Lighthouse Info Systems Pvt. Ltd.	Document Name	Object Help Document	
	Menu Code	01.131.06	
	Process Name	Geographical Master	
Release Version	1.0	Document No	LISPL/OHD/FI/101/001
Release Date	11-JULY-2018	Pages	Page - 1 - of 4

# 01.131.06 - Geographical Master

## **PROCESS OVERVIEW**

This master is used to define Geographical location including City, State, Region, District, and Country. Ranking of cities can be maintained.

## **PROCESS PRE-REQUISITES**

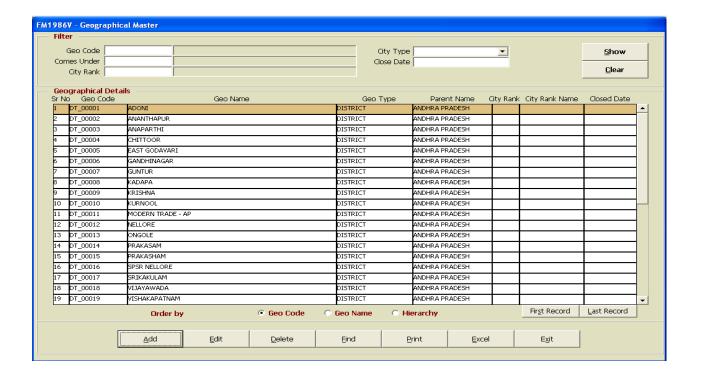
Required Fields	Input Details	General Remarks
Geo Code	Geographical Master	User have to create geo org code
Geo Name	Geographical Master	User have to create geo org code
Comes under	This column show comes under	User have to select by pressing f9 button
Geo Type	This column shows Geo Type such as District, region state country.	We have to mention Geo type from selection list.
Closed date	This column show closed date	User have to fill closed date

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Release Date	11-JULY-2018	Pages	Page - 2 - of 4	

#### **KEY FEATURES**

- Location details can be easily configured.
- Geographical details can be easily fetched.
- Facilities to see status by first record to Last Record.
- Facility to see status by order, Geo Code, Geo Name, Hierarchy.

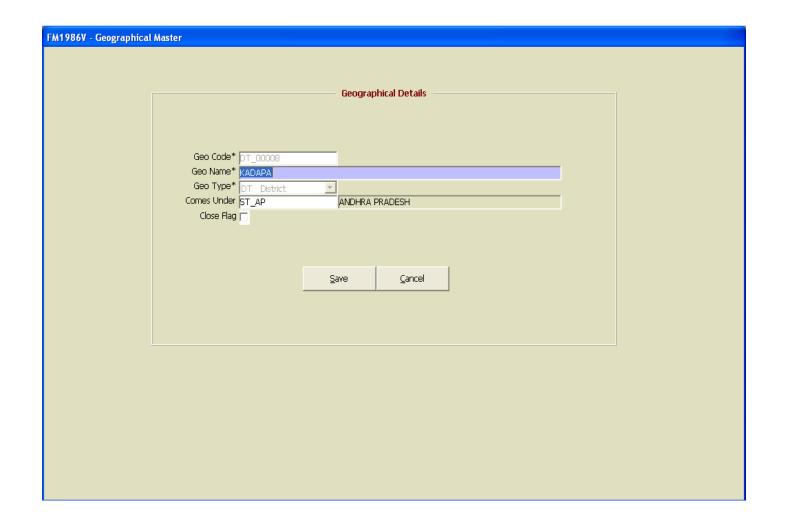
#### **PROCESS DETAILS**



BUTTONS	DESCRIPTION
<u>A</u> DD	To Add new record.
<u>E</u> dit	To Edit the selected record.
<b>D</b> elete	To Delete selected record.
<u>F</u> ind	To find record.

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	Menu Code	01.131.06		
	Process Name	Geographical Master		
Release Version	1.0	Document No	LISPL/OHD/FI/101/001	
Release Date	11-JULY-2018	Pages	Page - 3 - of 4	

<u><b>V</b></u> iew	To View the selected record.	
E <u>x</u> it	To Exit from the current opened window.	



### **Work Step – To Add Record in Geographical Master**

- Step 1 Click on Add button
- Step 2 Create Geo code and Geo Type from list. It comes from Geographical Master.
- Step 3 Select comes under by pressing F9 button and its comes from District Mast.
- Step 4 Press Tick on Closed Flag if required.

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Release Date	11-JULY-2018	Pages	Page - 4 - of 4	

FIELDS	DESCRIPTION	R/O/C	FIELD VALUE / COMMENTS
Geo Code	Geographical Master	R	Select from lov which is already define in process master
Geo Name	Geographical Master	R	Select item category to set process.
Geo Type	Drop Down List	R	Select type of office by Drop down list.
Comes Under	District Master	0	Select Comes Under Manually.
Closed Flag	Closed Flag	0	Select closed Flag if require to Closed entry