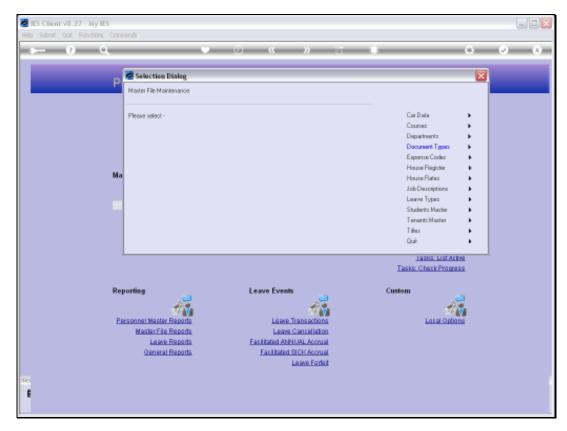
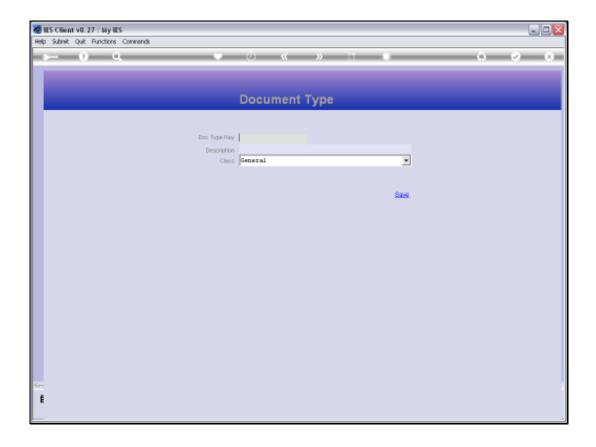


Slide 1 Slide notes: From the File Maintenance Menu, we reach the option to maintain Personnel Document Types.

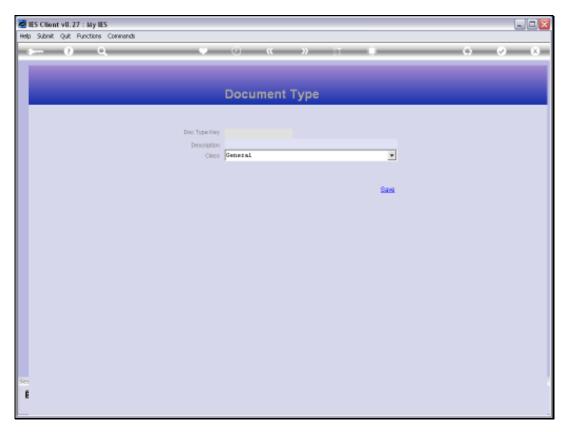


Slide 2 Slide notes:

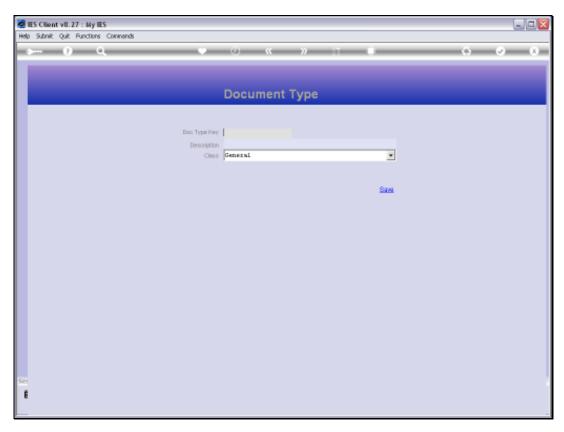


## Slide 3

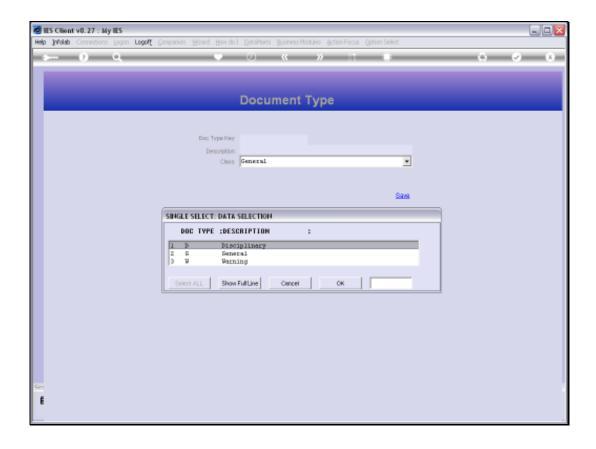
Slide notes: These Document Types are used when we administer Personnel Actions on the Employee Records, and we can define any Document Types that we need.



Slide 4 Slide notes:

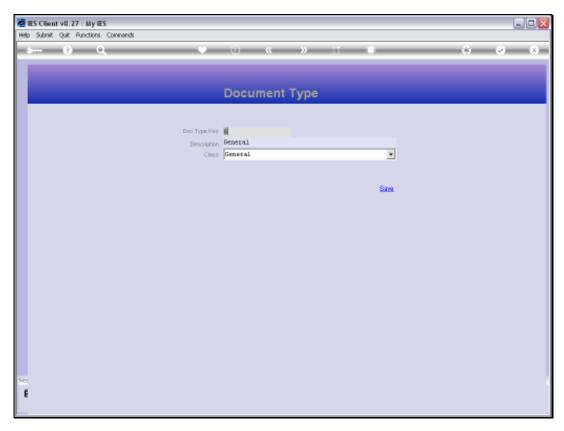


Slide 5 Slide notes:

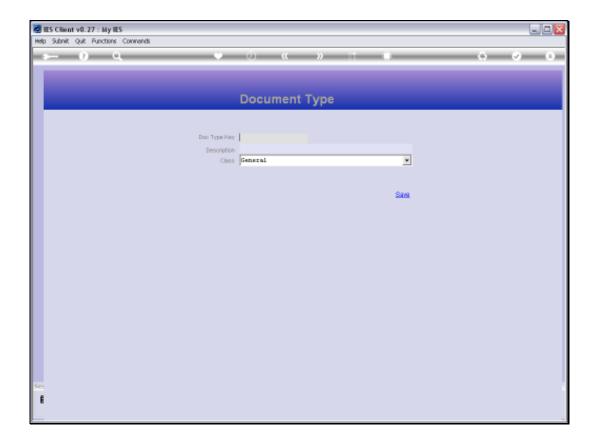


## Slide 6

Slide notes: In this example, we have only 3 types right now, but we will define some more in a moment.

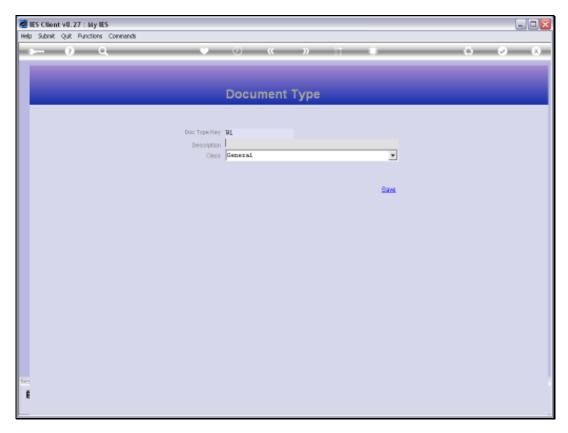


Slide 7 Slide notes:

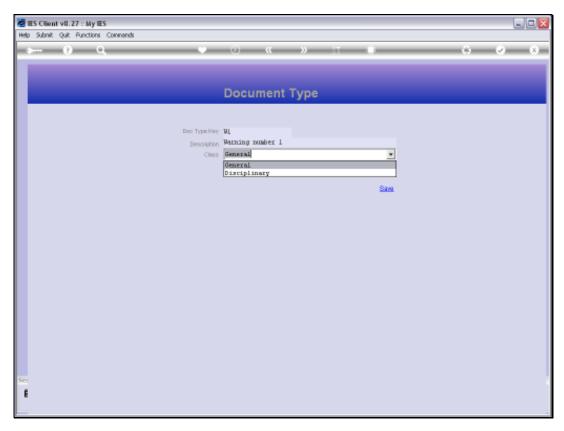


## Slide 8

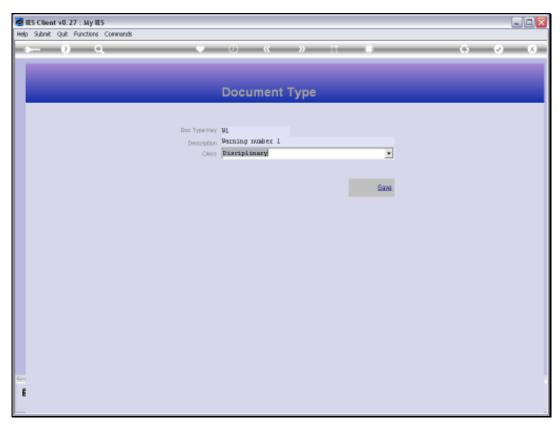
Slide notes: We can add new Document Types by entering a Key that is not yet listed on the Master, and we can decide for ourselves what kind of Keys to use. In this example, we will use W1 for Warning number 1.



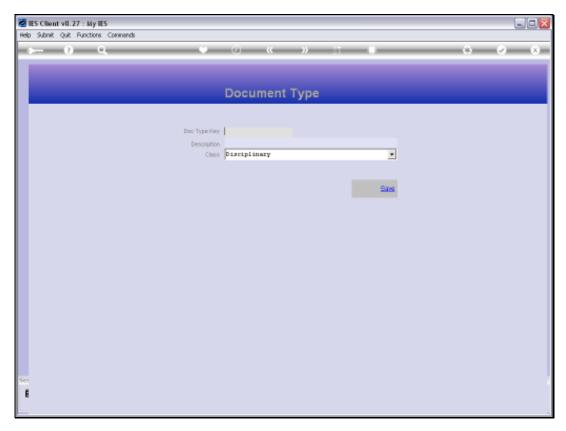
Slide 9 Slide notes:



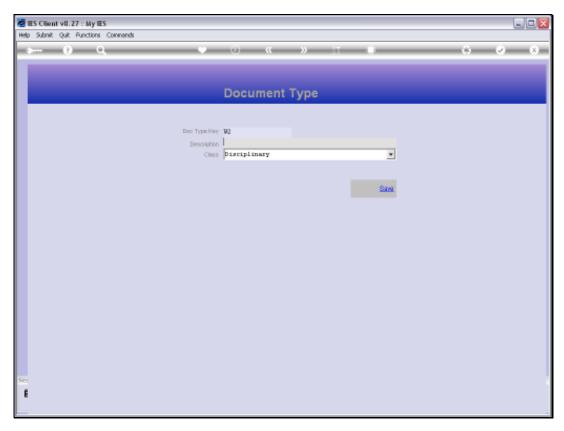
Slide 10 Slide notes:



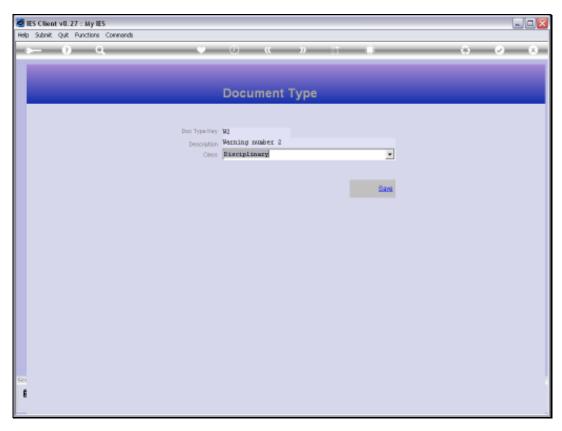
Slide 11 Slide notes: We select a Class for each Document Type, and there can be multiple Document Types in the same Class.



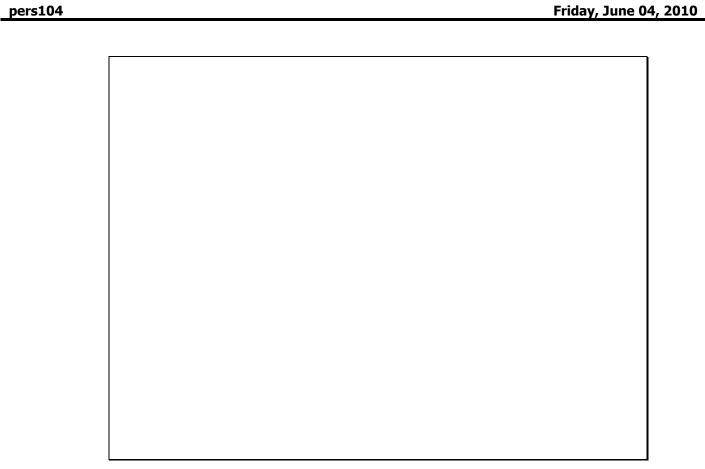
Slide 12 Slide notes:



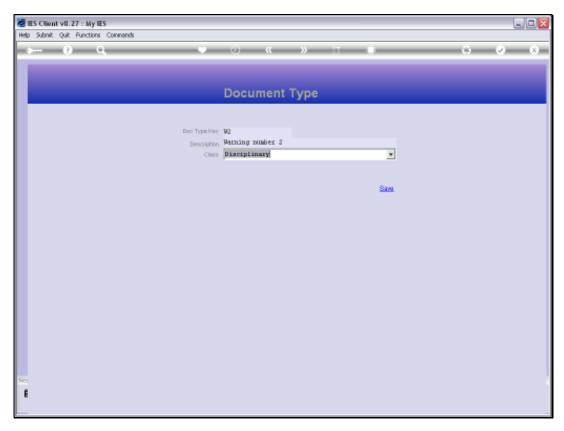
Slide 13 Slide notes:



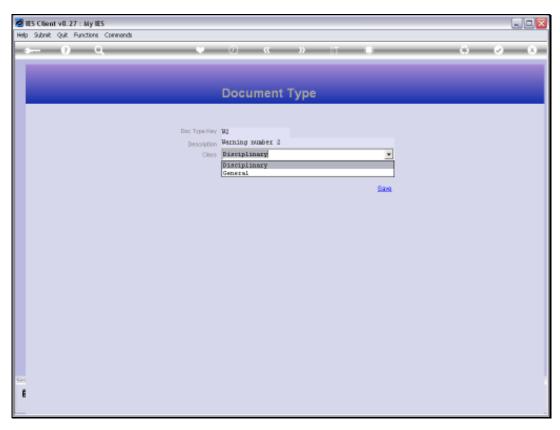
Slide 14 Slide notes:



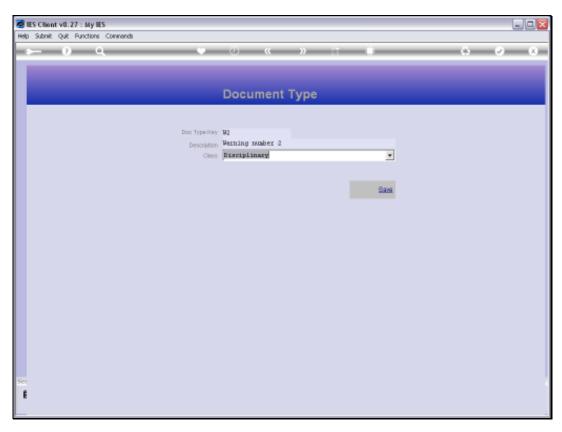
Slide 15 Slide notes:



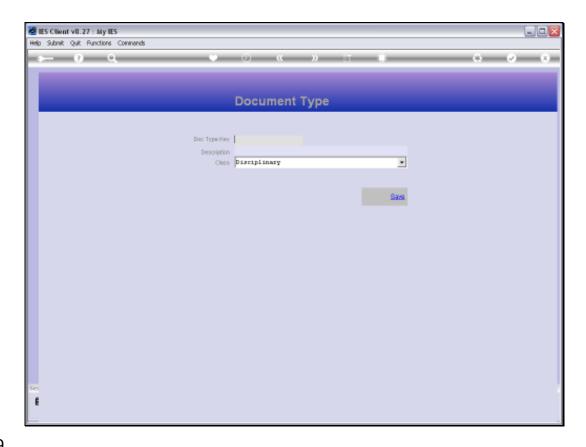
Slide 16 Slide notes:



Slide 17 Slide notes:

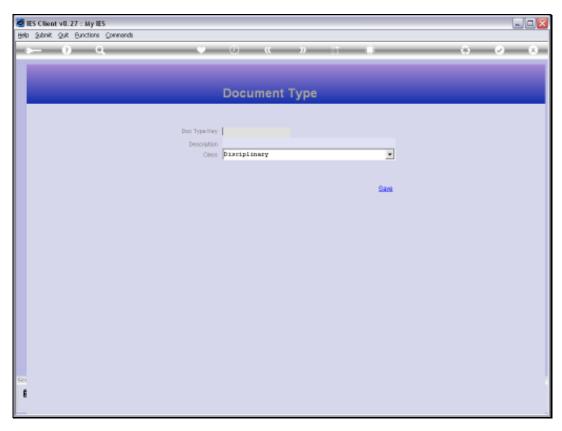


Slide 18 Slide notes:

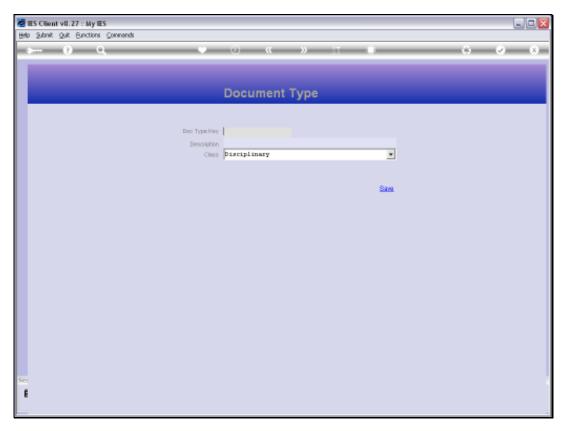


Slide 19

Slide notes: So this is how we maintain our Document Types for Personnel Actions.



Slide 20 Slide notes:



Slide 21 Slide notes: