

Add

To Add,

1. From the section menu bar, click '**Add**'. A new row at the bottom of this section will open with the '**Product ID**' column already filled with a value 1 increment higher than the last one;
2. Type-in the '**Description**'. It is advised to follow a certain rule: SIZE+SPACE+DESCRIPTION (max. 80 characters);
3. Type-in the uom;
4. When done, hit the **ENTER** key. At this point, the data is saved and the section gets the '**ReadOnly**' attribute.

The screenshot shows the Lianja App Center v5.5.1 - UTF-8 interface. The main content area displays a 'Product List' table with columns for Date Acquired, Asset Description, Unit Price, Quantity, Unit of Measure, Unit Price, and RSI and ACC ID. The table contains several rows of product data. A 'Product List' menu bar is visible below the table, with an 'Add' button highlighted. A 'WRS Alert' dialog box is open, asking 'You are about to ADD a new PRODUCT! Proceed?' with 'Yes' and 'No' buttons. Annotations with arrows point to the 'Add' button in the menu bar, the 'WRS Alert' dialog, and the 'Product List' table.

From **Product List** menu bar, click **Add**

Opens up a new empty row for you to fill-up

When done filling-up the row, press **ENTER**