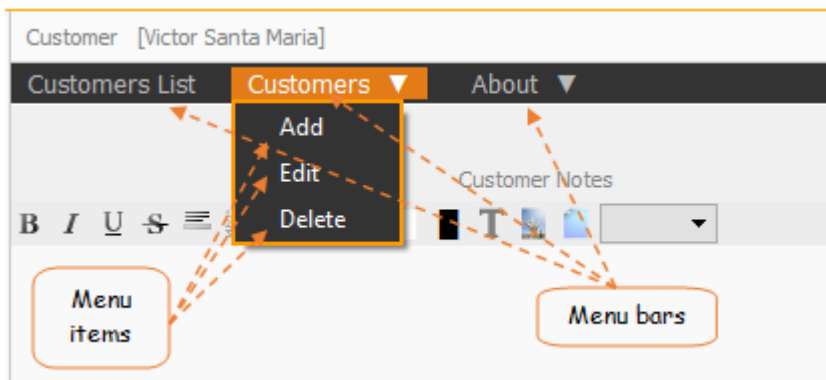
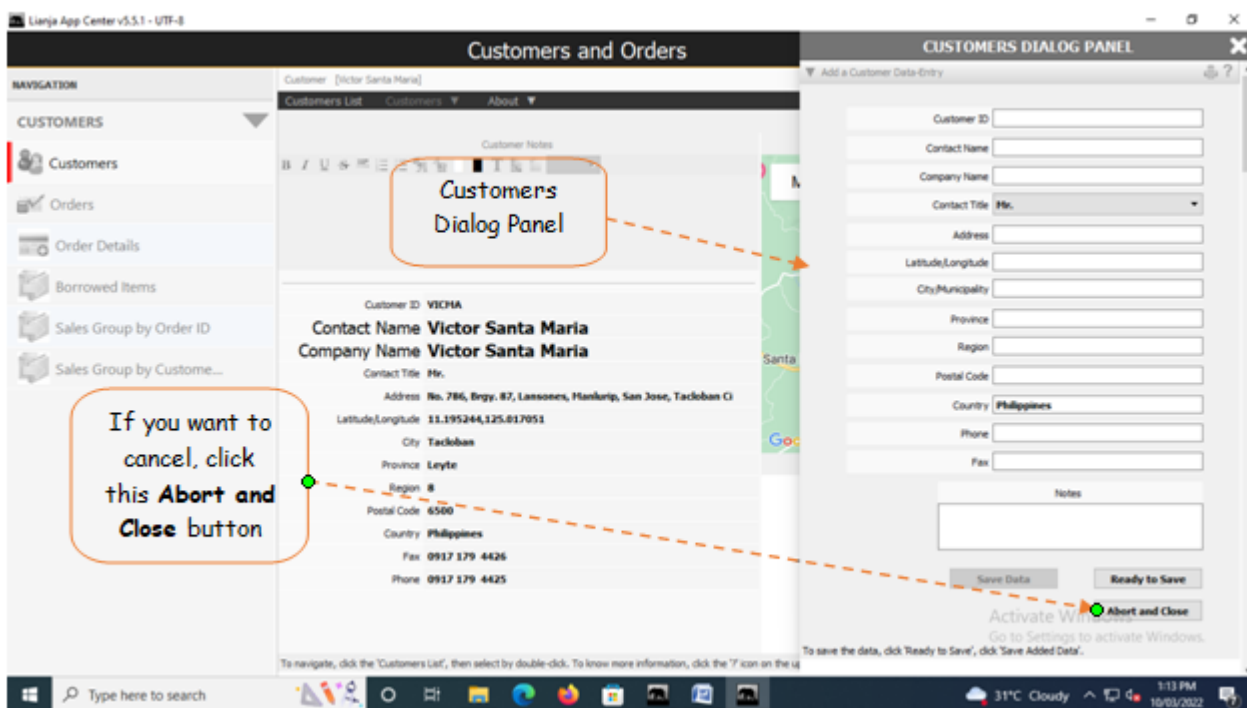


Customer (Add, Edit, Delete)

To **Add**, **Edit**, or **Delete** a customer record, click the **Customers** menu bar, and the drop-down menu items **Add**, **Edit**, and **Delete** shows-up.



Clicking the menu item, **Add** will call the empty **Customers Dialog Panel**,



Customers Dialog Panel

Menu Item: **Add**

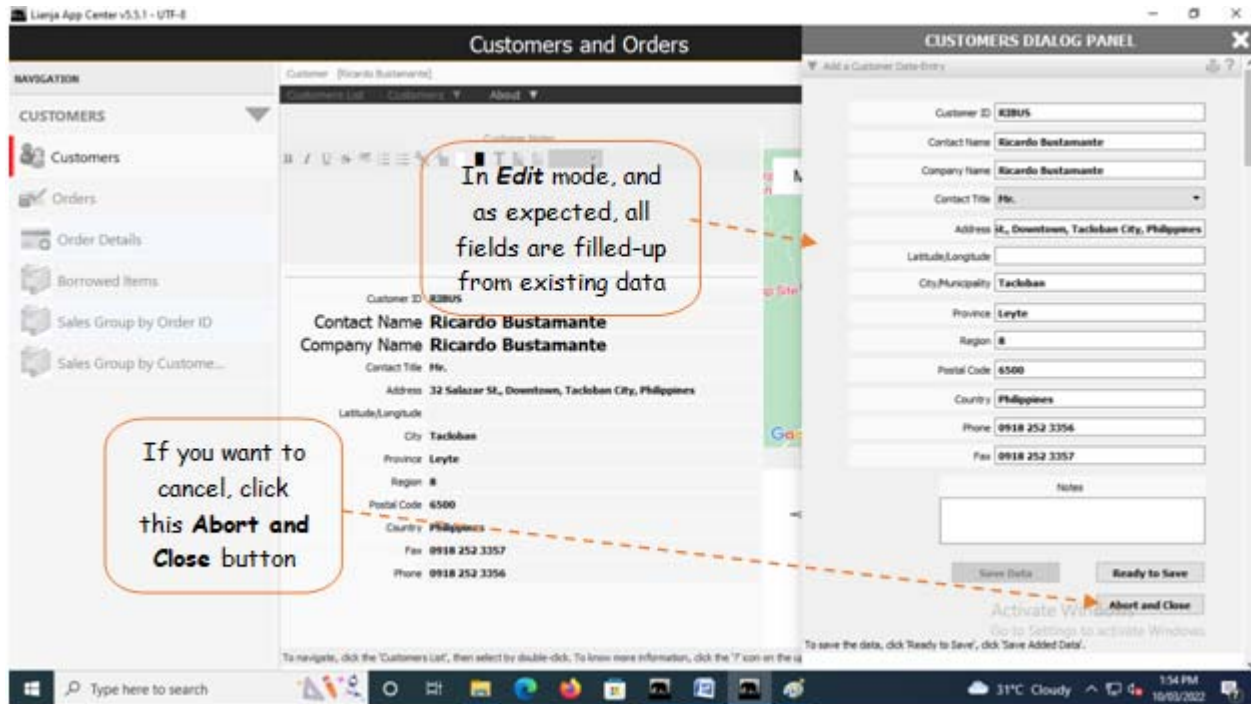
1. **Customer ID** - system-generated after typing-in the contact name and company name. Leave it blank momentarily;
2. **Contact Name** - type-in the contact name, press 'F1' key. System generates 'Customer ID'. In case a duplicate exist in the system-generated 'Customer ID', manually edit the customer ID to make it unique;
3. **Company Name** - type-in the company name. If no company name, type-in the personal name of the customer. It is okay to have the same contact name and company name;
4. **Contact Title** - choices: Mr. Ms. Mrs., Engr. Dr., etc.;
5. **Address** - type-in the full address;
6. **Latitude/Longitude** - key-in if you have the value. If none, leave it blank and type-in later by way of 'Edit'. To get the value, run the Google map from Windows and find the exact location. Copy the geocode and input here in this field;
7. **City/Municipality** - type-in the value;
8. **Province** - Type-in the province
9. **Region** - type-in the region number (1 -13);
10. **Postal Code** - type-in the postal code;
11. **Country** - value is defaulted to 'Philippines', this is required for the Google map;

12. **Notes** - you can leave this blank and input it later by using the 'Edit' feature;
13. Click '**Ready to Save**' to enable '**Save Data**' button;
14. Click the '**Save Data**' button to save the data. The dialog panel is released and the newly saved data is displayed at the bottom of the '**Customers**' section grid control.

Reminder: If you want to cancel the data-entry at the dialog panel, you can do so (before it is saved) by clicking the **Cancel** button as shown in the above dialog panel screen shot.

Customers Dialog Panel

Menu Item: **Edit**



In **Edit** mode, the *Customers Dialog Panel*, all its fields are filled with the existing data. Work on the fields that you want to edit by directly typing the changes you want.

1. **Customer ID**
2. **Contact Name**
3. **Company Name**
4. **Contact Title**
5. **Address**
6. **Latitude/Longitude**
7. **City/Municipality**
8. **Province**
9. **Region**
10. **Postal Code**
11. **Country**
12. **Notes**
13. Click '**Ready to Save**' to enable '**Save Data**' button;
14. When enabled, click the '**Save Data**' button to save the data.

Menu Item: Delete

1. To delete, first click the *menu bar*, **Customers List**, then select the *customer name* that you want to delete;
2. Go back here then click the *menu item* **Delete**;
3. The system will prompt you to enter your *authorization code* to delete (*authorization code* is asked whenever you do **Edit** or **Delete**);
4. If the *authorization code* is accepted, the customer's record is deleted! It cannot be recovered.