	Document Name	Object Help Document	
Lighthouse Info Systems Pvt. Ltd. SINCE 1987	Menu Code	01.709.17	
	Process Name	Court Master	
Release Version	1.0	Document No	
Release Date	01-June-2018	Pages	Page - 1 - of 4

01.709.17 – Court Master

PROCESS OVERVIEW

This Master form is used to define List of Court. We can save the details for list of Courts, like City including Address, Chief Staff & Holiday.

PROCESS PRE-REQUISITES

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

PROCESS DETAILS

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BUTTONS	DESCRIPTION
Add	To Add new record.
Edit	To Edit the selected record. We can change the City, Address, Phone R, Phone O.
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.

Work Step –

Step 1 Press Add Button
Step 2 Enter Court Code (Max. Five Digit)
Step 3 Enter Court Name
Step 4 Enter Location
Step 5 Enter City
Step 6 Enter Chief Staff
Step 7 Enter Holiday

Optional Data Fields

Location
City
Chief Staff
Holiday

Tips and Tricks

Not Applicable

FIELDS	DESCRIPTION	R/O/C	FIELD VALUE / COMMENTS
Court Code	To add court code	R	Enter the Numeric or alpha bates. Maximum 5 digits
Court Name	To add name	R	Define Court name in field
Location	Define the Location	O	Enter location where the court belongs
City	Define the City	O	Enter city

Chief Staff	Name of Chief Person	O	Enter name of person if required
Holiday	Holiday day in a week	O	Enter holiday if required

R = Required, O = Optional, C = Conditional