Lighthouse	Document Name	Object Help Document		
Info Systems Pvt. Ltd.	Menu Code	01.709.11		
SINCE 1987	Process Name	Advocate Master		
Release Version	1.0	Document No		
Release Date	01-June-2018	Pages	Page - 1 - of 4	

01.709.11 – Advocate Master

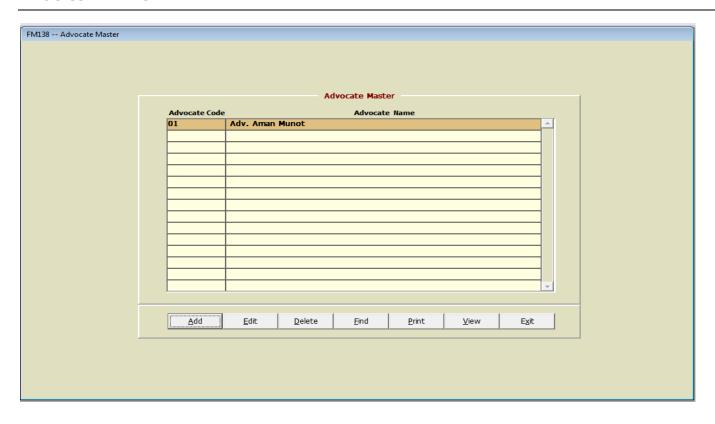
PROCESS OVERVIEW

This Master form is used to define List of advocate of firm. We can save the details for every advocate like City, Address, office telephone number and Mobile number etc.

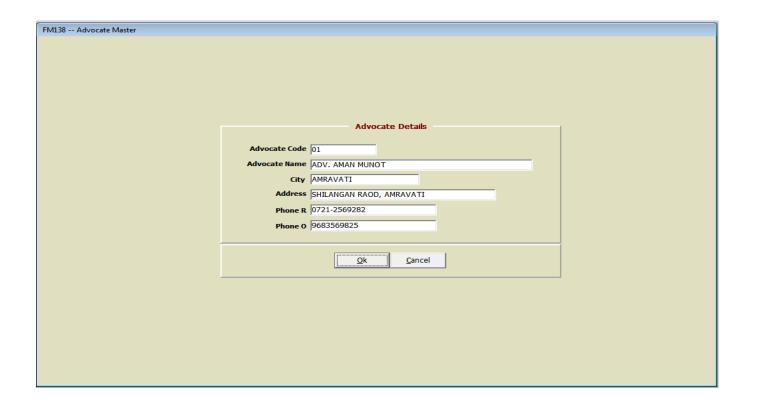
PROCESS PRE-REQUISITES

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

PROCESS DETAILS



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BUTTONS	DESCRIPTION
Add	To Add new record.
Edit	To Edit the selected record.
Delete	To Delete selected record.
Find	To Find Records.
Print	To Print the list of Advocates.
View	To View the selected record.
Exit	To Exit from the opened form.

Elighthouse	Document Name	Object Help Document	
Lighthouse Info Systems Pvt. Ltd.	Menu Code	01.709.11	
SINCE 1301	Process Name	Advocate Master	
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Ok	To Save Record.
Cancel	To Cancel Record.

Work Step -

Step 1 Press Add Button

Step 2 Enter Advocate Code (Max 5 Digits)

Step 3 Enter Advocate Name

Step 4 Enter City name

Step 5 Enter Address

Step 6 Enter Phone R

Step 7 Enter Phone O

Optional Data Fields

City

Address

Phone R

Phone O

Tips and Tricks

Not Applicable

FIELDS	DESCRIPTION	R/O/C	FIELD VALUE / COMMENTS
Advocate Code	Enter code	R	Enter Numeric or alpha-bate to create code
Advocate Name	Name of person	R	Enter Advocate name
City	Define the City	0	Enter city
Address	Address of Advocate	0	Enter Address
Phone R	Residence Phone Number	0	Enter Resident phone number

Lighthouse	Document Name	Object Help Document	
Lighthouse Info Systems Pvt. Ltd.	Menu Code	01.709.11	
SINCE 1901	Process Name	Advocate Master	
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Phone O	Office Phone Number	0	Enter Office phone number

R = Required, O = Optional, C = Conditional