01.719.01 – Qualification Master

PROCESS OVERVIEW

This Master form is used to enter the list of qualifications (SSC, HSC, Degree qualification). Once list of qualification is saved we can link these qualifications with employee master.

We can set parent-> child relationships while defining qualification masters.

PROCESS PRE-REQUISITES

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

KEY FEATURES

- *We can link the qualification code for specific employee as per his/her qualification.*

PROCESS DETAILS

	Document Name	Object Help Document	
Lighthouse Info Systems PVT. Ltd. SINCE 1987	Menu Code	01.719.01	
	Process Name	HR Related Master Management	
Release Version	1.0	Document No	
Release Date	01-June-2018	Pages	Page - 2 - of 4
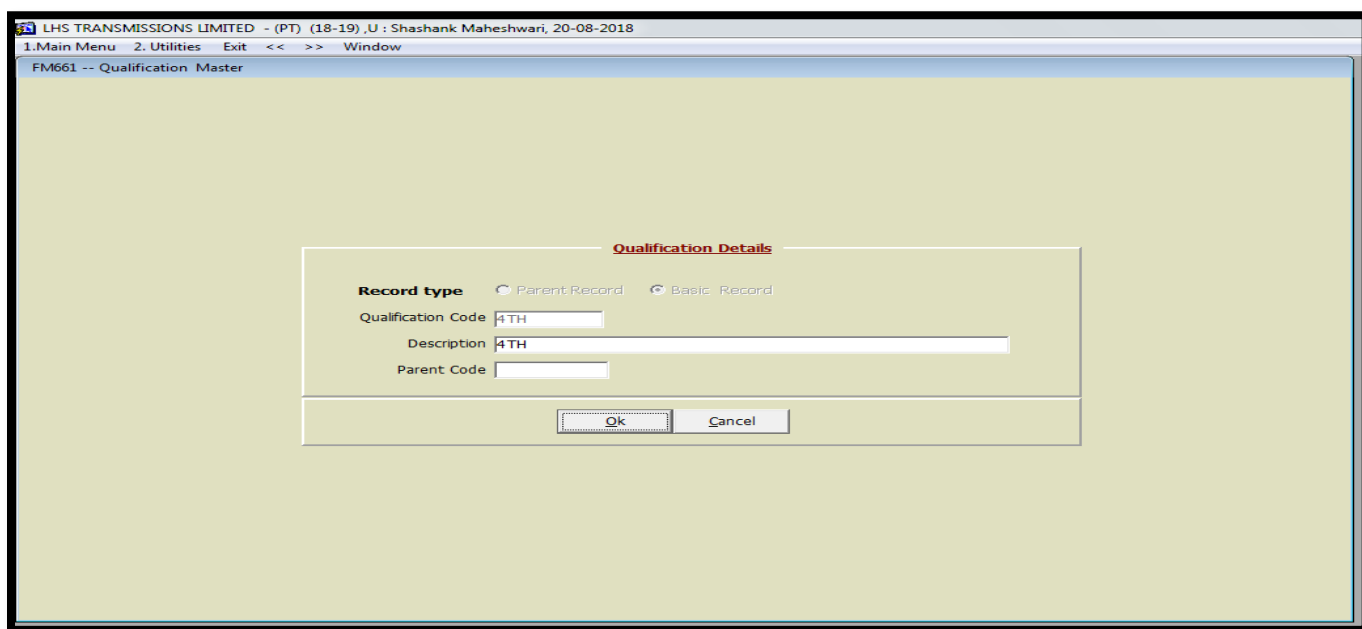
BUTTONS	DESCRIPTION
Add	To Add new record.
Edit	To Edit the existing record.
Delete	To Delete existing record
Find	To find records from LOV
Print	To print the record
Exit	To Exit from the open form
Ok	To Save Record
Cancel	To Cancel record

Work Step –

Step 1 Press Add button

Step 2   Enter desired qualification code
Step 3   Enter description of qualification
Step 4   Enter parent record

Optional Data Fields
Parent Record

Tips and Tricks
Not Applicable

FIELDS	DESCRIPTION	R/O/C	FIELD VALUE / COMMENTS
Qualification Code	To add qualification code	R	Enter desired qualification code
Description	To add description	R	Enter description in line with qualification code

Parent Code	To add parent code	O	Enter parent code