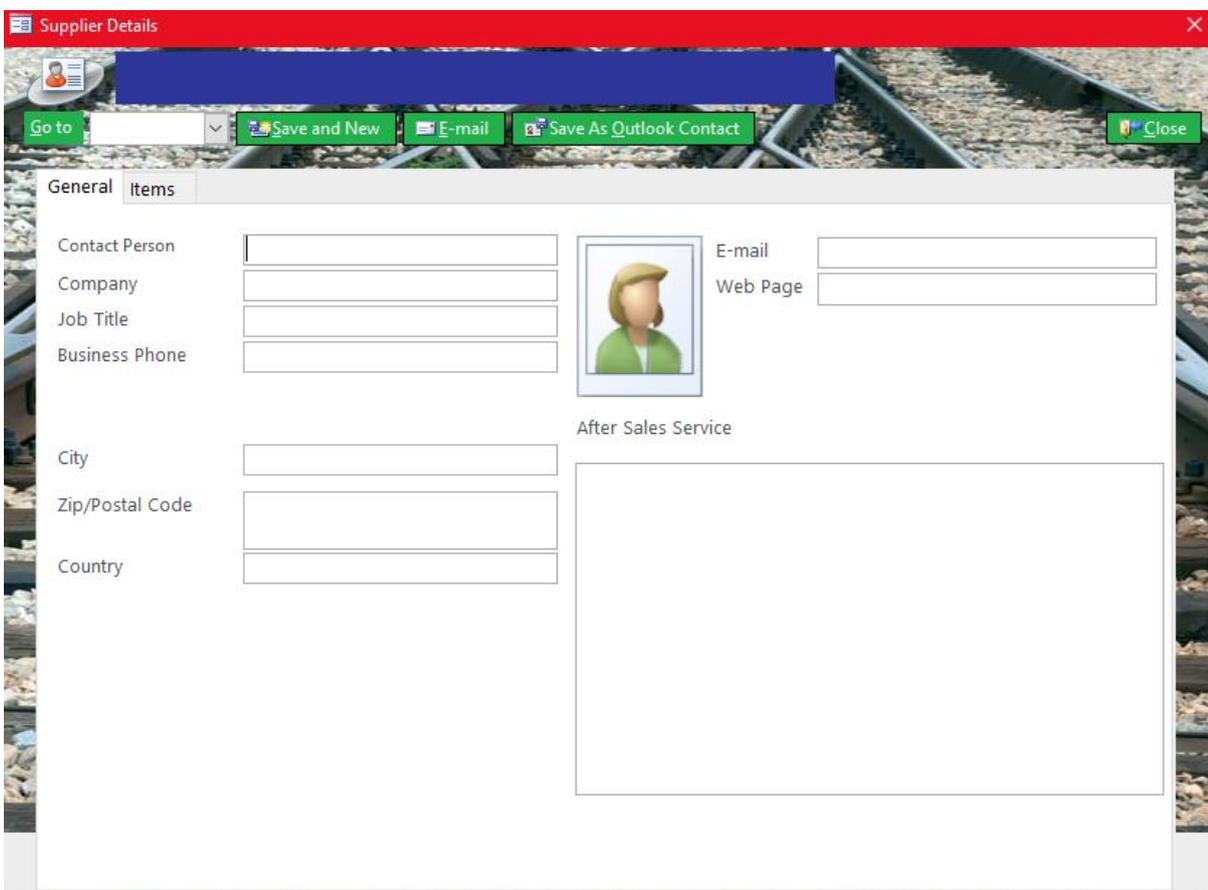# Adding and editing Suppliers details

How to add a new supplier:

1. *Go to the Suppliers tab click the Add New button.*
2. *Once opened fill in the appropriate spaces*
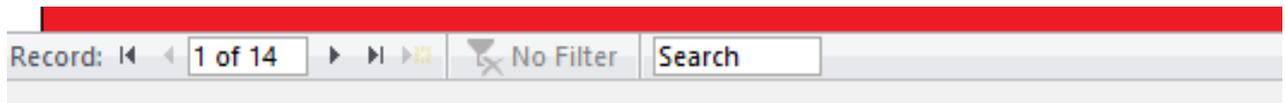

3. *After filling the form click Save and New button to save the suppliers details. You can also email or print the details.*
4. *Click the Close button when finished*
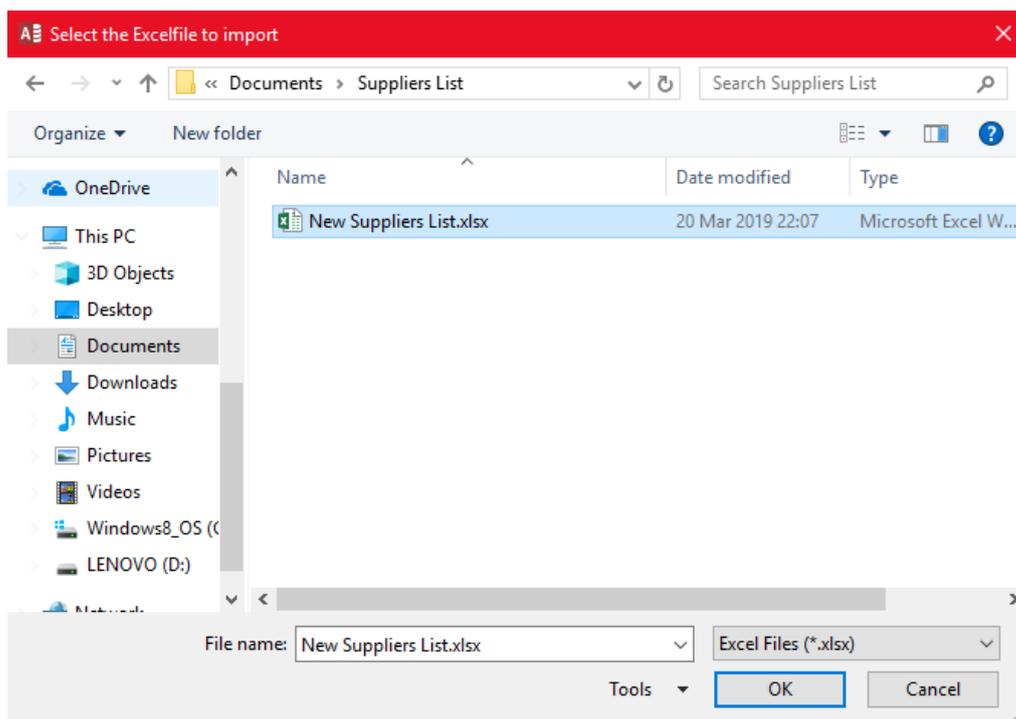
How to Edit the Suppliers details:

1. *Click the Edit button*
2. *Use the Search bar to find the supplier and edit.*

3. *Close the form when you're done (it will automatically save and update the list)*
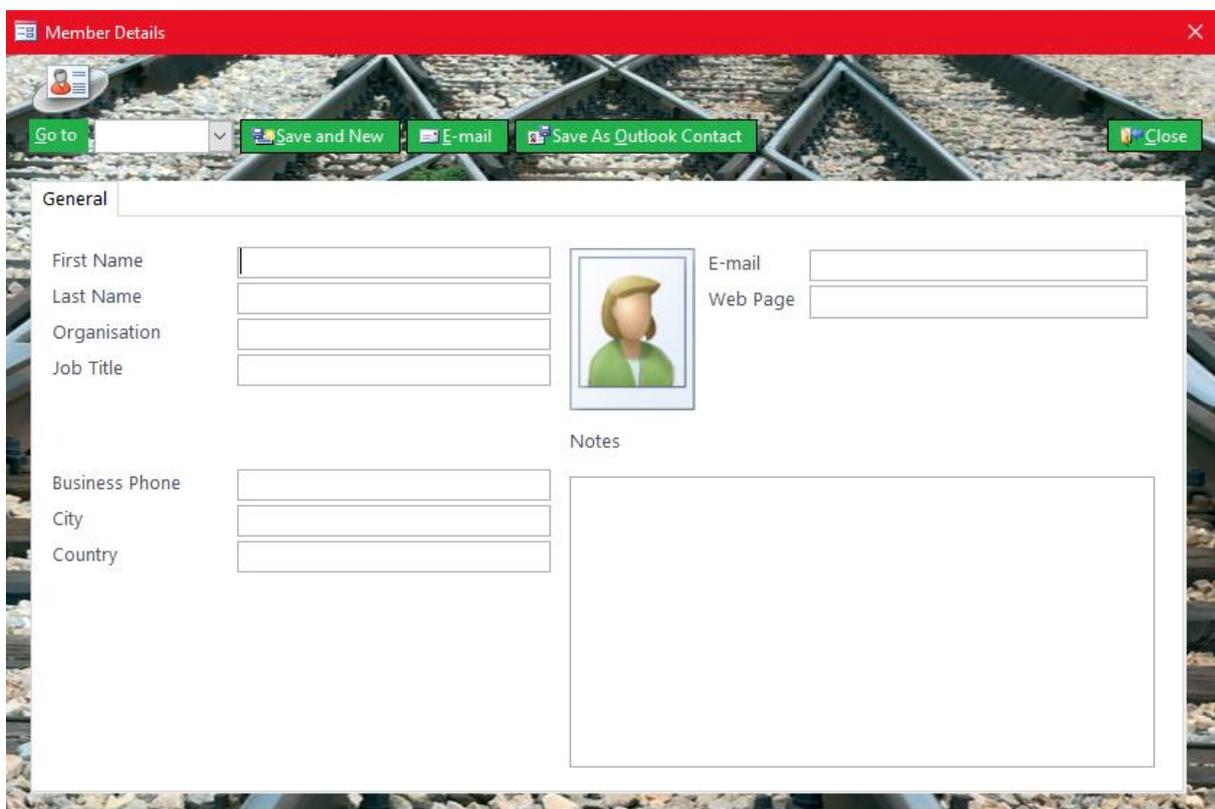
How to add multiple Supplier's:

1. *For adding suppliers from an excel file click the Import from Excel button*
2. *Once opened select the file you want to import and press OK*

Adding and editing Members details

How to add a new member:

1. Click the *Add New* button.
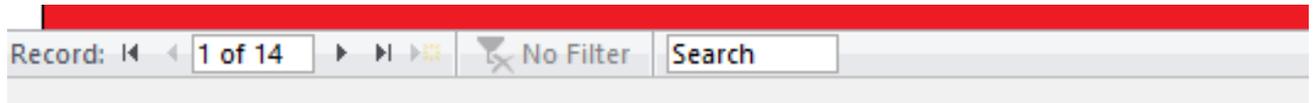2. Once opened fill in the appropriate blanks

3. After filling the form click *Save and New* button to save the suppliers details. You can also email or print the details.
4. Click the *Close* button when finished
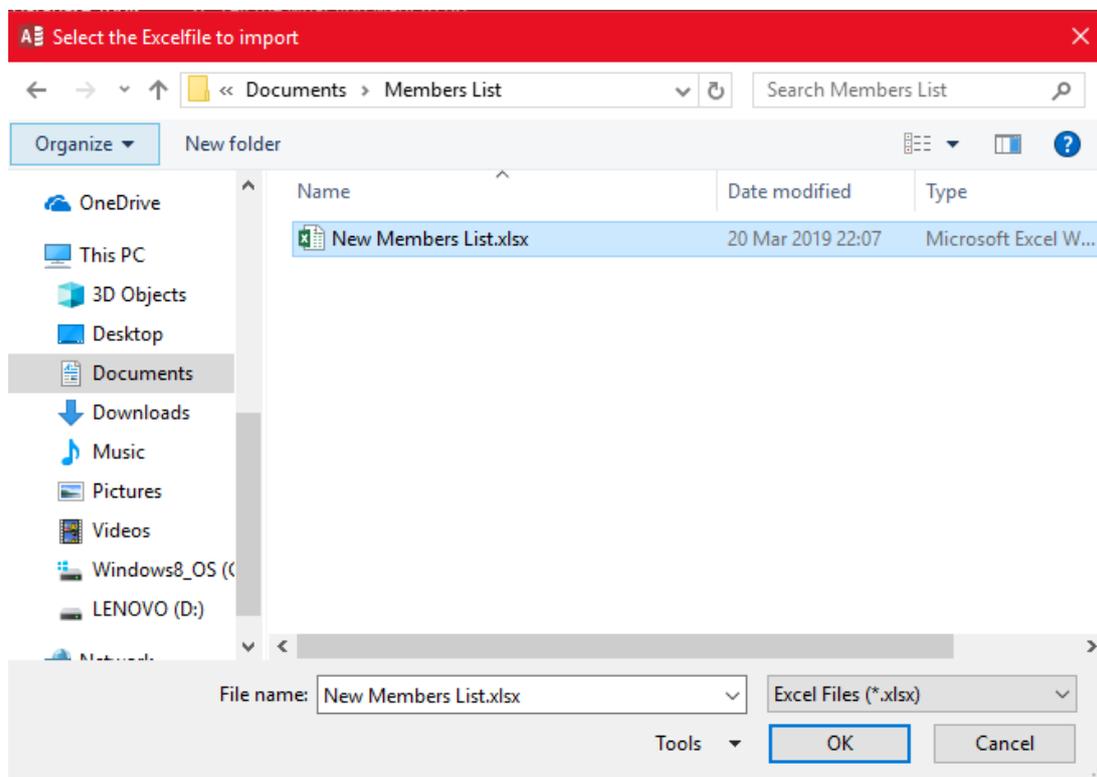
How to Edit the Member details:

1. Click the Edit button

2. Use the Search bar to find the member and edit.

Record: I◄ ◄	1 of 14	► ►I ►⊞	🕵 No Filter	Search

3. Close the form when you're done (it will automatically save and update the list
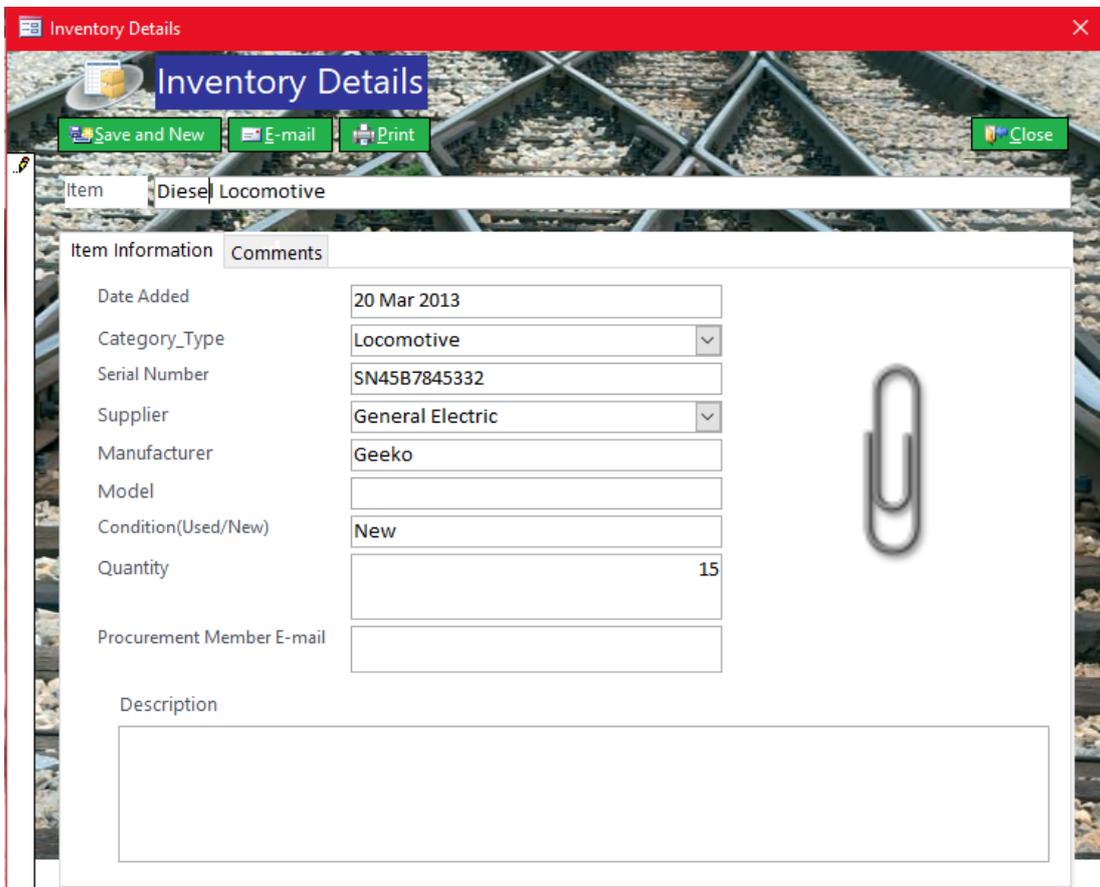
How to add multiple Member's:

1. For adding suppliers from an excel file click the Import from Excel button

2. Once opened select the file you want to import and press OK

A▤ Select the Excelfile to import   ✕

← → ∨ ↑ 📁 « Documents › Members List   ∨ ↻   Search Members List   🔍

Organize ▼   New folder   ⊞ ▼   ▢   ❓

	Name	Date modified	Type
☁ OneDrive			
💻 This PC	🗎 New Members List.xlsx	20 Mar 2019 22:07	Microsoft Excel W...
🗗 3D Objects			
🖥 Desktop			
📄 Documents			
⬇ Downloads			
♪ Music			
🖼 Pictures			
🎬 Videos			
💾 Windows8_OS (C			
💾 LENOVO (D:)			

File name: New Members List.xlsx   ∨   Excel Files (*.xlsx)   ∨

Tools   ▼   OK   Cancel

Adding and editing Inventory details

How to add new Inventory:

1. *Go to the Inventory tab Click the Add New button.*
2. *Once opened fill in the appropriate spaces*

3. *After filling the form click Save and New button to save the suppliers details. You can also email or print the details.*
4. *Click the Close button when finished*

How to Edit Inventory details:

1. *Click the Edit button*
2. *Use the Search bar to find the item and edit.*
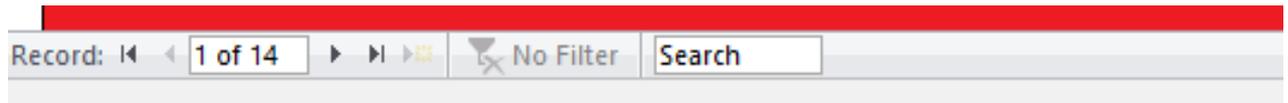
3. *Close the form when you're done (it will automatically save and update the list)*

How to add multiple Items into Inventory:

1. *For adding suppliers from an excel file click the Import from Excel button*
2. *Once opened select the file you want to import and press OK*