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 Masterlis*t' 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.

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

Help doc

1 Position *highlight* bar to the record for editing

5 Click **Save Data**

4 Click **Ready to Save**