 Lighthouse Info Systems Pvt. Ltd. SINCE 1987	Document Name	Object Help Document	
	Menu Code	01.719.04	
	Process Name	HR Related Master Management	
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01.719.04 – Topic Master

PROCESS OVERVIEW

This Master form is used to add topics which are going to be used while conducting training activity for employees in company.

We can add different topics which are associated with training which is to be carried out during the year for employees of company.

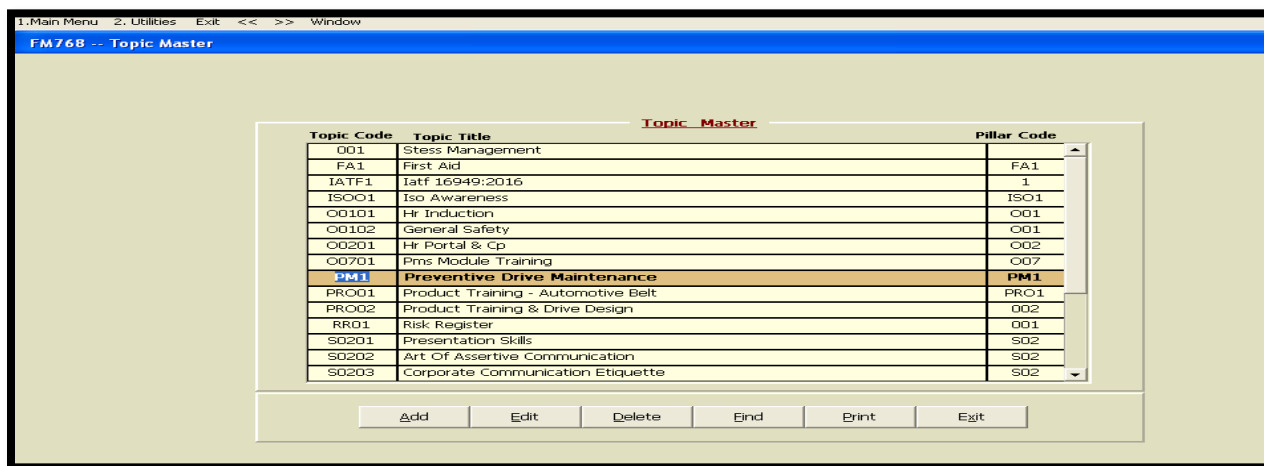
PROCESS PRE-REQUISITES

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

PROCESS DETAILS


Work Step –

Step 1 Press Add Button



Topic Code	Topic Title	Pillar Code
001	Stess Management	
FA1	First Aid	FA1
IATF1	Iatf 16949:2016	1
ISOO1	Iso Awareness	ISO1
00101	Hr Induction	001
00102	General Safety	001
00201	Hr Portal & Cp	002
00701	Pms Module Training	007
PM1	Preventive Drive Maintenance	PM1
PRO01	Product Training - Automotive Belt	PRO1
PRO02	Product Training & Drive Design	002
RR01	Risk Register	001
S0201	Presentation Skills	S02
S0202	Art Of Assertive Communication	S02
S0203	Corporate Communication Etiquette	S02

Buttons: Add, Edit, Delete, Find, Print, Exit

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

FM768 -- Topic Master

Topic Details

Record Type ☐ Pillar Record ☒ Basic Record

Topic Code

Topic Title


Pillar Code

Step 2 Enter desired topic code

Step 3 Enter topic tile

Step 4 Enter pillar code

BUTTONS	DESCRIPTION
Add	To add new record.
Edit	To edit the existing record.

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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

Optional Data Fields


Not applicable

Tips and Tricks

Not Applicable

Input Field Level Information – General Details

FIELDS	DESCRIPTION	R/O/C	FIELD VALUE / COMMENTS
Topic Code	Enter topic code	R	Add topic code which is unique in nature and need not be repeated other time
Topic Title	Enter topic title	R	Add topic title in line with topic code
Pillar Code	Enter pillar code	O	It is to set parent topic code for the current topic.
Pillar Record	Select pillar record (optional)	O	Radio button

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Basic Record	Select basic record (optional)	O	Radio button
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R = Required, O = Optional, C = Conditional