 <b>Lighthouse</b> Info Systems Pvt. Ltd. <small>SINCE 1987</small>	Document Name	Object Help Document	
	Menu Code	01.703.02	
	Process Name	HR Related Master Management	
Release Date	1-June-2018	Pages	Page - 1 - of 4

## 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 User Rights 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

 <b>Lighthouse</b> Info Systems Pvt. Ltd. SINCE 1987	Document Name	Object Help Document	
	Menu Code	01.703.02	
	Process Name	HR Related Master Management	
Release Date	1-June-2018	Pages	Page - 2 - of 4


1. Main Menu 2. Utilities Exit << >> Window

**FM304 -- Designation Master**

Designation Master		
Desig. Code	Designation Name	Parent Name
ACCNT	Accountant	
AGMNR	Area Manager	
ASGMN	Asst. General Manager	
ASMN1	Assistant Manager L/1	
ASMN2	Assistant Manager L/2	
CMDIR	Chairman & Managing Director	
DGMNR	Dy.General Manager	
DIRBD	Director- Business Development	
DIREC	Director	
DIRFI	Director- Finance	
DIROP	Director (Operation)	
DYMN1	Dy.Manager L/1	
DYMN2	Dy.Manager L/2	
ENGG	Engineer	
EXEC	Executive	
GNMGR	General Manager	
GRAST	General Assistant	
GUARD	Guard	

## Work Step – To Create New Designation

Step 1 Press 'Add Button.

 <b>Lighthouse</b> Info Systems Pvt. Ltd. SINCE 1987	Document Name	Object Help Document	
	Menu Code	01.703.02	
	Process Name	HR Related Master Management	
Release Date	1-June-2018	Pages	Page - 3 - of 4

1. Main Menu 2. Utilities Exit << >> Window

#### FM304 -- Designation Master

Designation Details

Desig Code	<input type="text" value="ACCNT"/>
Desig Name	<input type="text" value="ACCOUNTANT"/>
Parent Code	<input type="text"/>
Dept Code	<input type="text"/>

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.

 <b>Lighthouse</b> Info Systems Pvt. Ltd. <small>SINCE 1987</small>	Document Name	Object Help Document	
	Menu Code	01.703.02	
	Process Name	HR Related Master Management	
Release Date	1-June-2018	Pages	Page - 4 - of 4

### 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	O	If require.
Dept Code	Department if the designation belongs to that dept. only	O	If require.

*R = Required, O = Optional, C = Conditional*