

Add

To Add a new Issued To record

1. From the menu bar, click **Add** ;
2. A dialog panel will slide from the right side of the screen;
3. Fill-up the form, and when you are done, to save, click the **Ready to Save** button;
4. Once the **Save Data** button is enabled, click it, to save the entries..

The screenshot displays the Lianja App Center v5.5.1 - UTF-8 interface. The main window shows a table with columns for Item No., Description, Asset, Inventory, and Remarks. A dropdown menu for 'Issued To' is open, showing 'Add', 'Edit', and 'Delete' options. A dialog box titled 'ENTER NAME OF PERSON, BUSINESS UNIT, ETC.' is open on the right, featuring a 'Issued To' text field, a 'Save Data' button, a 'Ready to Save' button, and an 'About and Close' button. Annotations with dashed arrows point to the 'Add' button in the 'Issued To' menu and the 'Ready to Save' and 'Save Data' buttons in the dialog box.

From the **Issued To List** menu bar, click **Add**

Type-in name of a person, or a cost center such as QC Section, Maintenance section, etc.

Ready to Save

Save Data