

Edit

To Edit Supplies-In record

1. At the **Supplies Masterlist** grid control, position the *highlight bar* to the item (record) you want to edit in **Supplies-in**;
2. At the **Navigation Panel**, click **Supplies-In**;
3. At the Supplies-In menu bar, click **Edit**;
4. A *dialog panel* (data-entry form) will slide from the right side of the screen;
5. Type-in directly to the fields you want to make changes;
6. When done, click **Ready to Save**;
7. Once enabled, click **Save Data**.

Reminder: in **Edit** and **Delete** actions, you will be asked to enter your authorization code. Authorization code safeguards accidental or unintentional edit or deleting of data.

The screenshot displays the Lianja App Center v5.5.1 - UTF-8 interface. On the left, the 'NAVIGATION PANEL' shows 'INVENTORY' with 'Supplies Masterlist', 'Supplies-In', and 'Supplies-Out'. The 'Supplies In' menu is open, showing 'Add', 'Edit', and 'Delete'. The main area shows a grid of 'Supplies In' records. A record is highlighted, and the 'EDITING SUPPLIES IN' dialog is open on the right. The dialog contains fields for 'Supplies Acct. Code', 'Transaction Date', 'Supplies Acct. Desc.', 'Supplies Acct. Type', 'Supplies Acct. Group', 'Qty', 'Unit Price', 'Unit', 'Invoice', 'Supplier', 'Vendor No.', 'Cash', 'Credit', 'Outdate', 'Notes', 'Kuntador Beginning', and 'Kuntador Ending'. The 'Ready to Save' button is visible at the bottom right of the dialog.

Annotations on the screenshot:

- 1. At the *Masterlist grid control*, position the *highlight bar* to the record you want to edit a new **SUPPLIES-IN**
- 2. Click **Supplies-in**
- 3. Click **Edit**
- 4. To the fields, type the changes you want to make
- 5. Click **Ready to Save**
- 6. Click **Save Data**