

## Add

### To Add a new Supplier's record

1. From the **Supplier's List** section menu bar, click **Add**;
2. A dialog panel will slide from the right side of the screen;
3. Fill-up all the fields in the form, and when done, click **Ready to Save**;
4. The saved record is displayed at the bottom of the **Supplier's List** grid control.

The screenshot displays the WRS App System Up-keeping interface. On the left, the 'Supplier's List' menu is highlighted, with an arrow pointing to the 'Add' button. A callout box says 'Menu bar, Supplier's List'. In the center, a 'Chart of Accounts' table is visible. A callout box says 'Fill-up all the fields in the form' with an arrow pointing to the 'Supplier's List' dialog form on the right. The form contains the following fields: Company Name (ABC COMPANY), Contact Title (MRS.), Address (123 MANLUP ST.), City (TACLOBAN), Region (B), Province (LEYTE), Postal Code (6500), Country (PHILIPPINES), Phone (0123 2134 2231), and Fax (0123 2134 2232). Below the form are buttons for 'Save Data', 'Ready to Save', and 'Abort and Close'. A callout box says 'Save Data' with an arrow pointing to the 'Save Data' button. Another callout box says 'When done, click Ready to Save' with an arrow pointing to the 'Ready to Save' button. At the bottom, a callout box says 'Click Add' with an arrow pointing to the 'Add' button in the menu.