

## Add

### To Add

1. From the section menu bar **In-house QC**, click **Add**;
2. A *dialog panel* will slide from the right side of the screen;
3. Fill-up the form as shown in the screen shot below, and when done, click **Ready to Save**;
4. Click **Save Data** button once enabled.

The screenshot displays the 'Quality Control Records' interface. The left pane shows a table of records with columns: Test Date and Time, Value, Unit of Measure, and Operator. The right pane is a form for adding a new record, with fields for Test Date & Time, QC Check Description, Value, Unit of Measure, and Operator. A 'Save Data' button is visible at the bottom of the form, and a 'Ready to Save' button is also present. Several callout boxes with orange dashed arrows point to specific elements: 'Click Add' points to the 'Add' button in the top left; 'From date and time picker, select the date and time' points to the 'Test Date & Time' field; 'Select the test, then input the value' points to the 'QC Check Description' and 'Value' fields; 'Input the unit of measure (uom)' points to the 'Unit of Measure' field; 'Select the operator' points to the 'Operator' field; 'Close without Saving' points to the 'Abort and Close' button; 'Save Data' points to the 'Save Data' button; and 'Click Ready to Save' points to the 'Ready to Save' button.