Lighthouse	Document Name	Object Help Document	
Info Systems Pvt. Ltd.	Menu Code	01.721.02	
SINCE 1901	Process Name	Organization Management	
Release Version	1.0	Document No	
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01.721.02 - Organization Master

PROCESS OVERVIEW

This Master form is used to enter the details of organization where employee used to work. While creating organization code it must be unique in nature & need not be repeated to other.

We can add different organizations in this form which can be further link into Employee Job Master form while adding previous job details of employee.

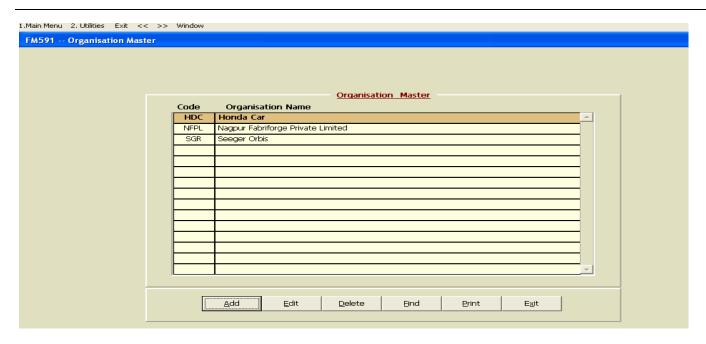
This allows us to store information about employee's total companies in which he/she has worked with.

PROCESS PRE-REQUISITES

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

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PROCESS DETAILS

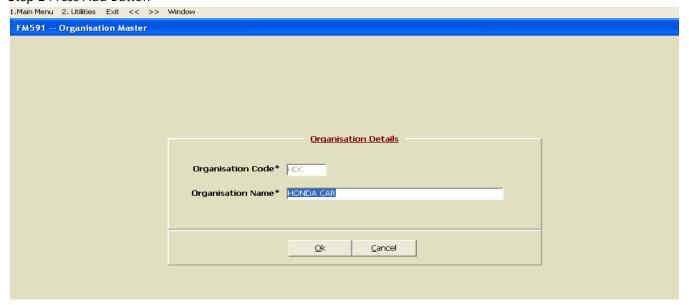


BUTTONS	DESCRIPTION
Add	To Add new record.
Edit	To Edit the existing record.
Delete	To Delete existing record
Print	To print the record
Exit	To Exit from the open form
Find	To find records from LOV
Ok	To Save record.
Cancel	To Cancel Entry

Lighthouse	Document Name	Object Help Document	
Info Systems Pvt. Ltd.	Menu Code	01.721.02	
SINCE 1987	Process Name	Organization Management	
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Work Step -

Step 1 Press Add Button



Step 2 Enter Desired Organization code

Step 3 Enter Organization name

Optional Data Fields

Not applicable

Tips and Tricks

Not Applicable

Input Field Level Information – General Details

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FIELDS	DESCRIPTION	R/O/C	FIELD VALUE / COMMENTS
Organization Code	Enter Organization code	R	Enter organization code which must be unique in nature and need not be repeated for other.
Organization Name	Enter Organization name	R	Enter organization name

R = Required, O = Optional, C = Conditional