

## Add

### To Add a new Supplies-In record

1. At the **Supplies Masterlist** grid control, position the *highlight bar* to the item (record) you want to *add* in **Supplies-in**;
2. At the **Navigation Panel**, click **Supplies-In**;
3. At the Supplies-In menu bar, click **Add**;
4. A *dialog panel* (data-entry form) will slide from the right side of the screen;
5. Fill-up the remainder of the fields that are empty, as most of it are system-filled;
6. When done, click **Ready to Save**;
7. Once enabled, click **Save Data**.

**Note:** The 2 fields, **Kuntador Beginning**, and **Kuntador Ending** are required only to be filled-up if the **Supplies-In** item is a **RAW WATER**. The *values* in these fields can be taken from the **water bills**. This is important in getting the correct water volume consumption. For *non-Raw Water items*, leave it blank!

The screenshot illustrates the steps for adding a new Supplies-In record in the Lianja App Center. The interface is split into three main sections: a Navigation Panel on the left, a Masterlist grid in the center, and a Data Input form on the right.

- Step 1:** The 'Supplies-In' menu item is selected in the Navigation Panel.
- Step 2:** A record is highlighted in the Masterlist grid.
- Step 3:** The 'Add' button is clicked in the Supplies-In menu bar.
- Step 4:** The Data Input form is filled out with relevant information.
- Step 5:** The 'Ready to Save' button is clicked.
- Step 6:** The 'Save Data' button is clicked.

A callout box notes: "If Supplies-in item is Raw Water, these are enabled." This refers to the 'Kuntador Beginning' and 'Kuntador Ending' fields in the Data Input form, which are required for Raw Water items.