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# 01.703.02 - Designation Master

#### **PROCESS OVERVIEW**

In Designation Master we need to add different designation which will be allotted to employees as per company policy.

Once we define designation master we can link designation code to particular employee so that employees can be bifurcated as per Designation Master.

Codification for designation list should be unique. This codification can be numeric, alphanumeric or numeric only.

## **PROCESS PRE-REQUISITES**

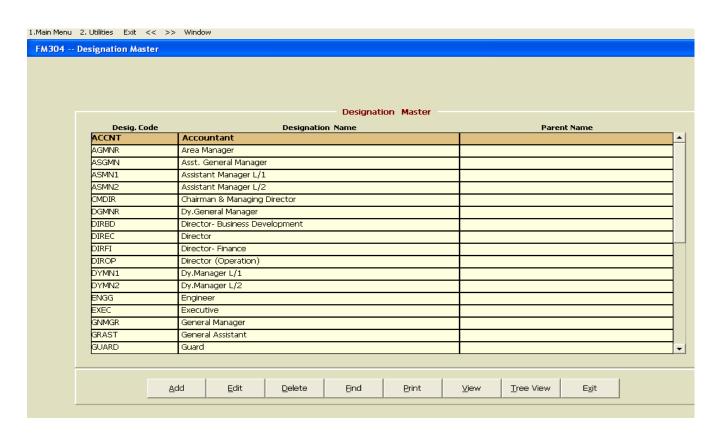
To perform this process <u>User Rights</u> are required for the Form specifically for *New, Edit, Delete* and *Print* function.

If the Designation is allotted to particular department people, then department should be define in department master.

#### **PROCESS DETAILS**

BUTTONS	DESCRIPTION
Add	To Add new record.
Edit	To Edit the existing record.
Delete	To Delete existing record which are not approved.
Print	To print the record
Exit	To Exit from the open form
Find	To find records from LOV
Ok	To Save record.
View	To view records in read only mode
Tree View	To View records in tree format view
Cancel	To cancel

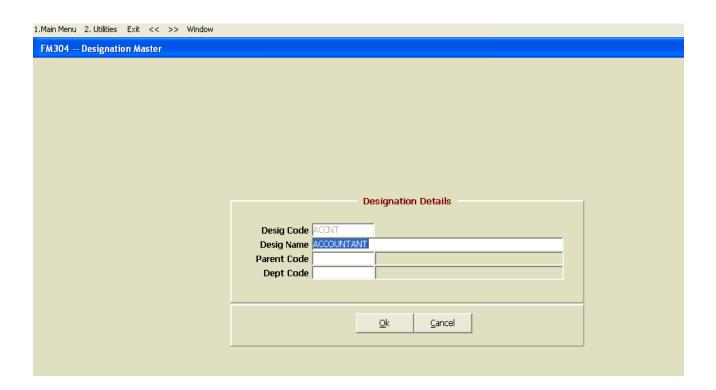
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## **Work Step – To Create New Designation**

Step 1 Press 'Add Button.

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Step 2 Enter Designation code

Step 3 Enter Designation name

Step 4 Enter Parent code

Step 5 Enter Department code

## **Optional Data Fields**

Not applicable

#### **Tips and Tricks**

Keep Codes for each designation of unique length so that it will be helpful in reporting purpose.

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## **Input Field Level Information – General Details**

FIELDS	DESCRIPTION	R/O/C	FIELD VALUE / COMMENTS
Parent code	Parent code can be the designation of the reporting authority	0	If require.
Dept Code	Department if the designation belongs to that dept. only	0	If require.

R = Required, O = Optional, C = Conditional