

Add

To Add a new masterlist record

1. From the **App Center**, click **Store App**;
2. At the **Navigation Panel**, click **Supplies Masterlist**;
3. At the **Supplies Masterlist** grid control, double-click any of its records to enable the menu items **Add**, **Edit**, and **Delete**;
4. At the **Records Supplies Masterlist** menu bar, click **Add**;
5. At the data-entry dialog panel that slides from the right side of the screen, fill-up all the fields:
6. **Supplies Code** - automatically the system creates the product code';
7. **Supplies Description** - requires your input
8. **Unit of Measure**- requires your input (i.e. **PCS, KGS, MTR, ROLL, SQM**, etc.) , and since you have already define UOM (unit of measure) when you setup the **Product Type**, it is automatically grabbed by the system whenever you make the selection for **Supplies Type**.
9. **Supplies Type** - combobox provides choices you have earlier registered (**EQUIPMENT, FG, INSTRUMENT, MACHINERY, RMACC, STORE, TOOL**);
 - a. EQUIPMENT - items belonging to this type, examples are: RO setup, FRP Adsorption Tank Assembly
 - b. FG - finished-goods
 - c. INSTRUMENT - examples are: pH meter, TDS meter
 - d. MACHINERY - examples are: pumps, Jug auto Cleaner
 - e. RMACC - Raw Materials and Accessories, examples are: Raw Water, Round Jug
 - f. STORE - items that are used repetitive and usually requires stocking, example: Pencil, Bond Paper
 - g. TOOL - maintenance tools like hammer, screw driver
10. **Supplies Group** - combobox provides choices you have earlier registered;
11. **Product Specification** - requires your input. Technical details, like dimension, etc.;
12. **Current Location** - requires your input (i.e. ROW10, COLUMN5, LEVEL10...your way of knowing where to quickly find this item). Possible to add later.
13. **Stock Level Minimum Value** - value at which the system automatically creates a list of items whose minimum stock level has been reached. This list can be accessed from the '**Supplies Masterlist**' section, Low Stock Level List menu bar;
14. **RM & ACC ID** - depending on what was selected at the **Supplies Type** field, this field is OFF or ON;
15. **Chart of Accounts** - select the appropriate account
16. To save the data, click the menu '**Ready to Save**';
17. Once enabled, click **Save Data**.

The screenshot displays the Lianja App Center v5.5.1 - UTF-8 interface. The main window is titled 'Store' and shows a 'Supplies Masterlist' grid. A 'Records Supplies Masterlist' menu bar is visible above the grid. A 'Masterlist Data-entry' dialog panel is open on the right side of the screen, showing various fields for entering supply record data. The dialog includes fields for 'Supplies Code', 'Supplies Description', 'Unit of Measure', 'Supplies Type', 'Supplies Group', 'Specification', 'Current Location', 'Stock Level Minimum Value', 'RM & ACC ID', 'Supplies Acct. Pn', and 'Select Chart of Accounts'. The dialog has 'Save Data', 'Ready to Save', and 'Cancel' buttons. Annotations with orange dashed lines and boxes point to various elements: 'Click Add' points to the 'Add' button in the menu bar; 'Menu bar. Records Supplies Masterlist' points to the menu bar; 'Click the Help icon to see the step-by-step procedure' points to the help icon; 'Fill-up the data-entry dialog panel' points to the dialog fields; 'Supplies Code is system-generated' points to the 'Supplies Code' field; 'For Supplies Type, we have 7 choices' points to the 'Supplies Type' dropdown; and 'Click to enable Save Data' points to the 'Save Data' button.