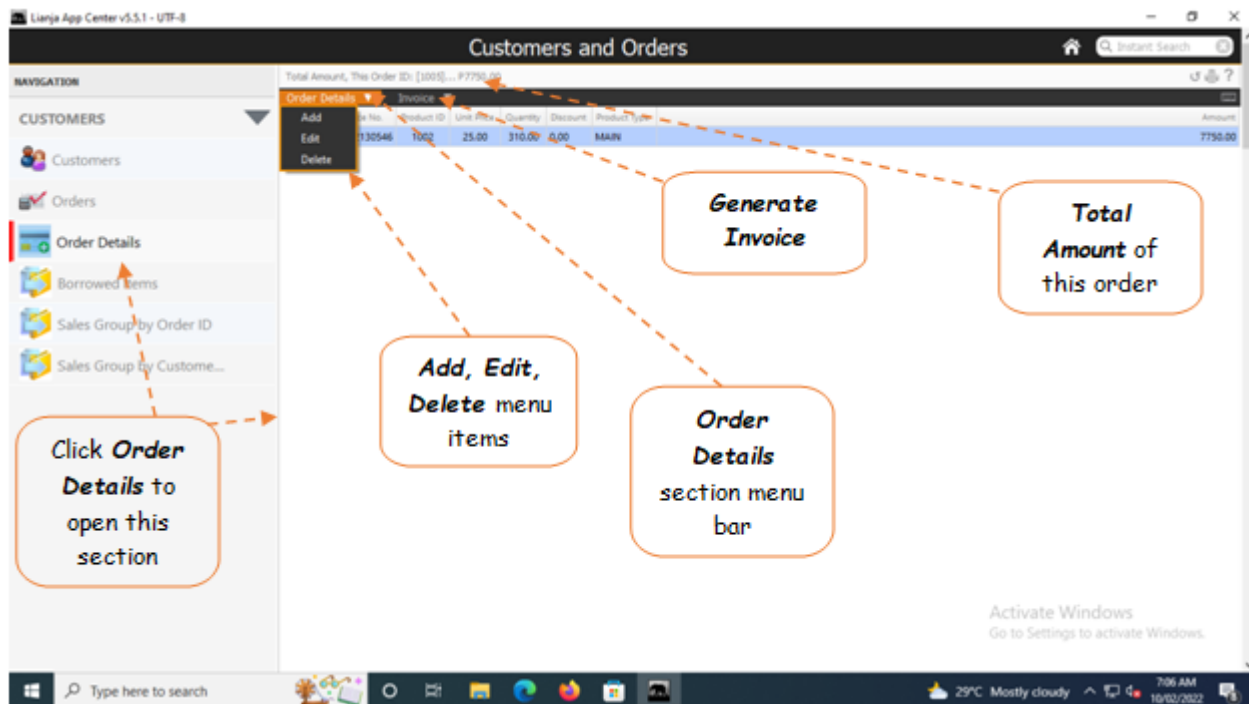


Order Details

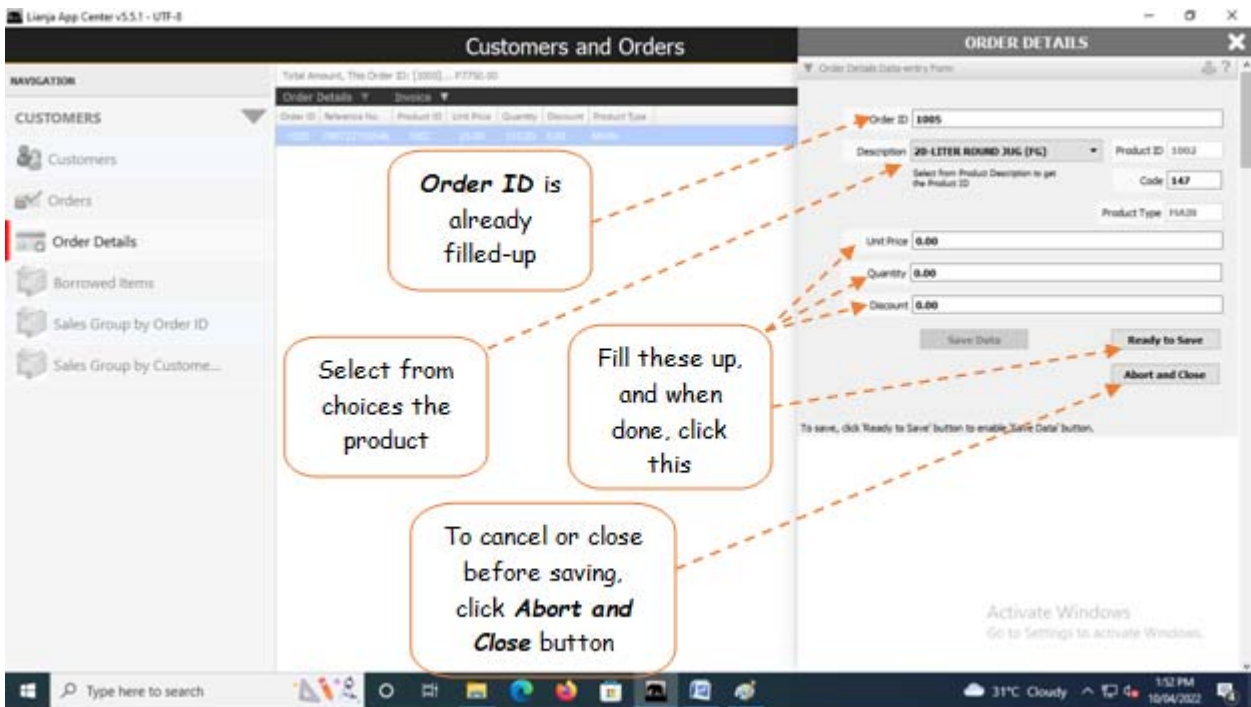
The **Order Details** section is a grid control that displays the list of all order details made by this particular customer. At the section header, you will see the total **amount of all orders** made for a particular **order ID**.



To Add,

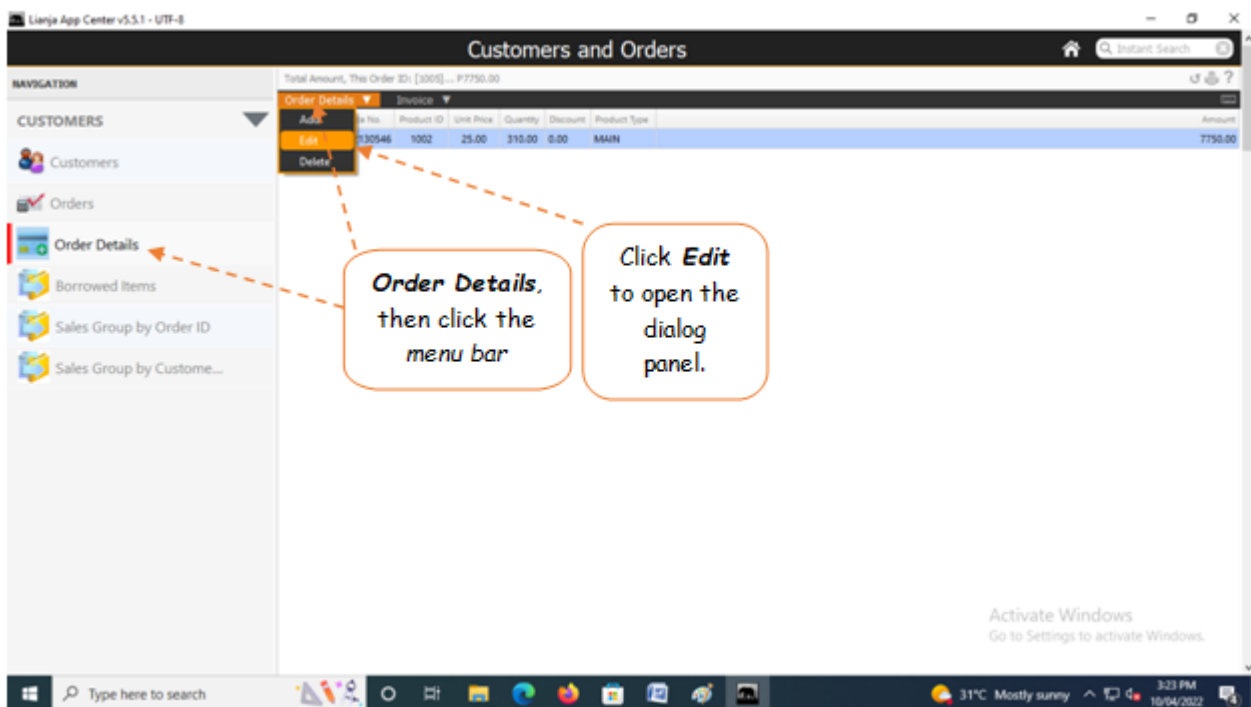
1. First, go to '**Customers**' and select that specific *customer* (by double-click). Then, go to **Orders section** and position the *highlight bar* to the specific **Order ID**;
2. Then, go back here and from the *section menu bar*, click '**Add**';
3. A dialog panel data-entry form will slide from the right-hand side of the screen. To know the step-by-step procedure on how to fill-up the form, click the '?' icon located at the upper-right-hand corner of the *dialog panel*.
4. Fill-up the empty fields that requires your input (Product Description, Unit Price, Quantity);
5. When you are ready to save the data, click **Ready to Save** button;
6. And then, click the **Save Data** button.

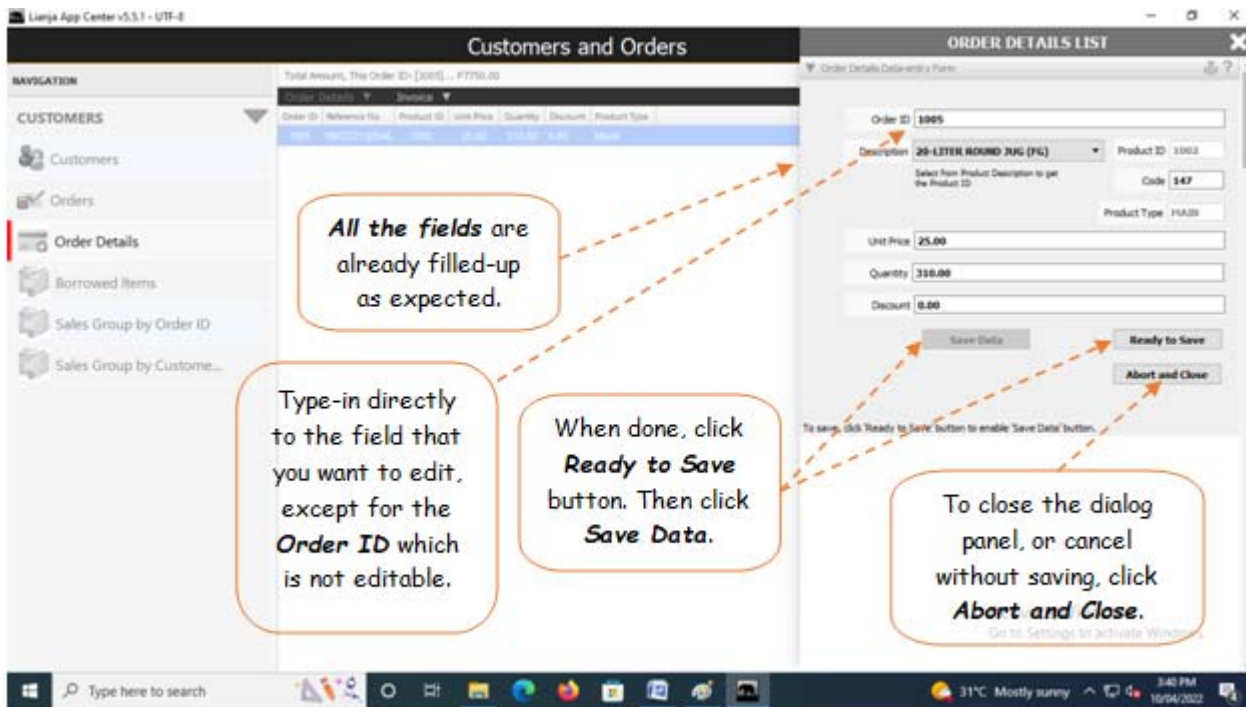
Please take note of the [reminder](#) for all dialog panels.



To Edit,

First, position the *highlight bar* at the **Order Details** section to the specific *row* you want to edit. From the section *menu bar*, click '**Edit**'. A dialog panel will slide from the right side of the screen where you can edit the data. To know the steps in editing the data-entry form, click the '?' icon located at the upper right-hand corner of the dialog panel.





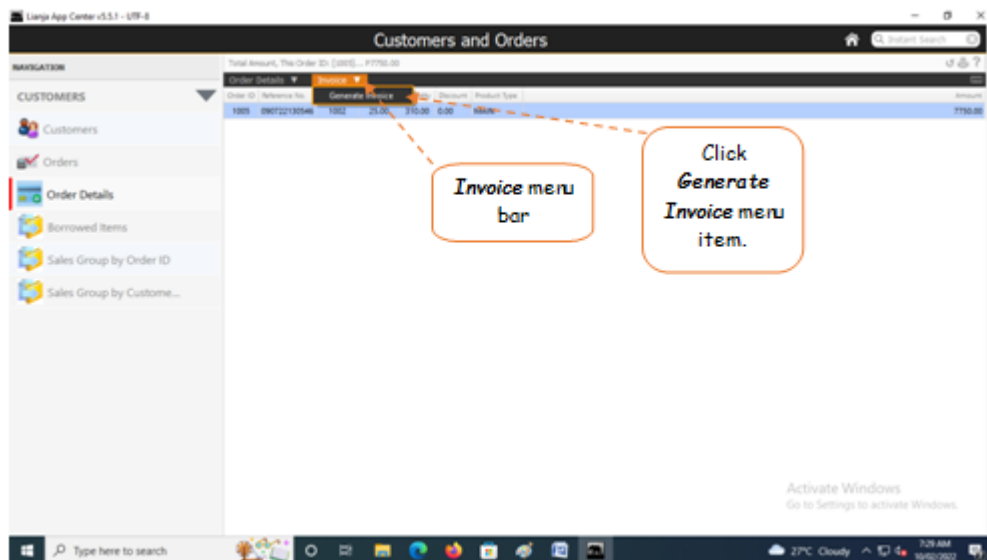
To Delete,

At the **Order Details** section, position the *highlight bar* to the specific *row* that you want to **delete**. At the section *menu bar*, click '**Delete**'. You will be prompted to confirm the deletion. **Yes**, to proceed to delete. **No**, to abort.

To **edit** or **delete**, you will be asked to enter your *authorization code*.

To Generate Invoice

1. Position the highlight bar to the record that you want to generate an invoice;
2. From the *section menu bar*, click **Invoice**;



Customers and Orders

EPFC EPFComposite

Computer Generated Copy of INVOICE

Invoice No.: 0003; Date: 06/20/2022; Customer: Ricardo Bustamante; Address: 32 Salazar St., Downtown, Tacloban City, Philippines

Order ID	Product ID	Description	Size, Liter	Quantity	Unit Price	Discount	Amount	
1005	1002	20-LITER ROUND JUG (FQ)	20.00	110.00	P95.00		P1,750.00	
Sub-total								
Total								P1,750.00

This is the generated Invoice

To print, click this printer icon

Activate Windows
Go to Settings to activate Windows.

Steps to generate the invoice

1. Select the customer from the *customer's list*;
2. From the *Navigation Panel*, click **Orders**;
3. From the *control grid*, select the record having the **ORDER ID** that you want to *generate invoice*;
4. From the *Navigation Panel*, select the **Order Details**, then from the *grid control*, double-click any of the records, to open the **Invoice** menu bar;
5. Finally, click **Generate Invoice**.