DESCRIPTION	R/O/C	FIELD VALUE / COMMENTS
Emp Code	To enter employee code	R	Enter employee code for whom photo or sign image needs to be uploaded
Joining Date	To enter joining date	O	Joining date must be entered in employee master form
Emp Name	To enter employee name	R	Employee name must be entered in employee master form
Designation	To enter designation	R	Designation must be entered in employee master form
Father Name	To enter father name	O	Father name must be entered in employee master form
Grade	To enter grade	O	Grade must be entered in employee master form
Photo	To upload photo	R	Upload photo of employee
Sign	To upload sign image	R	Upload sign image of employee
Present	To select present employee	O	To select present employees
Ex Employee	To select ex employee	O	To select ex employees
All	To select all employee	O	To select all employees