	Document Name	Object Help Document	
	Menu Code	01.709.11	
	Process Name	Advocate Master	
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01.709.11– Advocate Master

PROCESS OVERVIEW

This Master form is used to define List of advocate of firm. We can save the details for every advocate like City, Address, office telephone number and Mobile number etc.

PROCESS PRE-REQUISITES

To perform this process Under Rights are required for the Form specifically for *New*, *Edit*, *Delete* and *Print* function.

PROCESS DETAILS

BUTTONS	DESCRIPTION
Add	To Add new record.
Edit	To Edit the selected record.
Delete	To Delete selected record.
Find	To Find Records.
Print	To Print the list of Advocates.
View	To View the selected record.
Exit	To Exit from the opened form.

Ok	To Save Record.
Cancel	To Cancel Record.

Work Step –
Step 1 Press Add Button
Step 2 Enter Advocate Code (Max 5 Digits)
Step 3 Enter Advocate Name
Step 4 Enter City name
Step 5 Enter Address
Step 6 Enter Phone R
Step 7 Enter Phone O

Optional Data Fields
City
Address
Phone R
Phone O

Tips and Tricks
Not Applicable

FIELDS	DESCRIPTION	R/O/C	FIELD VALUE / COMMENTS
Advocate Code	Enter code	R	Enter Numeric or alpha-bate to create code
Advocate Name	Name of person	R	Enter Advocate name
City	Define the City	O	Enter city
Address	Address of Advocate	O	Enter Address
Phone R	Residence Phone Number	O	Enter Resident phone number

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Phone O	Office Phone Number	O	Enter Office phone number

R = Required, O = Optional, C = Conditional