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## 01.719.03 – Subject Master

### PROCESS OVERVIEW

This Master form is used to define various subjects which are having educational background as well as for training purpose.

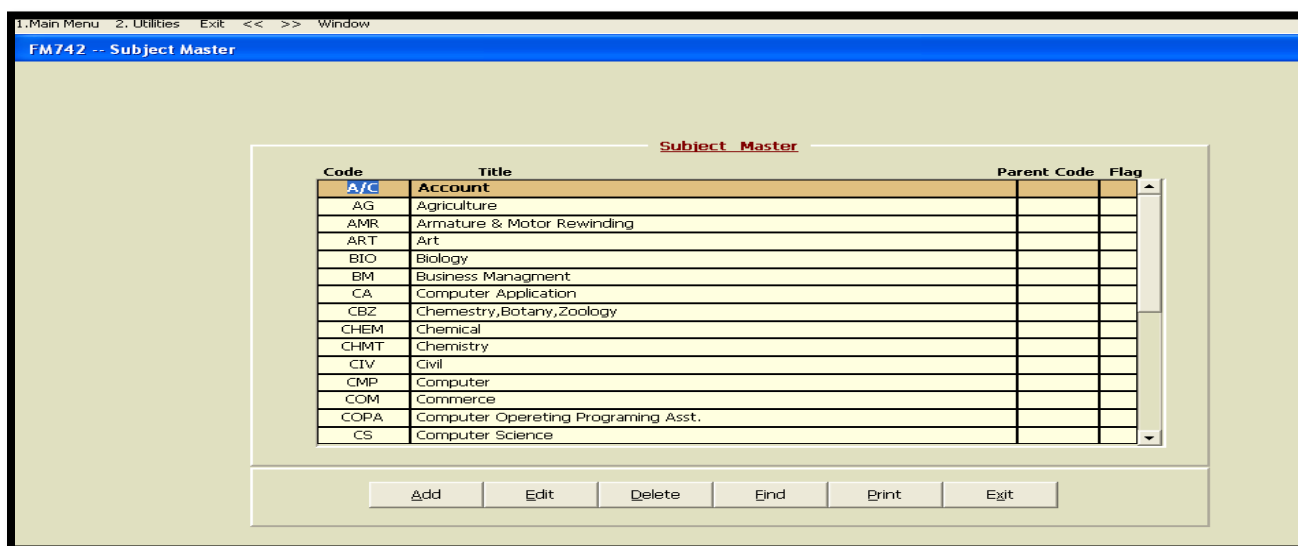
We need to add subject code and description of subject into the form. Further we can link this subject code into employee master form for individual employee while adding his/her educational information.

For training purpose also we can link this subject code.

### PROCESS PRE-REQUISITES


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

### PROCESS DETAILS



Code A/C	Title	Parent Code	Flag
AG	Agriculture		
AMR	Armature & Motor Rewinding		
ART	Art		
BIO	Biology		
BM	Business Management		
CA	Computer Application		
CBZ	Chemistry, Botany, Zoology		
CHEM	Chemical		
CHMT	Chemistry		
CIV	Civil		
CMP	Computer		
COM	Commerce		
COPA	Computer Operating Programing Asst.		
CS	Computer Science		

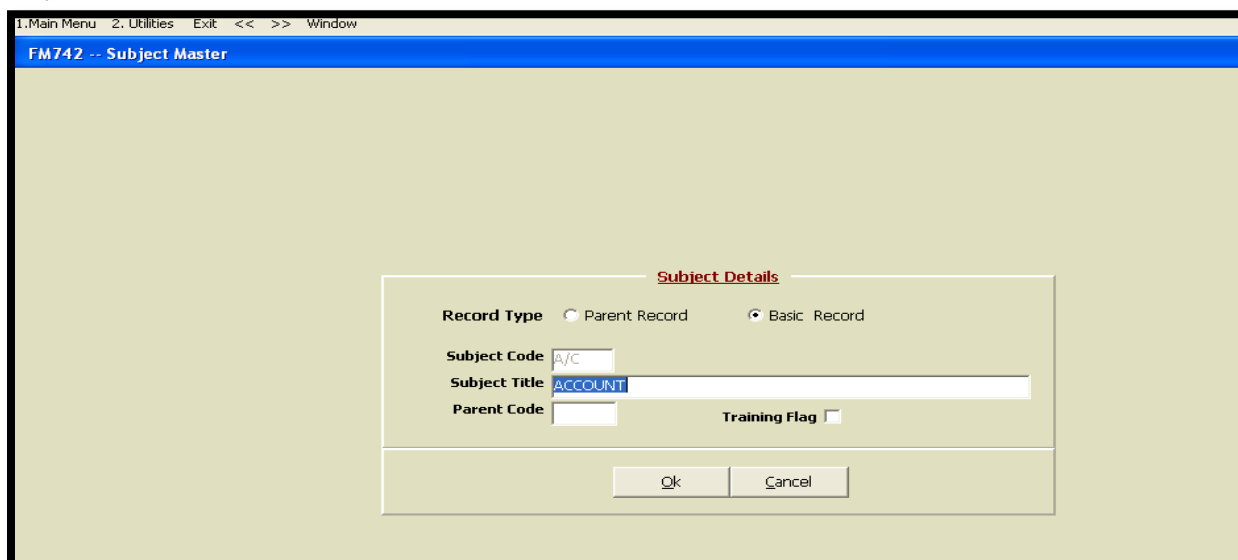
Buttons: Add, Edit, Delete, End, Print, Exit

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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


### Work Step –

Step 1 Press Add Button



The screenshot shows a software window titled "FM742 -- Subject Master". Inside the window, there is a form titled "Subject Details". The form contains the following fields and controls:

- Record Type:** Two radio buttons are present: "Parent Record" (unselected) and "Basic Record" (selected).
- Subject Code:** A text box containing the value "A/C".
- Subject Title:** A text box containing the value "ACCOUNT".
- Parent Code:** An empty text box.
- Training Flag:** A checkbox that is currently unchecked.
- Buttons:** At the bottom of the form, there are two buttons: "Ok" and "Cancel".

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Step 2 Enter Subject Code

Step 3 Enter Subject title

Step 4 Enter Parent Code

Step 5 Select Parent record (or)

Step 6 Select Basic record

Step 7 Click on training flag (optional)

#### Optional Data Fields

Parent Code

#### Tips and Tricks

Not Applicable

#### Input Field Level Information – General Details

FIELDS	DESCRIPTION	R/O/C	FIELD VALUE / COMMENTS
Subject Code	To enter subject code	R	Need to add subject code which is unique in nature
Subject Title	To enter subject title	R	Need to mention subject title in line with subject code
Parent Code	To enter parent code	O	Add parent code
Training Flag	To click on training flag	O	Click on training flag: If user wants to conduct training in any of the subject added in subject master.
Parent Record	To click on parent record	O	Add parent record ( Radio button)
Basic Record	To click on basic record	O	Add basic record (Radio button)

*R = Required, O = Optional, C = Conditional*