

## Edit

### To Edit Masterlist records

1. At the **Supplies Masterlist** grid control, *double-click the record you want to edit* and to *enable* the menu items **Add**, **Edit**, and **Delete**;
2. At the **Records Supplies Masterlist** menu bar, click **Edit**;
3. At the data-entry dialog panel that slides from the right side of the screen, type-in directly to the fields you want to edit:
4. **Supplies Code** - automatically the system creates the product code';
5. **Supplies Description** - requires your input
6. **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**.
7. **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 repetative and usually requires stocking, example: Pencil, Bond Paper
  - g. TOOL - maintenance tools like hammer, screw driver
8. **Supplies Group** - combobox provides choices you have earlier registered;
9. **Product Specification** - requires your input. Technical details, like dimension, etc.;
10. **Current Location** - requires your input (i.e. ROW10, COLUMN5, LEVEL10...your way of knowing where to quickly find this item). Possible to add later.
11. **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;
12. **RM & ACC ID** - depending on what was selected at the **Supplies Type** field, this field is OFF or ON;
13. **Chart of Accounts** - select the appropriate account
14. To save the data, click the menu '**Ready to Save**';
15. Once enabled, click **Save Data**.

Note: When you **Add** or **Edit**, the record that you are working at is *linked* to a number of other *records in the database*. Hence, any changes you make affects those that have links. Silently, at the background the system updates those affected records.

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 'Supplies Masterlist' application window. The interface is divided into a navigation panel on the left, a main data table, and a 'Masterlist Data-entry' form on the right. The table lists various supplies with columns for 'Supplies Acct. Code', 'Supplies Acct. Name', 'Unit', 'Supplies Acct. Type', 'Supplies Acct. Group', and 'Supplies Acct. Pin'. The record for 'STEEL ROLLER' (code 123) is highlighted. The data-entry form on the right contains fields for 'Supplies Code', 'Supplies Description', 'Unit of Measure', 'Supplies Type', 'Supplies Group', 'Specification', 'Current Location', 'Stock Level Minimum Value', 'Part Name', 'Supplies Acct. Pin', and 'Select Chart of Accounts'. A 'Help doc' button is visible in the table area. Five numbered callouts provide instructions: 1. Position highlight bar to the record for editing; 2. Click Edit; 3. Type-in directly to the fields that you want edited. However, make sure you select the appropriate choices offered in comboboxes; 4. Click Ready to Save; 5. Click Save Data.

**1** Position highlight bar to the record for editing

**2** Click Edit

**3** Type-in directly to the fields that you want edited. However, make sure you select the appropriate choices offered in comboboxes

**4** Click Ready to Save

**5** Click Save Data

Help doc