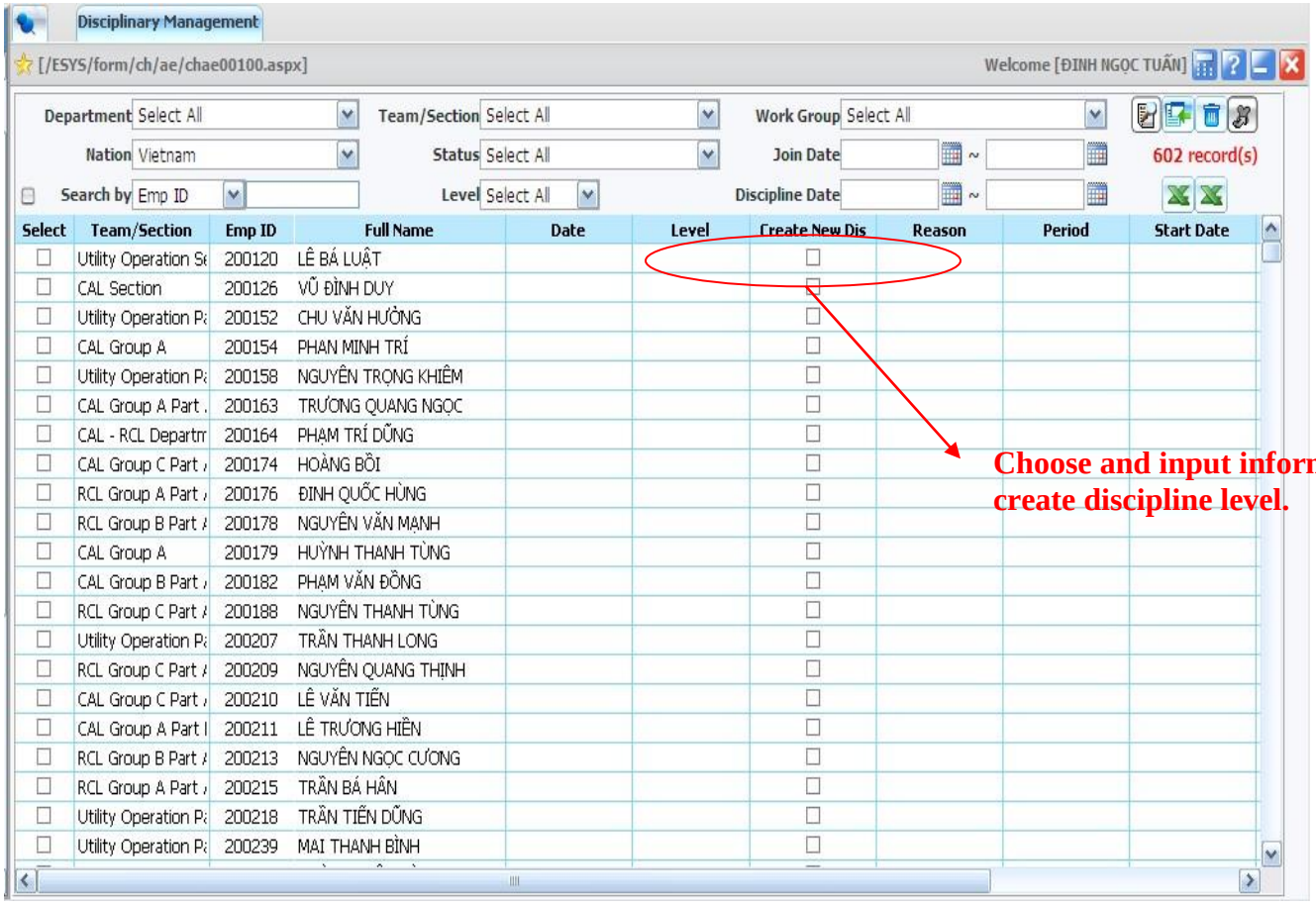
DISCIPLINE MANAGEMENT

1. **Path:**
   HR/Employee/ Discipline Management.
2. **Image:**



3. **Definition:**

- The "**Discipline Management"** Form where is User uses to manage employee discipline.
- In this form, user can create the discipline for employees when they break the company's regulation.
- User has to input some information into this form:
  - Date: the date to create the discipline
  - Level: disciplinary level
  - Period: the period to get the discipline
  - Reason: the reason of discipline
- User has to click the box "Create New Dis".
- **Summary:**

- The "**Discipline Management"** form: User can choose one of the searching conditions as Department, Work Group, Team/Section, Status, Join Date, Search by (Name, Emp ID, Card ID, Personal ID, Old Code), Level, Discipline Date.
- Some buttons: ***Search, Save, Delete, Undelete, Report.***

4. How to use:

- Button : user can choose work group or Department, Team/section and left click into the name that user want to choose

- Or choosing Work Group, Status, Join Date, Search by (Name, Emp ID, Card ID, Personal ID, Old Code), Level, Discipline Date, then click into the button to view information on discipline of employee.
- To create discipline information for employee, user can choose list box Level and check into **Create New Dis** or user can input detail information on discipline of employee into the Reason column.
- Save button : After create discipline level for employee, user choose ***Save*** button to save the discipline information.
- Delete button : is to delete. Choosing row and click the button to mark the row that user want to delete, and then click ***Save*** to delete the row.
- Undelete button : after click **Delete** button and not click ***Save*** button yet and user do not want to delete, user can choose **Undelete** button to use the row again.
- Print button : User can choose ***Print*** button to print out the report on discipline information of employee.

5. Field Description:

Field Name	Description
Department	Department name
Work Group	Work Group name
Team/Section	Team/Section name
Emp ID	Employee code
Full name	Full name of employee
Date	The day of creating employee discipline
Level	Discipline level
Create New Dis	The box allow to create employee discipline.
Reason	The box to input discipline information

Remark	Note