

# Projects Masters

## Overview

Project module is used to maintain project related funding data and its maintenance.

**Master Data:** Data that is required/pre-requisite to drive a functionality is known as “Master Data”.

*Following are the masters for project module:*

1. Agency Type
2. Funding Agency

## Agency Type

User can follow these steps to add new Agency type, search, viewing details, delete and edit by following these steps:

1. Login to Campuslabs ERP with your Login credentials.
2. Click on “Agency Type” menu.
3. Click on “Add” icon, the form for adding new Agency type will be opened.

Agency Type      Funding Agency

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Legend: \* Indicates mandatory fields

\*Code:

\*Name:

Description:  Chars: 240

4. Fill the details like code, name and description for agency type.
5. Click on “Save” icon, Agency Type with filled details will be created.
6. To search existing agency type, click on “Search” icon.
7. Enter name of agency type in search filter(this step is optional).

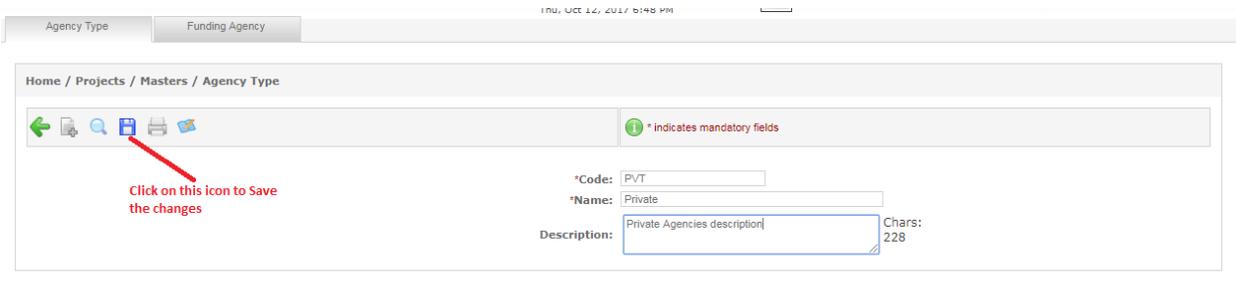
8. Click on “Go” icon.



9. To see the details of the agency, click on “View” icon associated with the record.

10. To delete any record, click on “Delete” icon.

11. To edit details of any agency type, click on associated “Edit” icon, and form for editing details will be opened with existing details.



12. Change the details of agency type as per your requirements.

13. Click on “Save” icon.

By following these steps user can perform addition, searching, viewing, editing and deletion operation.

## Funding Agency

User can follow these steps to add new Funding Agency, search, viewing details, delete and edit by following these steps:

1. Login to Campuslabs ERP with your Login credentials.
2. Click on “Funding Agency” menu.
3. Click on “Add” icon, the form for adding new Funding Agency will be opened.

Agency Type    Funding Agency

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\*Code : Min of Tech    \*Name : Ministry of technology

\*Funding Agency Type : Private    \*Country : India

Description :    Chars: 512    \*State : Rajasthan

Address :    Chars: 512    \*City : Udaipur

Fax :    Zip Code :    Phone :    Email :

Red arrows point to: Add, Save, Search icons.

4. Fill details like code, name, funding agency type, country, state, city, address etc. in the form.
5. Click on “Save” icon.
6. To search existing funding agency, click on “Search” icon.
7. Fill the values for search filters (Funding agency type, name).
8. Click on “Go” button.

Agency Type    Funding Agency

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Funding Agency Type: Private    Name:    Go

Sl No.	Code ▲	Name ▼	Funding Agency Type ▲	Country ▲	State ▲	City ▲	Action
1	Min of Tech	Ministry of technology	PVT	India	Rajasthan	Udaipur	

Total : 1

Red arrows point to: Edit, Delete, Search icons.

9. To see the details of the agency, click on “View” icon associated with the record.
10. To delete any record, click on “Delete” icon.
11. To edit details of any funding agency, click on associated “Edit” icon, and form for editing details will be opened with existing details.

Agency Type    Funding Agency

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←    🔍    🖨️    💾    🗑️    ⓘ \* indicates mandatory fields

*Code :	<input type="text" value="Min of Tech"/>	*Name :	<input type="text" value="Ministry of technology"/>
*Funding Agency Type :	<input type="text" value="Private"/>	*Country :	<input type="text" value="India"/>
Description :	<input type="text" value="description"/> Chars: 501	*State :	<input type="text" value="Rajasthan"/>
Address :	<input type="text"/> Chars: 512	*City :	<input type="text" value="Udaipur"/>
Fax :	<input type="text"/>	Zip Code :	<input type="text"/>
		Phone :	<input type="text"/>
		Email :	<input type="text"/>

Click on this icon to save the changes

12. Change the details of funding agency as per your requirements.

13. Click on “Save” icon.

By following these steps user can perform addition, searching, viewing, editing and deletion operation.