Lighthouse Info Systems Pvt. Ltd.	Document Name	Object Help Document	
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# 01.131.09 - City Master

#### **PROCESS OVERVIEW**

This master is used to define the City in Master. In this master particular city is defined with their respective state and country.

## **PROCESS PRE-REQUISITES**

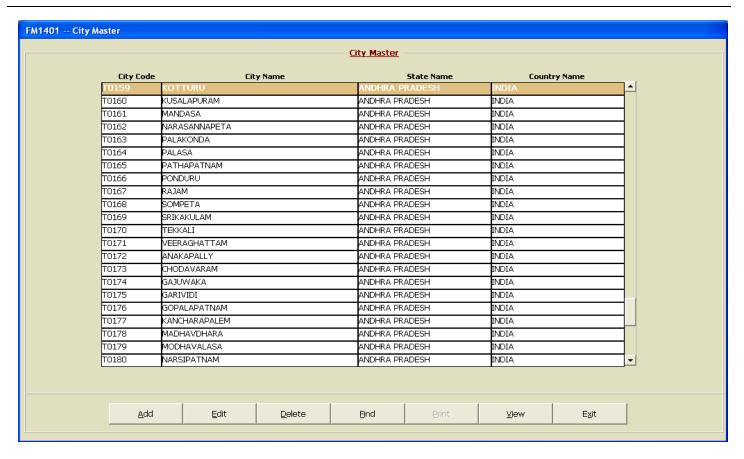
Required Fields	Input Details	General Remarks
City Code	This column show City code, we have to create city code.	We have to generate unique city code
City Name	This column show city name, as the city code create at the same time city name also mention.	We have to mention city name
State name	This column shows state name.	We have to mention state name
Country Name	This column show country name, we have to mention country name here	We have to mention country name

### **KEY FEATURES**

- Different city details can be configured
- The city details can further be used in any transactions and for reporting purpose.

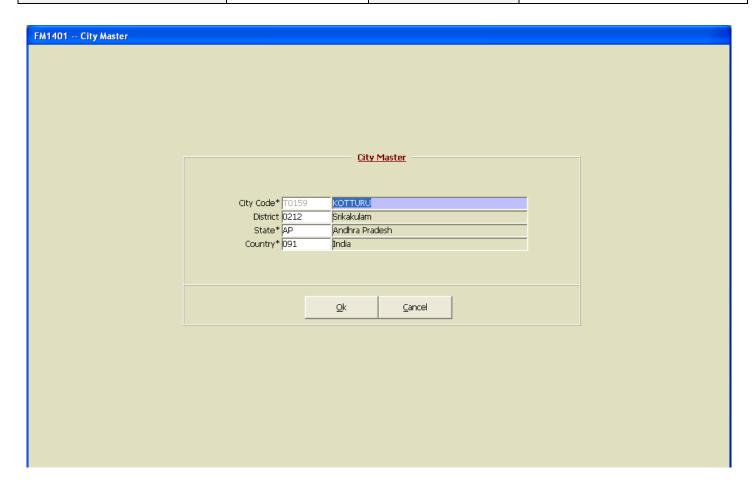
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#### **PROCESS DETAILS**



BUTTONS	DESCRIPTION
<u>A</u> DD	To Add new record.
<u>E</u> dit	To Edit the selected record.
<b>D</b> elete	To Delete selected record.
<u>F</u> ind	To find record.
<u>V</u> iew	To View the selected record.
E <u>x</u> it	To Exit from the current opened window.

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#### **Work Step - To Add Record in City Master**

- Step 1 Click on Add button
- Step 2 Create city code and city name.
- Step 3 Select District code by pressing F9 button
- Step 4 Select state by pressing f9 button
- Step 5 Select country code by pressing F9 button.