	Document Name	Object Help Document	
Lighthouse Info Systems Pvt. Ltd. SINCE 1987	Menu Code	01.719.04	
	Process Name	HR Related Master Management	
Release Version	1.0	Document No	
Release Date	01-June-2018	Pages	Page - 1 - of 4

01.719.04 – Topic Master

PROCESS OVERVIEW

This Master form is used to add topics which are going to be used while conducting training activity for employees in company.
We can add different topics which are associated with training which is to be carried out during the year for employees of company.
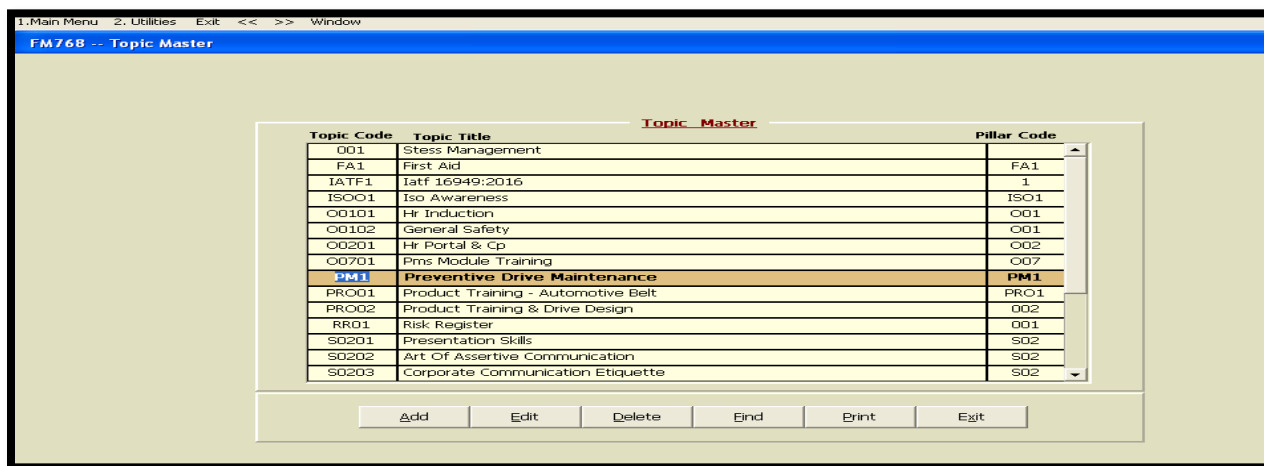
PROCESS PRE-REQUISITES

To perform this process <u>User Rights</u> are required for the Form specifically for *New*, *Edit*, *Delete* and *Print* function.

PROCESS DETAILS

Work Step –
Step 1 Press Add Button

Step 2 Enter desired topic code
Step 3 Enter topic tile
Step 4 Enter pillar code

BUTTONS	DESCRIPTION
Add	To add new record.
Edit	To edit the existing record.

Delete	To delete existing record
Print	To print the record
Exit	To exit from the open form
Find	To find records from LOV
Ok	To save record.
Cancel	To cancel Entry

Optional Data Fields

Not applicable

Tips and Tricks

Not Applicable

Input Field Level Information – General Details

FIELDS	DESCRIPTION	R/O/C	FIELD VALUE / COMMENTS
Topic Code	Enter topic code	R	Add topic code which is unique in nature and need not be repeated other time
Topic Title	Enter topic title	R	Add topic title in line with topic code
Pillar Code	Enter pillar code	O	It is to set parent topic code for the current topic.
Pillar Record	Select pillar record (optional)	O	Radio button

Basic Record	Select basic record (optional)	O	Radio button

R = Required, O = Optional, C = Conditional