PROCESS INSURANCE

1. **Path:**

     HR/Insurance/Process Insurance.

2. **Image:**
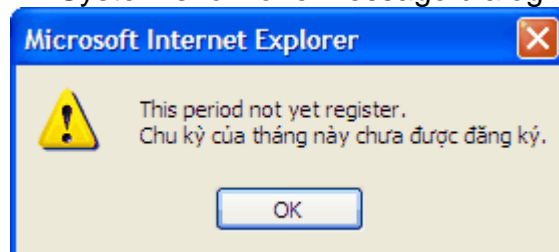

3. **Definition:**

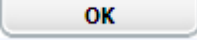   The "**Process Insurance**" Form is where user can calculation insurance for employee.

   Summary:
   - The "**Process Insurance**" form: search by: Work Mon, Times, Kind, Location.
   - Some buttons: *Process.*

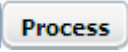4. **How to use:**
   - User can find month to know this month calculated insurance or not yet. To search user can click ◀ button to find before current month. Or user can click ▶ button to choose after current month. If user click button. So System show one message dialog.

   - If user want to register period for month user can click OK button. And then user open Insurance Period form to register.

- If user choose month so system show one message dialog.

- This month closed. Process button will hide. User can't calculation insurance.
- **Process** Process button: when user choose month at **Work Mon**, choose period insurance at **Times** list box. choose **Kind**, choose **Location** and click process button. System will automatic calculation Insurance for employee.

5. **Field Description:**

Field Name	Description
Work Mon	Work month
Times	Period to calculation insurance
Kind	Choose kind to calculation insurance
Period	Period
From DT	From date
To DT	To date
Location	Location