

Add -- Delete Item

Click on Add Item button (or hold down Alt button on key board then hit A key) then click on Item number field type in number. Use tab key to advance to next field. When done hit Save entry button.

Add -- Remove Inventory

To add: Click on Add inventory button(or hold down Alt button on key board then hit I key) type in amount to add then click on OK.

To Remove: Click on Remove inventory button(or hold down Alt button on key board then hit R key) type in amount to Remove then click on OK.

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Customized Database Applications

Available upon request send E-mail to Albert Rugel at compuserve address 70573,726

Edit Entry

Choose an entry to edit by clicking on the navigator buttons (left and right buttons that are similar to tape deck buttons) until you find the one you want.or just use search feature to find it. Click on Edit entry button (or hold down Alt button on key board then hit E key) then click on field field you wish to change. When done hit Save entry button.

Min Quantity

Click on Min Quantity button (or hold down Alt button on key board then hit M key).
Type in Minimum quantity needed before you re-order stock.

Order

Click on Order button (or hold down Alt button on key board then hit O key) then choose Order by item number or description. Click on ok to order then click on close.

Print List of Items to Re-order

Click on Print List of items to Re-order button (or hold down Alt button on key board then hit L key).

Print Preview

Click on Print preview button (or hold down Alt button on key board then hit P key). The report is generated using Borland Run time version of reportsmith. If you do not see the preview check to see if the report is in a minimized state. If it is then click on the icon for reportsmith located on the taskbar (at bottom of windows 95 screen).

Save Entry

Click on Save entry button (or hold down Alt button on key board then hit V key)

Search

Click on Search button (or hold down Alt button on key board then hit S key) then choose search by item number or description. Click on ok to begin search then click on close.

Technical Support

Unlimited technical support for registered users. Send E-mail to compuserve address 70573,726.

