

## Add

### To Add an item for the product recipe,

1. At the **Product list** section, position the **highlight bar** to that specific product;
2. At the '**Product Recipe**' menu bar, select '**Add**'. A pop-up dialog panel displays a list of components of raw material and accessories. Note, be mindful that duplication of items in the product recipe is not allowed. To select from the list the appropriate item, double-click on that item. This list is populated by the records of store supplies with **PRODUCT TYPE = 'RAWACC'** and with **RAW ACC ID** not empty;
3. After selecting (by double-click), the pop-up dialog panel closes and a new row is created at the bottom of the grid with columns for '**Product ID**' and '**RM and ACC ID**' are filled with values grabbed from the dialog panel;
4. Fill-up by typing data into the columns '**Quantity**', '**Unit of Measure**' and '**Unit Price**'. It is highly suggested to get these information at hand before creating the recipe. Also, make sure the values you will enter are accurate. System will use this information to calculate for the **product costing**;
5. When done and ready to save the data, hit the **ENTER** key to save and restores the data safeguard '**Readonly**' to the section;
6. Repeat steps 2 to 5 until all product recipe items are complete for a particular product.

The screenshot displays the EPFC software interface. At the top, there is a header with the company logo and name 'EPFC', and user information 'User Name: Ewan Upatner'. Below this, there is a 'Business Address' section and a 'Product List' table. The 'Product List' table has a blue highlight bar on the first row. Below the 'Product List' table is a 'Product Recipe' section with a menu bar containing 'Add', 'Edit', and 'Delete'. The 'Add' option is selected. A pop-up dialog titled 'Select an RM & Acc Desc.' is open, showing a list of raw materials. Three callout boxes with numbers 1, 2, and 3 provide instructions: 1. 'At the Product List grid control, position the highlight bar to the product ID'; 2. 'At the Product Recipe grid control menu bar, click Add'; 3. 'Double-click to select the record and move it to the Product Recipe'.