

Add

To Add a new record

1. From the *Navigation Panel, Information*, position the *highlight bar* to the employee's record who wants to make a cash advance;
2. At the **Cash Advance** section menu bar, click **Add**;
3. A new row at the bottom opens;
3. Type-in the details into the row;
4. When done, click **Save** from the section menu bar.

The screenshot displays the Lianja App Center v5.5.1 - UTF-8 interface for the 'EMPLOYEES' application. The interface is divided into several sections:

- Navigation Panel:** Located on the left, it contains a list of menu items including 'Information', 'dfr', 'Cash-Advance', 'Loan Payment', 'Payroll', and 'Payroll Report'. A callout points to the 'Cash-Advance' item.
- Main Data Table:** The central area shows a table with columns for 'Last Name', 'Employee ID', 'Loan Date', and 'Amount'. A record for 'BASCO' with ID '101' is visible. A callout points to the 'Add' button in the table's menu bar.
- Date Picker:** A calendar is open, showing the date '15' selected. A callout points to the calendar.
- Menu Bar:** At the top of the data table, there is a menu bar with 'Cash Advance' and 'Save' options. Callouts point to both.
- Help Icon:** A question mark icon is located in the top right corner of the application window. A callout points to it.

The Windows taskbar at the bottom shows the system tray with the date '10/12/2022' and time '8:27 AM'.