# **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.



## <u>To Add</u>

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,

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## 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.

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