Lighthouse Info Systems Pvt. Ltd.	Document Name	Object Help Document		
	Menu Code	01.131.07		
	Process Name	Geographical Organization Master		
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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

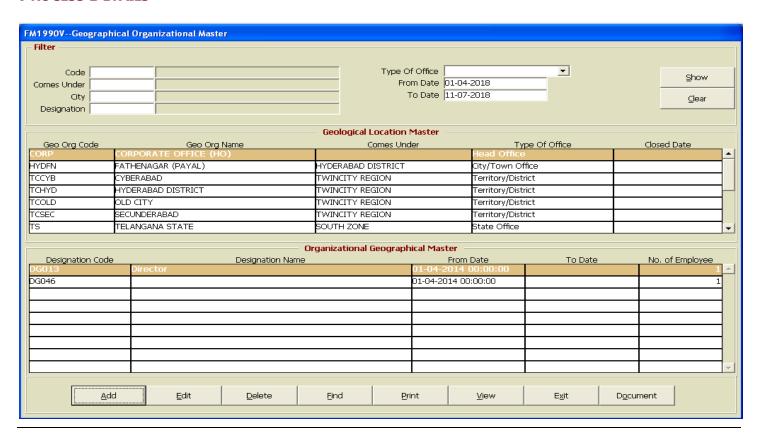
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From date	This column show from date	User have to fill from date
To date	This column show to date	User have to fill to date
No of employee	This column show no of employee	User have to fill no of employee

#### **KEY FEATURES**

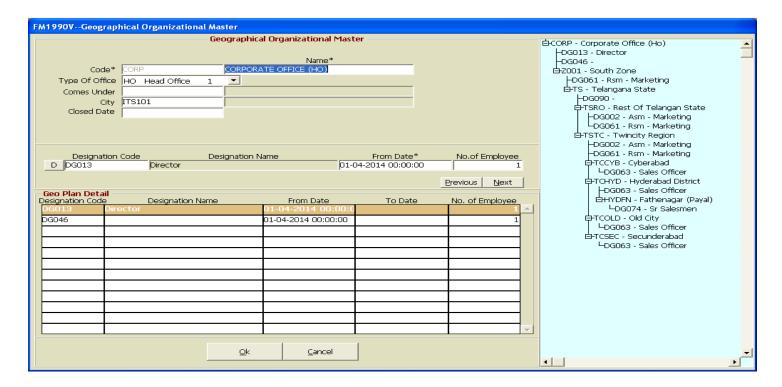
- Multiple Designation Code defines facilities avaliable.
- Closed Date Facility is Avaliable.
- Document attaches facility available.

#### **PROCESS DETAILS**



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



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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 desgination 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	0	Select type of office by Drop down list.
City	Fetch City code from District Master	0	Select City master by pressing F9
No of Employee	No of Employee	0	Enter No of Employee Manually