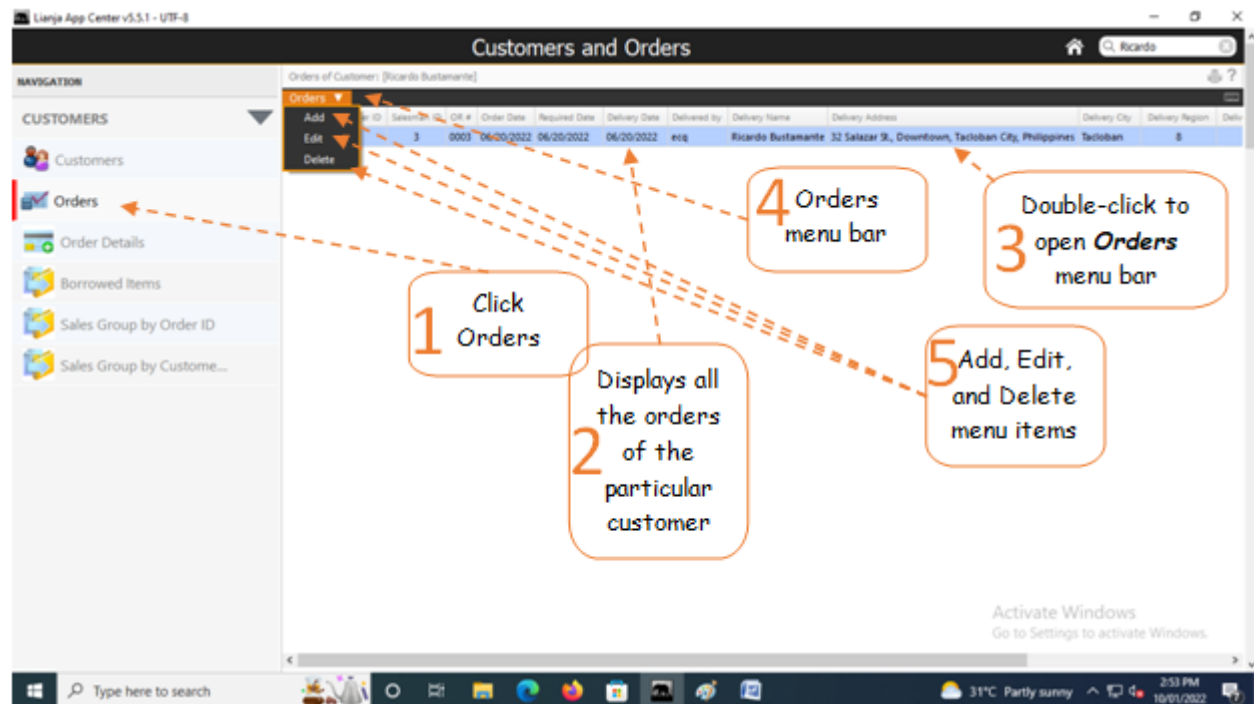


Orders

From the **Navigation Panel**, clicking **Orders** will bring the screen to the *Orders section* which displays all the orders of the customer selected in the *Customers List*.

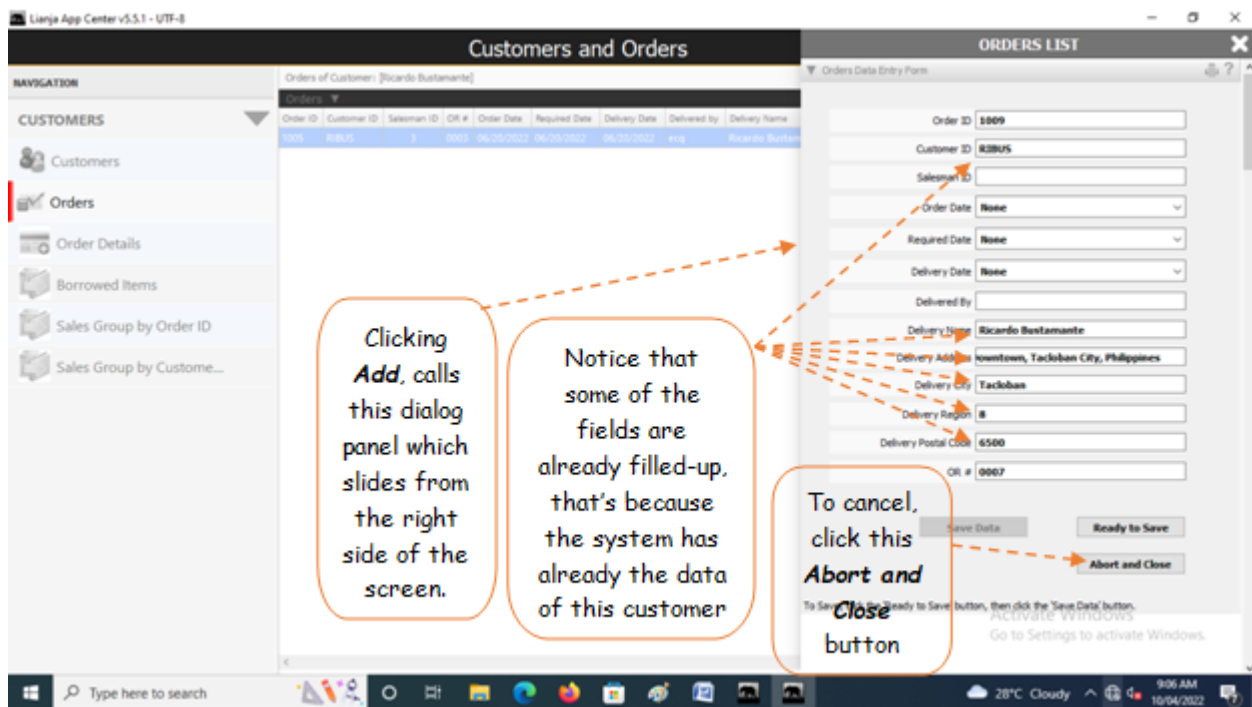


To Add,

1. First, go to '**Customers**' and select that *specific customer* (by double-click);
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.

Note: To make the **Orders menu bar** accessible, double-click the **row** in the grid control.

Reminder: In all **dialog panels**, if you want to **close** it without saving the data, **DO NOT** click the 'X' icon at the upper rightmost corner of the dialog panel. Instead, click the **Abort and Close** button located at the bottom-right of the dialog panel. **Dialog panels** slides from the right side of the screen when you **Add** or **Edit**. If you happen to click it and the succeeding screen gives erratic results, please go to the **App Center** by clicking the *home icon*, then at the **App Center**, *logout*. Login, and run the app again.

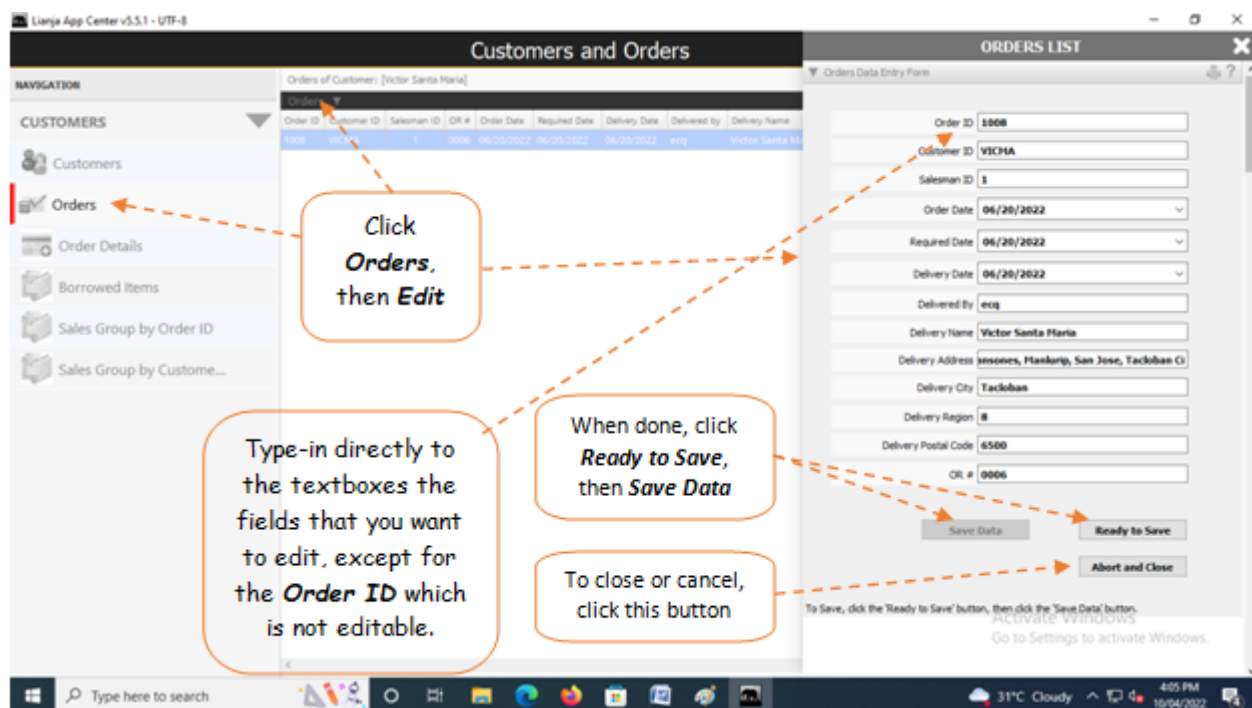


As the data-entry dialog panel loads, **Order ID** field is already filled with a value. The system generates this value by checking the last **Order ID +1**. The same procedure is applied for the generation of **OR No.** (Invoice No.). For the other fields with system-filled values, the system silently grabs the data from its database. User has to input values to few fields that requires data-entry. When done, click **Ready to Save**. And, when enabled, click the **Save Data** button.

Should you decide to cancel your entries instead of saving it, click the **Cancel** button (below the **Ready to Save** button), as illustrated in the screen shot above.

To Edit,

First, position the highlight bar at the **Orders** 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 **Orders** 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*.