Lighthouse Info Systems Pvt. Ltd. SINCE 1987	Document Name	Object Help Document	
	Menu Code	01.719.03	
	Process Name	HR Related Master Management	
Release Version	1.0	Document No	
Release Date	01-June-2018	Pages	Page - 1 - of 3

01.719.03 – Subject Master

Process Overview

This Master form is used to define various subjects which are having educational background as well as for training purpose.

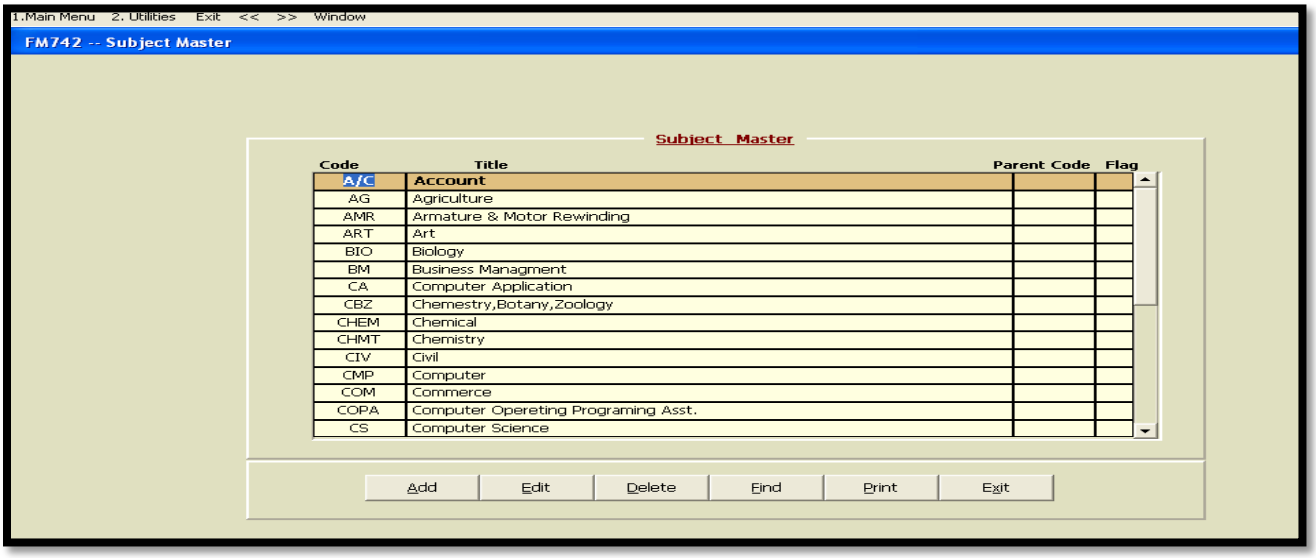
We need to add subject code and description of subject into the form. Further we can link this subject code into employee master form for individual employee while adding his/her educational information.

For training purpose also we can link this subject code.

Process Pre-requisites

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

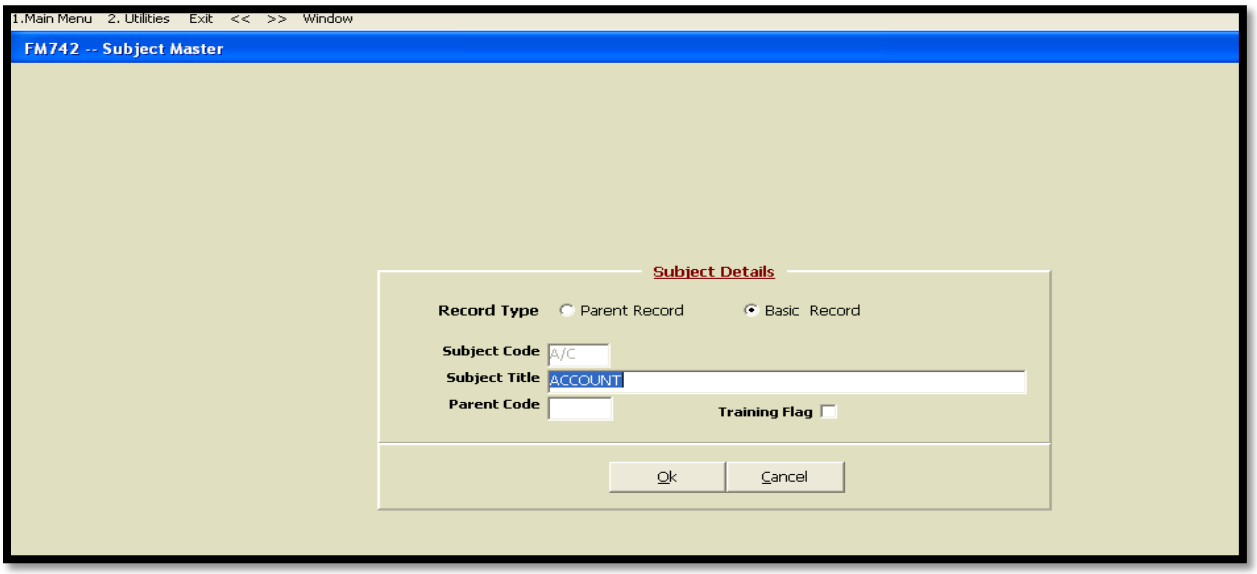
Process Details



BUTTONS	DESCRIPTION
Add	To Add new record.
Edit	To Edit the 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

Work Step –

Step 1 Press Add Button



Step 2 Enter Subject Code
Step 3 Enter Subject title
Step 4 Enter Parent Code
Step 5 Select Parent record (or)
Step 6 Select Basic record
Step 7 Click on training flag (optional)

Optional Data Fields

Parent Code

Tips and Tricks

Not Applicable

Input Field Level Information – General Details

FIELDS	DESCRIPTION	R/O/C	FIELD VALUE / COMMENTS
Subject Code	To enter subject code	R	Need to add subject code which is unique in nature
Subject Title	To enter subject title	R	Need to mention subject title in line with subject code
Parent Code	To enter parent code	O	Add parent code
Training Flag	To click on training flag	O	Click on training flag: If user wants to conduct training in any of the subject added in subject master.
Parent Record	To click on parent record	O	Add parent record (Radio button)
Basic Record	To click on basic record	O	Add basic record (Radio button)

R = Required, O = Optional, C = Conditional