 Lighthouse Info Systems Pvt. Ltd. <small>SINCE 1987</small>	Document Name	Object Help Document	
	Menu Code	01.131.07	
	Process Name	Geographical Organization Master	
Release Version	1.0	Document No	LISPL/OHD/MM/131/07
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01.131.07 - Geographical Organization Master

PROCESS OVERVIEW

This master is used to define the geographical area and their sub ordinate area which comes under that particular area.

PROCESS PRE-REQUISITES

Required Fields	Input Details	General Remarks
Geo org code	Geographical Master	User have to create geo org code
Geo org name	Geographical Master	User have to create geo org name
Comes under	This column show comes under	User have to select by pressing f9 button
Types of office	This column show Types of office	User have to select by pressing f9 button
Closed date	This column show closed date	User have to fill closed date
Designation code	This column show Designation code	User have to fill code
Designation name	This column show Designation name	User have to fill name

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From date	This column show from date	User have to fill from date
To date	This column show to date	User have to fill to date
No of employee	This column show no of employee	User have to fill no of employee

KEY FEATURES

- Multiple Designation Code defines facilities available.
- Closed Date Facility is Available.
- Document attaches facility available.

PROCESS DETAILS

FM1990V--Geographical Organizational Master

Filter

Code Type Of Office

Comes Under From Date Show

City To Date Clear

Designation


Geological Location Master

Geo Org Code	Geo Org Name	Comes Under	Type Of Office	Closed Date
CORP	CORPORATE OFFICE (HO)		Head Office	
HYDFN	FATHENAGAR (PAYAL)	HYDERABAD DISTRICT	City/Town Office	
TCCYB	CYBERABAD	TWINCITY REGION	Territory/District	
TCHYD	HYDERABAD DISTRICT	TWINCITY REGION	Territory/District	
TCOLD	OLD CITY	TWINCITY REGION	Territory/District	
TCSEC	SECUNDERABAD	TWINCITY REGION	Territory/District	
TS	TELANGANA STATE	SOUTH ZONE	State Office	

Organizational Geographical Master

Designation Code	Designation Name	From Date	To Date	No. of Employee
DG013	Director	01-04-2014 00:00:00		1
DG046		01-04-2014 00:00:00		1

Add Edit Delete Find Print View Exit Document

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BUTTONS	DESCRIPTION
A DD	To Add new record.
E dit	To Edit the selected record.
D elete	To Delete selected record.
F ind	Find by code
V iew	To View the selected record
E xcel	To print the available records
E xit	To Exit from the current opened window.
D ocuments	To attach any document

FM1990V - Geographical Organizational Master

Geographical Organizational Master

Code* Name*

Type Of Office Head Office

Comes Under

City

Closed Date

Designation Code DG013 Designation Name From Date* No. of Employee

Previous Next


Geo Plan Detail

Designation Code	Designation Name	From Date	To Date	No. of Employee
DG013	Director	01-04-2014 00:00:00		1
DG046		01-04-2014 00:00:00		1

Ok Cancel

Geographical Organizational Master

- [-] CORP - Corporate Office (Ho)
 - [-] DG013 - Director
 - [-] DG046 -
 - [-] Z001 - South Zone
 - [-] DG061 - Rsm - Marketing
 - [-] TS - Telangana State
 - [-] DG090 -
 - [-] TSRO - Rest Of Telangana State
 - [-] DG002 - Asm - Marketing
 - [-] DG061 - Rsm - Marketing
 - [-] TSTC - Twincity Region
 - [-] DG002 - Asm - Marketing
 - [-] DG061 - Rsm - Marketing
 - [-] TCCYB - Cyberabad
 - [-] DG063 - Sales Officer
 - [-] TCHYD - Hyderabad District
 - [-] DG063 - Sales Officer
 - [-] HYDFN - Fathenagar (Payal)
 - [-] DG074 - Sr Salesmen
 - [-] TCOLD - Old City
 - [-] DG063 - Sales Officer
 - [-] TCSEC - Secunderabad
 - [-] DG063 - Sales Officer

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Work Step – To add new record

Step 1 click add button for new record

Step 2 create code which comes from geographical master.

Step 3 Select type of office from list.

Step 4 Select Type of Office by pressing F9 and its coming from Division master.

Step 5 Select City by pressing F9 and its coming from District Master

Step 6 Enter closed Date manually.

Step 7 select designation code by pressing F9 And its comes from employee master,

Step 8 select From Date.

Step 9 Press ok button

FIELDS	DESCRIPTION	R/O/C	FIELD VALUE / COMMENTS
code	Code for process	R	Select from lov which is already define in process master
Designation Code	Fetch Destination code from Employee master	R	Select item category to set process.
Type of Office	Type of Office	O	Select type of office by Drop down list.
City	Fetch City code from District Master	O	Select City master by pressing F9
No of Employee	No of Employee	O	Enter No of Employee Manually