

# Tab's

- Relieving
- Detail

# Relieving

The screenshot shows a web application interface for 'Relieving'. The browser tabs include 'Home (162621)' and 'Relieving: 1000003 x'. The application title is 'Relieving'. The interface contains several input fields and a button:

- Client:** XYZ Foundation
- Organization:** MainHQ
- Document No:** 1000003
- Releasing Date:** 02/03/2022
- Document Type:** HR Release
- Employee Name:** Prasanth
- Department:** Delivery
- Position:** Business Analyst
- Releasing Reason:** (Empty text area)
- Document Status:** Invalid
- Processed
- Document Action:** (Button)

## **CRITICAL FIELDS:**

1. Releasing Date: It can be maintained to choose the relieving date
2. Employee Name: It can be used to choose the name of the employee
3. Department: Based on the employee Department will be fetched
4. Position: Based on the Employee Position will be fetched
5. Relieving Reason: In this we can maintain the reason for relieving

## **NON-CRITICAL FIELDS:**

1. Document Date: The date of the document created can be maintained
2. Document Type: It is used to segregate the document if necessary
3. Document Status: It will show the status of this document

# Detail

Home (162621) Releaving: 1000003 ✕

Releaving > Detail

Client: XYZ Foundation Organization: MainHQ

Line: 10 Releaving: 1000003\_Prasanth

NOC Detail: |

Given By: Madhan Gowri Department: Marketing

NOC Date: 28/02/2022 Position: Marketing Manager

Handover

## CRITICAL FIELDS:

NOC Detail: Non Objection Certificate details should be maintained by the supervisor

Given By: It Can maintain with supervisor name who is going to give the NOC

Department: It will show the department of the Supervisor

Position: It will show the Position of the supervisor

NOC Date: Can be maintained the date of the NOC Provided

## NON-CRITICAL FIELDS:

Line: It will show the Sequence Number