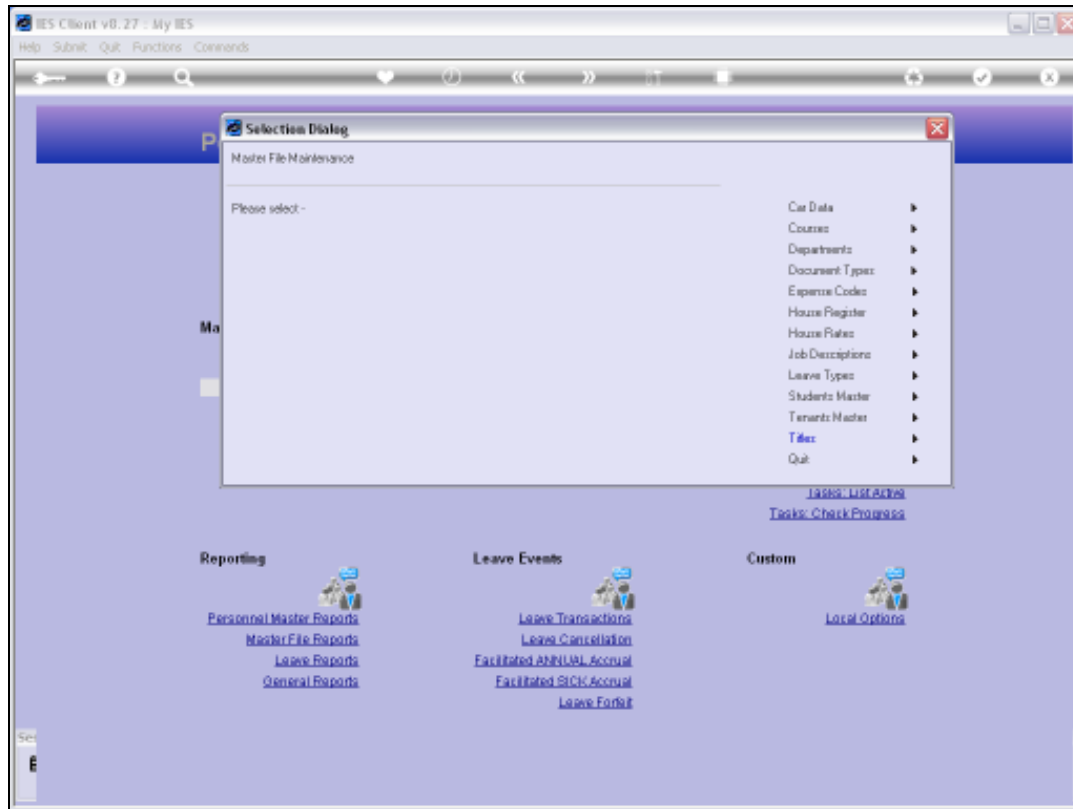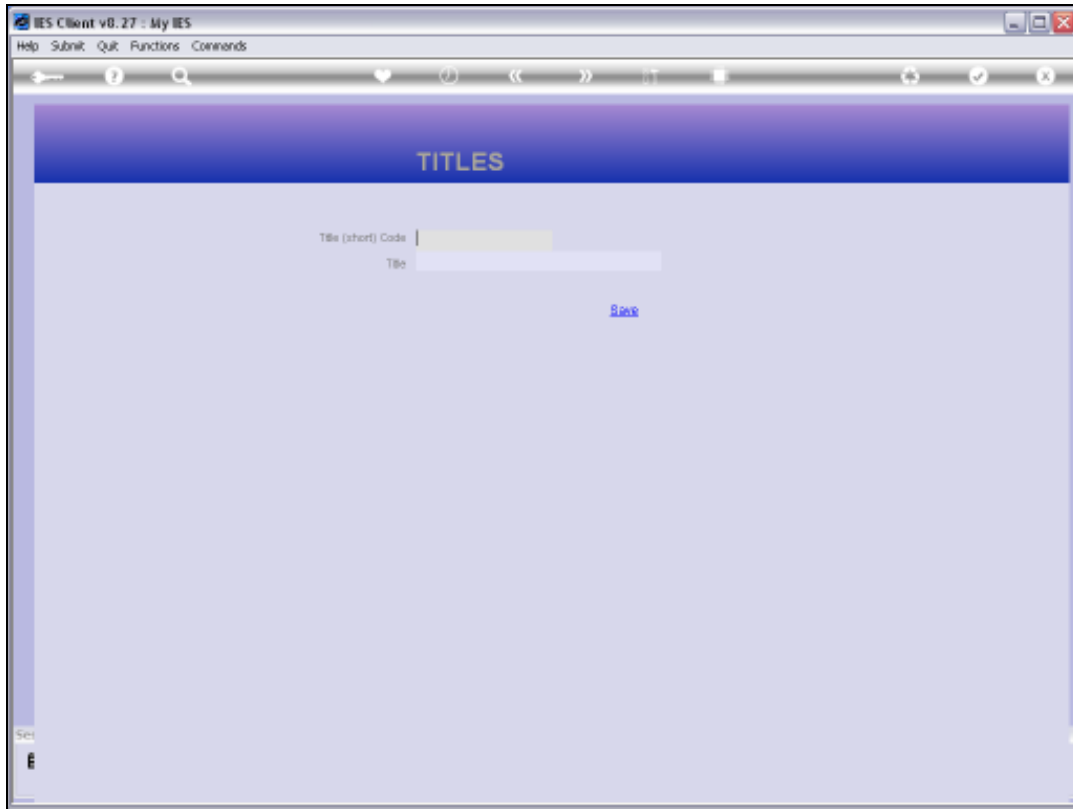Slide 1

Slide notes: From the File Maintenance Menu, we have an option to maintain the Titles Master.
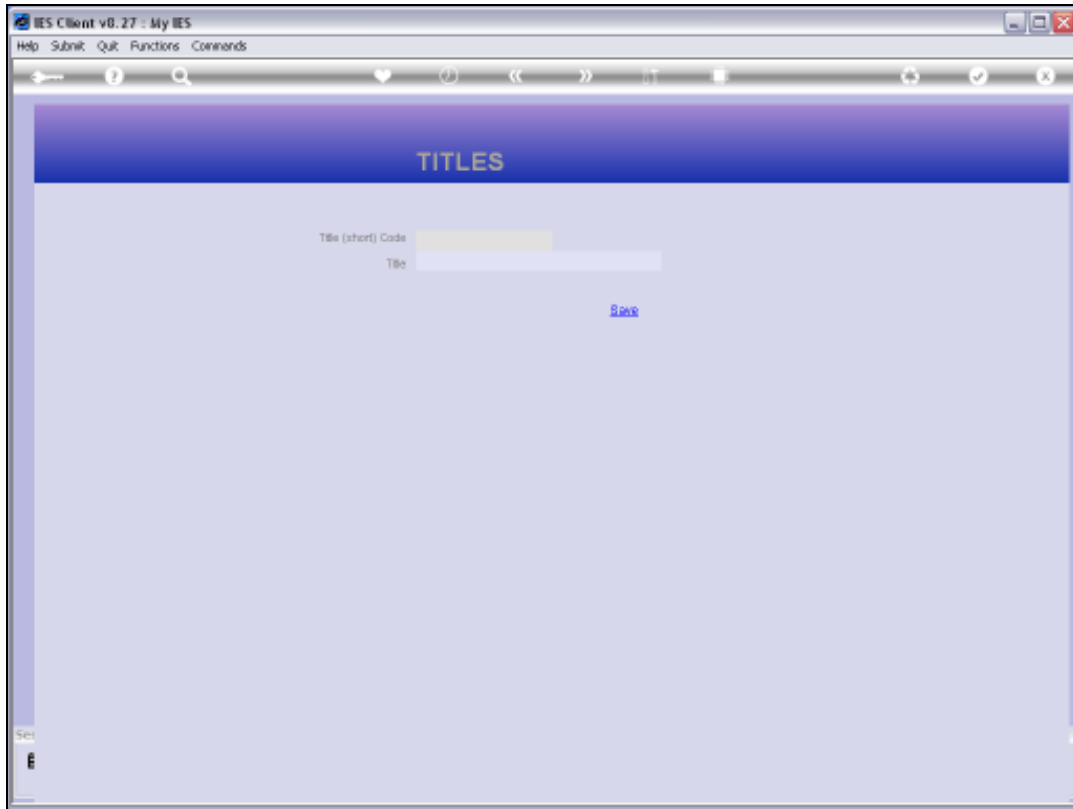
Slide 2

Slide notes: Titles are used on Personnel and other records, and if we do not standardize on Titles then there will usually develop a tendency to have multiple versions of the same title, all spelt slightly differently.
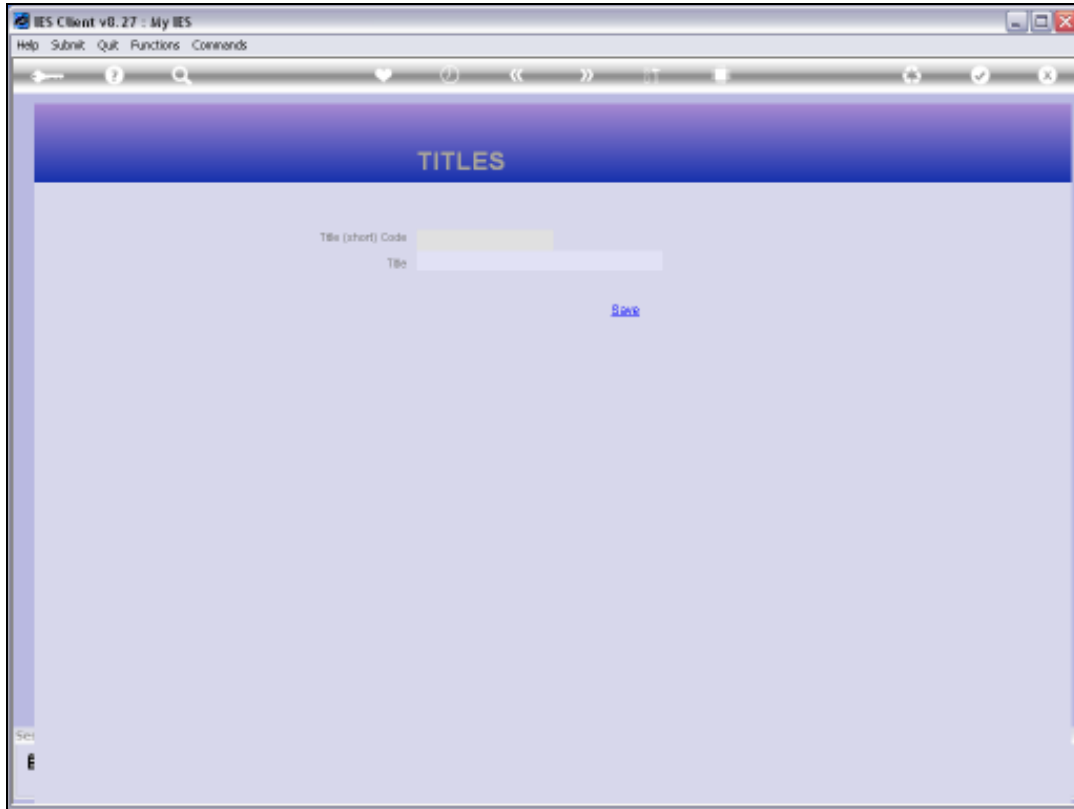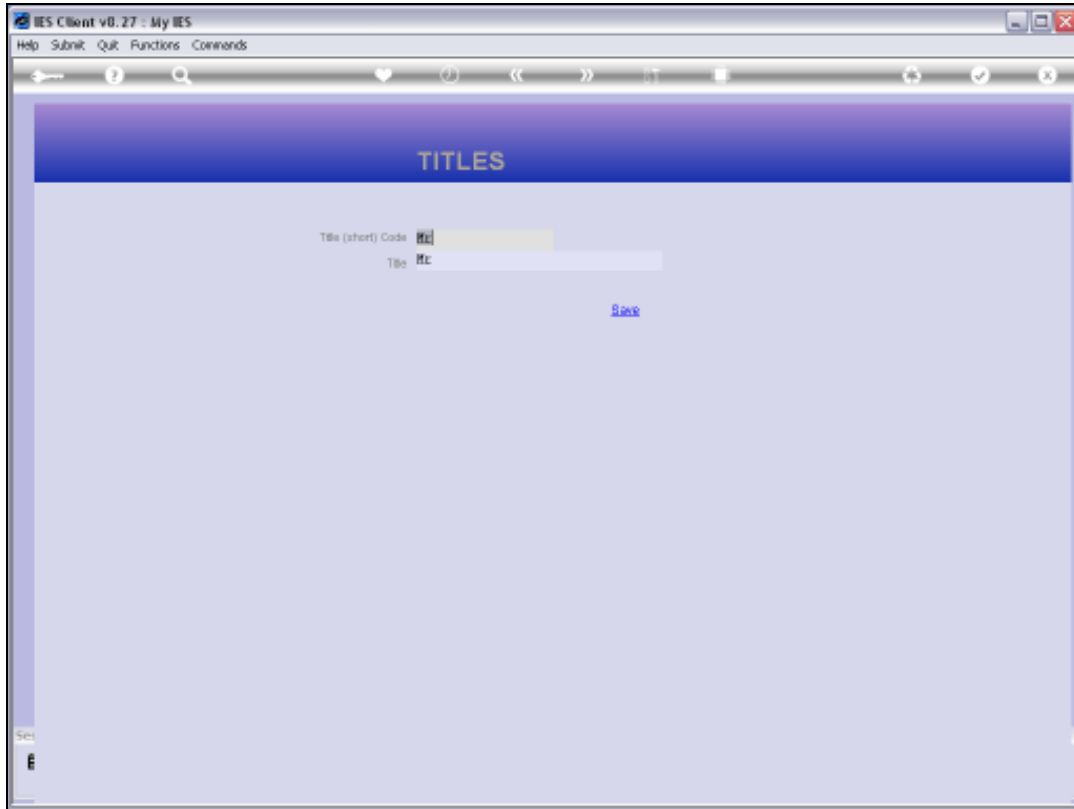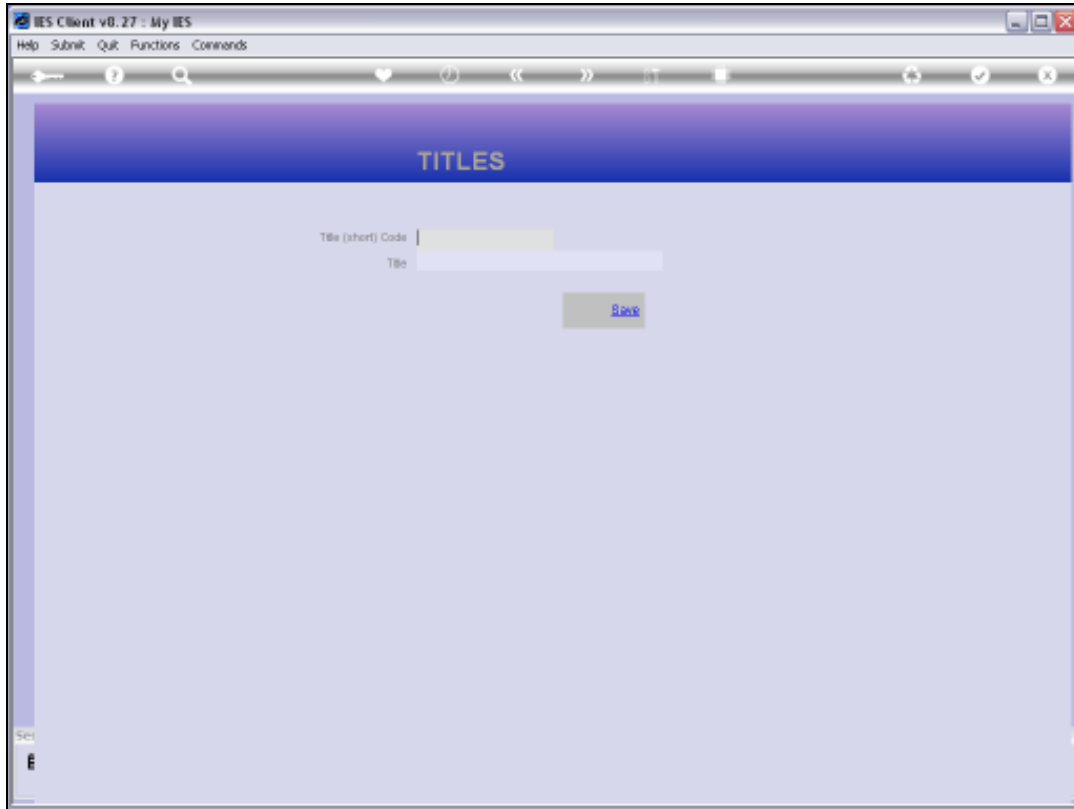
Slide 3
Slide notes:

Slide 4
Slide notes:

Slide 5
Slide notes:

Slide 6

Slide notes: As such, it is a good idea to add any standard titles that we wish to allow in our system, here on the Title Master, and then Users may only select Titles that are present here.

Slide 7

Slide notes: