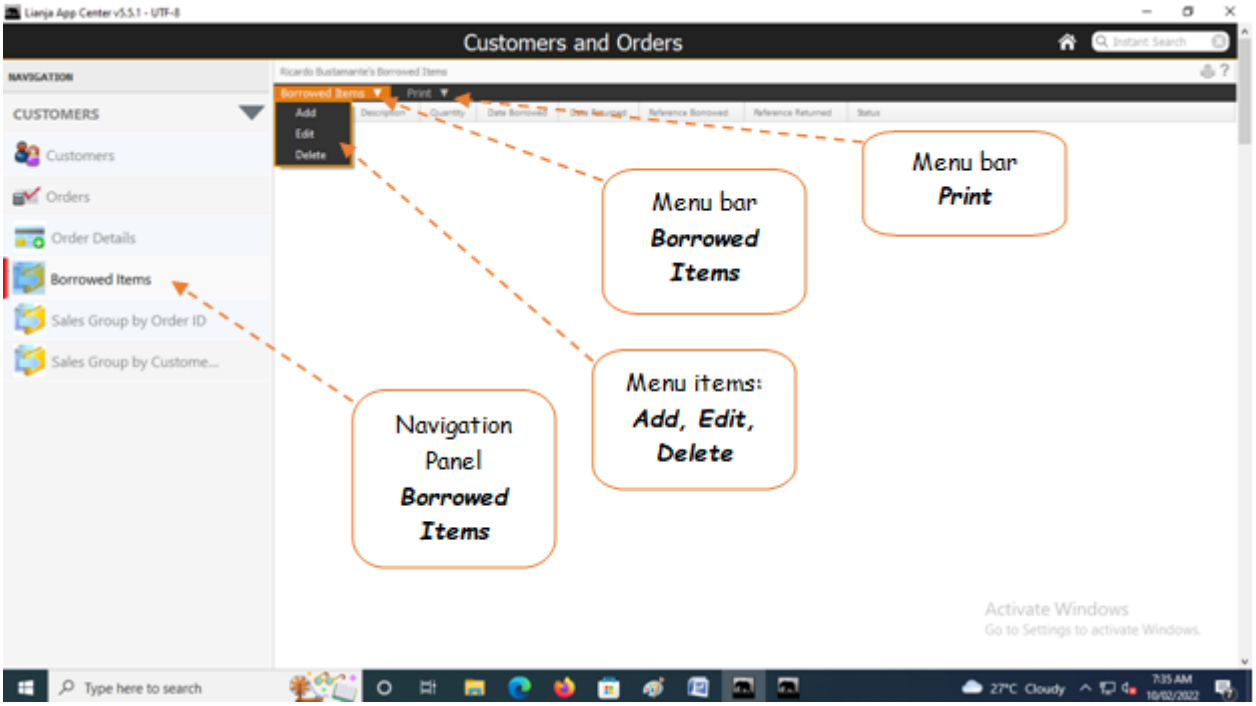
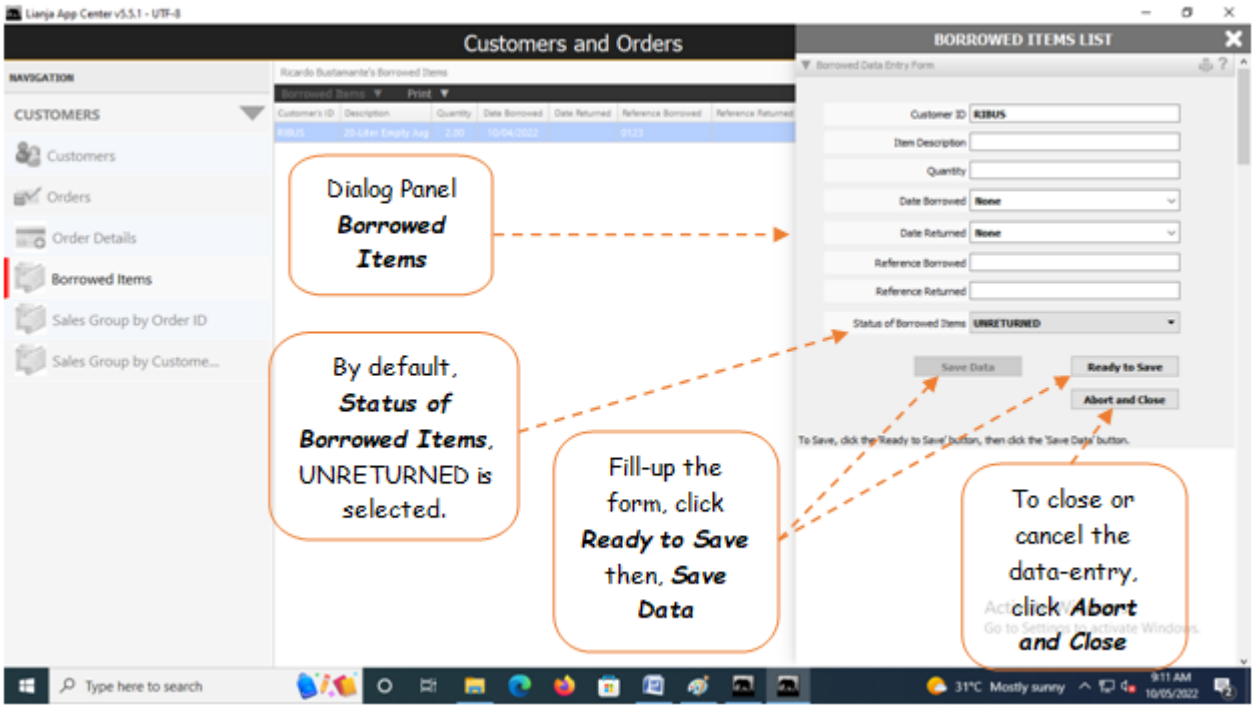
Borrowed Items

This section allows you to record items borrowed by your customers (empty jugs, water dispenser, etc.) It has also an empty borrower's form that you can print.



To Add

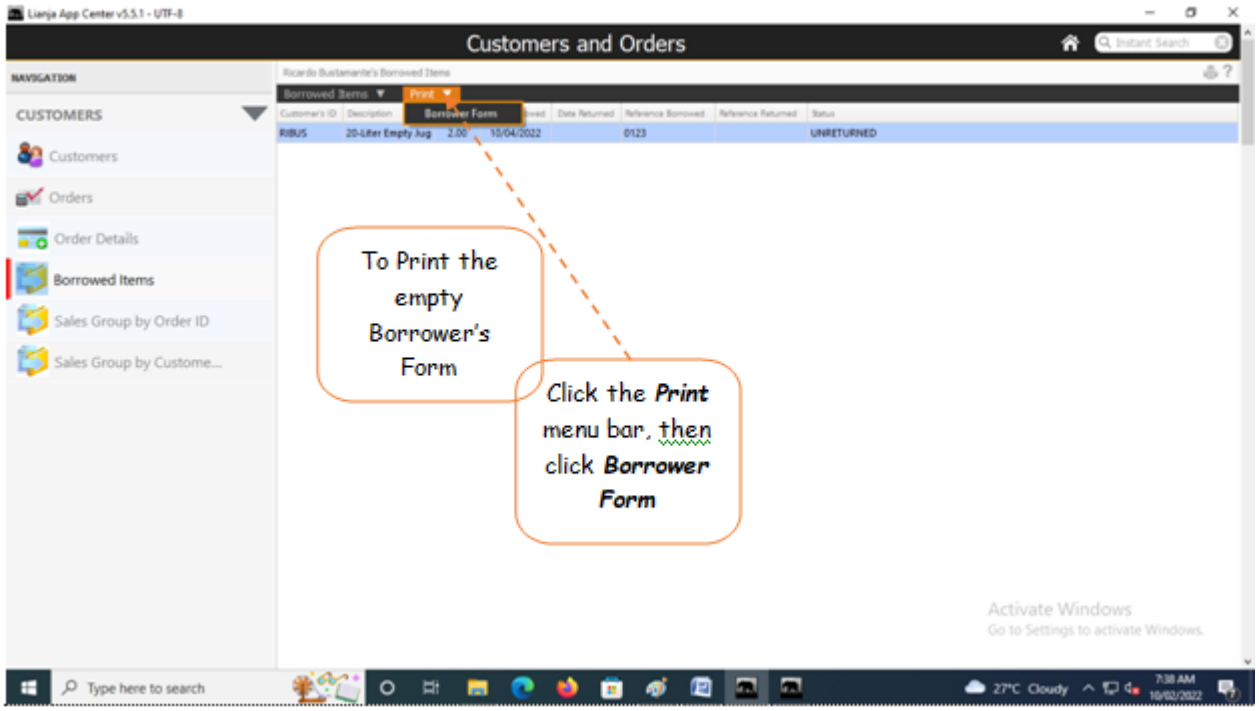
Fill-up the form as follows:
1. **Customer ID** - system-generated, keep it as it is;
2. **Item Description** - you must type-in the description of the item and must include specs of the item;
3. **Quantity** - input the quantity, this is very important;
4. **Date Borrowed** - input the date, this is very important;
5. **Date Returned** - make this field empty when lending the item, but must be filled-up upon return;
6. **Status of Borrowed Item** - select the default UNRETURNED when lending, but upon return, choose RETURNED;
7. Click ***Ready to Save***, to open the ***Save Data*** button;
8. Click ***Save Data*** button.



At the time the borrowed item is returned,

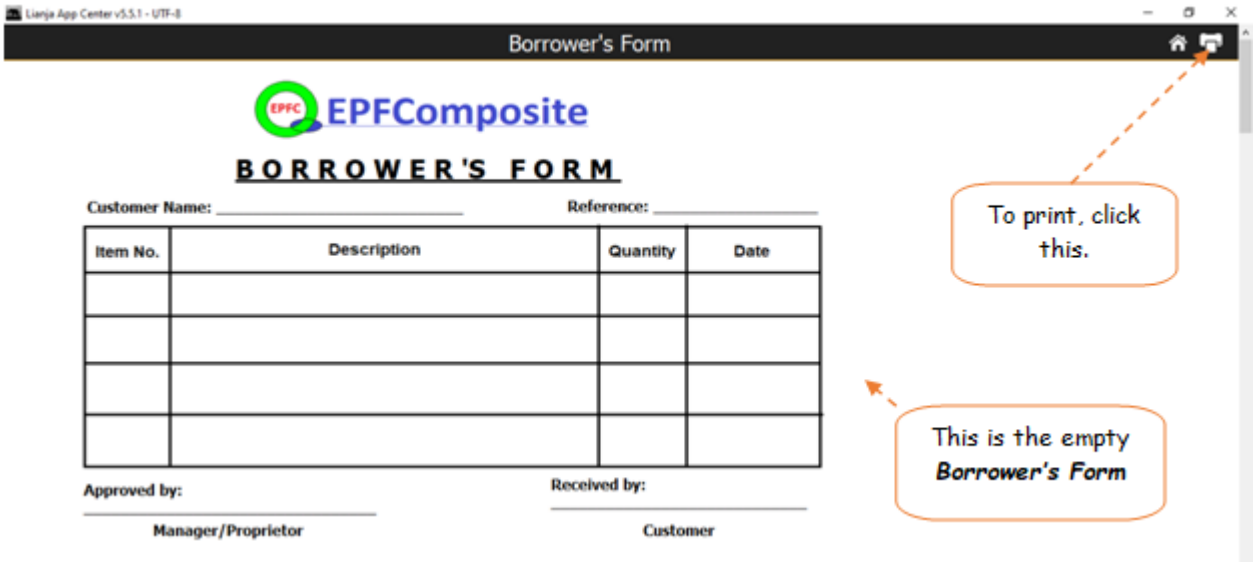
1. From the ***Borrowed Items*** menu bar, click ***Edit***;
2. At the **Dialog Panel**, go to ***Status of Borrowed Item***, then select **RETURNED**;
3. At the ***Date Returned*** field, select the ***date***;
4. At the ***Reference Returned*** field, type-in the ***Reference No***. of the transaction *form* that you signed confirming the returned of the borrowed item;
5. Save the data by first clicking the ***Ready to Save*** button. then, click ***Save Data*** button once enabled.

To display the Borrower's Form,



To Print the Borrower's Form

1. From the menu, click Print;
2. Click the printer icon to the upper-righ-hand side of the section header.


Borrower's Form
EPFComposite
BORROWER'S FORM
Customer Name: _____
Reference: _____
Item No.
Description
Quantity
Date
Approved by:
Manager/Proprietor
Received by:
Customer
To print, click this.
This is the empty Borrower's Form