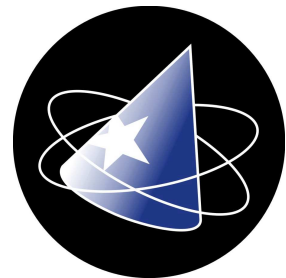


How To Guide...

Mandatory Fields

**Wiztec Business Suite
& WizHR 5**



Mandatory Fields

1. Working with Mandatory Fields

1.1 Required Mandatory Fields

When you are keying in data for a new employee, there are three fields which are mandatory: -

- Employee Number
- Holiday Scheme (Scheme)
- Date of Join

These settings apply to all users (including administrators of WBS)

1.2 Additional Mandatory Fields

It is possible to create additional Mandatory Fields for an employee. i.e. the record will not save until these fields have been filled with data.

1. Click on **Preferences** (*menu bar*)
2. Click on **Set Mandatory Fields**
3. Click on the drop down arrow to the right hand side of **Table Name** (in the example below, Master Details Employee Details screen)
4. Select the screen you want to apply mandatory fields to
5. Under **Field Name**, a list of fields for that screen is listed
6. Place a tick beside each field you wish to be a mandatory field (in the example, Division and Department have also been chosen as mandatory fields)

Mandatory Fields

Please Select the Mandatory Fields for this Product.

Screen Name : Employee - Master Details

| Field Name | Selected |
|---|----------|
| <input type="checkbox"/> Days Served | |
| <input checked="" type="checkbox"/> Department | |
| <input checked="" type="checkbox"/> Division | |
| <input type="checkbox"/> Driving Licence | |
| <input type="checkbox"/> Email Address | |
| <input checked="" type="checkbox"/> Employee Number | |
| <input type="checkbox"/> End of Probation Date | |

Save Close

7. Click on **Save**
8. Click on **Close**

Note 1:

If a user tries to save a record and has not fill in all of the mandatory fields, a message similar to below, will appear when the user tries to save the record. WBS will not allow the user to save the record while this field remains blank



Note 2:

Alternatively, if you wish to remove mandatory fields, follow the procedure above and uncheck those fields you
