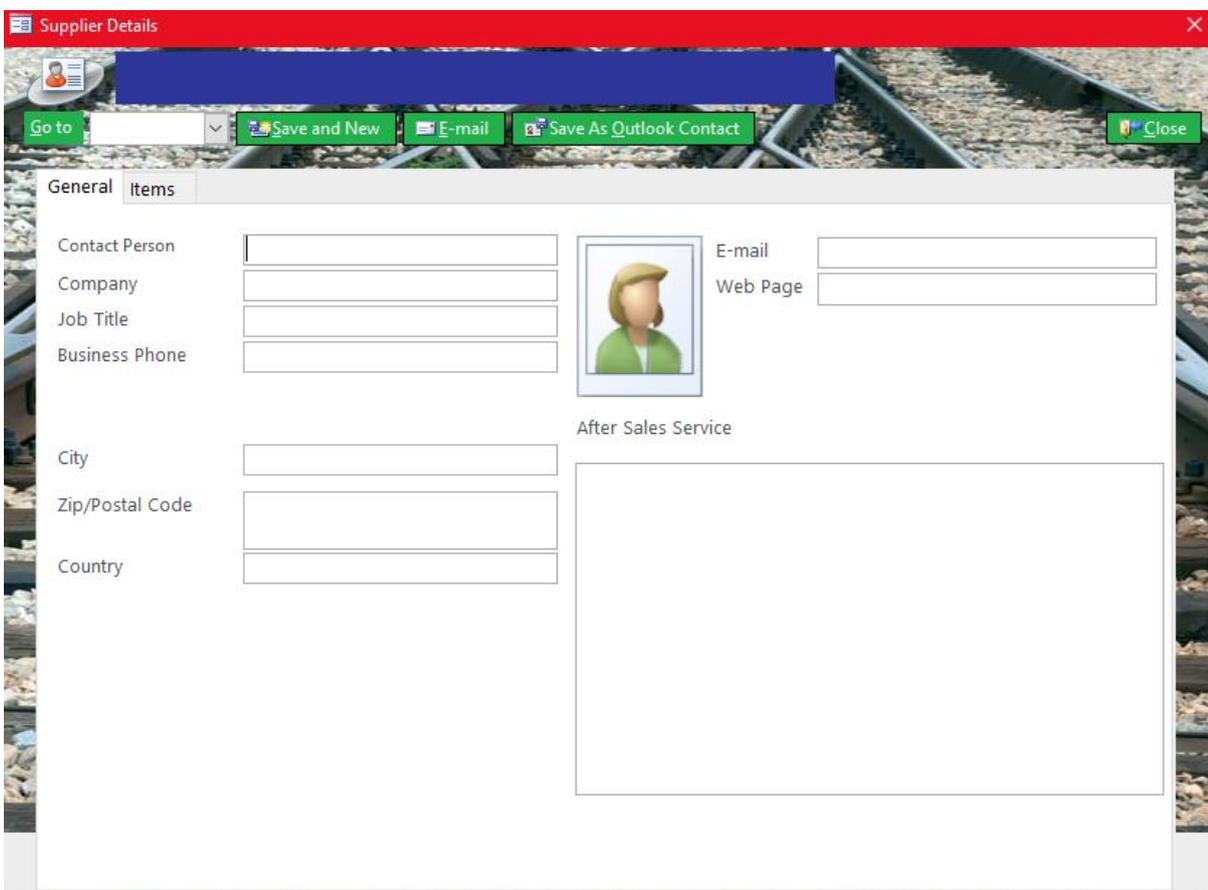


# Adding and editing Suppliers details

## 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

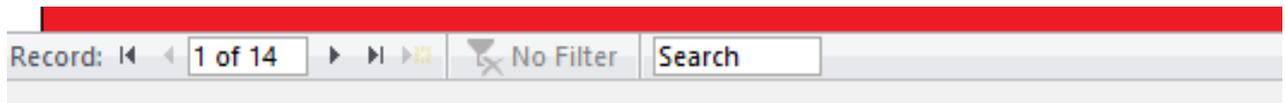


The screenshot shows a software window titled "Supplier Details" with a red header bar. Below the header is a navigation bar with a "Go to" dropdown and buttons for "Save and New", "E-mail", "Save As Outlook Contact", and "Close". The main area has two tabs: "General" (selected) and "Items". The "General" tab contains several input fields: "Contact Person", "Company", "Job Title", "Business Phone", "City", "Zip/Postal Code", and "Country". To the right of these fields is a profile picture placeholder with a person icon, and below it, the text "After Sales Service". Further right are "E-mail" and "Web Page" input fields.

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:

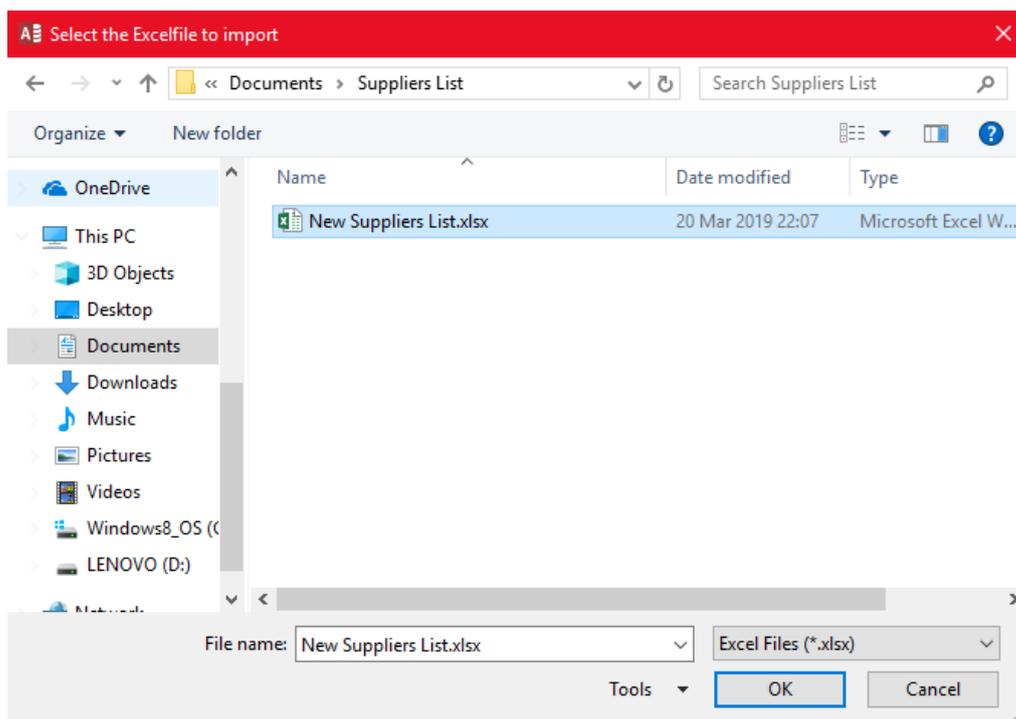
1. Click the *Edit* button
2. Use the *Search bar* to find the supplier and edit.



3. Close the form when you're done (it will automatically save and update the list)

## How to add multiple Supplier's:

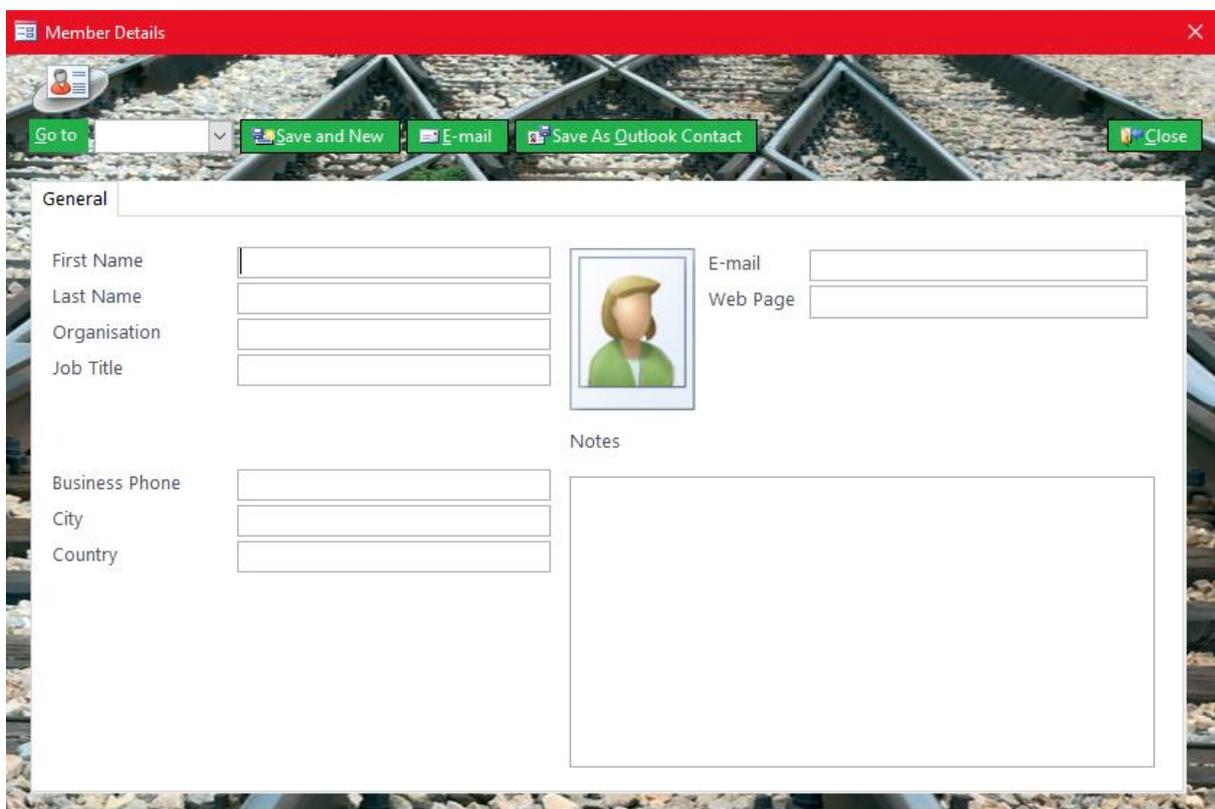
1. For adding suppliers from an excel file click the *Import from Excel* button
2. Once opened select the file you want to import and press *OK*



# 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

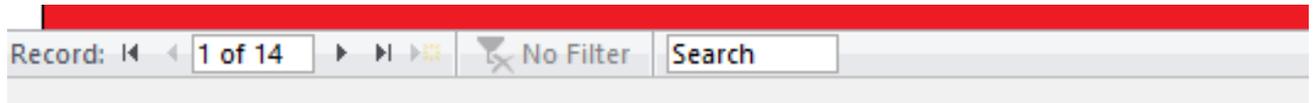


The screenshot shows a software window titled "Member Details" with a red header bar. Below the header is a navigation bar with buttons for "Go to", "Save and New", "E-mail", "Save As Outlook Contact", and "Close". The main area is a form with a "General" tab. The form contains several input fields: "First Name", "Last Name", "Organisation", "Job Title", "Business Phone", "City", and "Country" on the left; "E-mail" and "Web Page" on the right; and a "Notes" text area at the bottom right. A profile picture placeholder is located in the center of the form.

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:

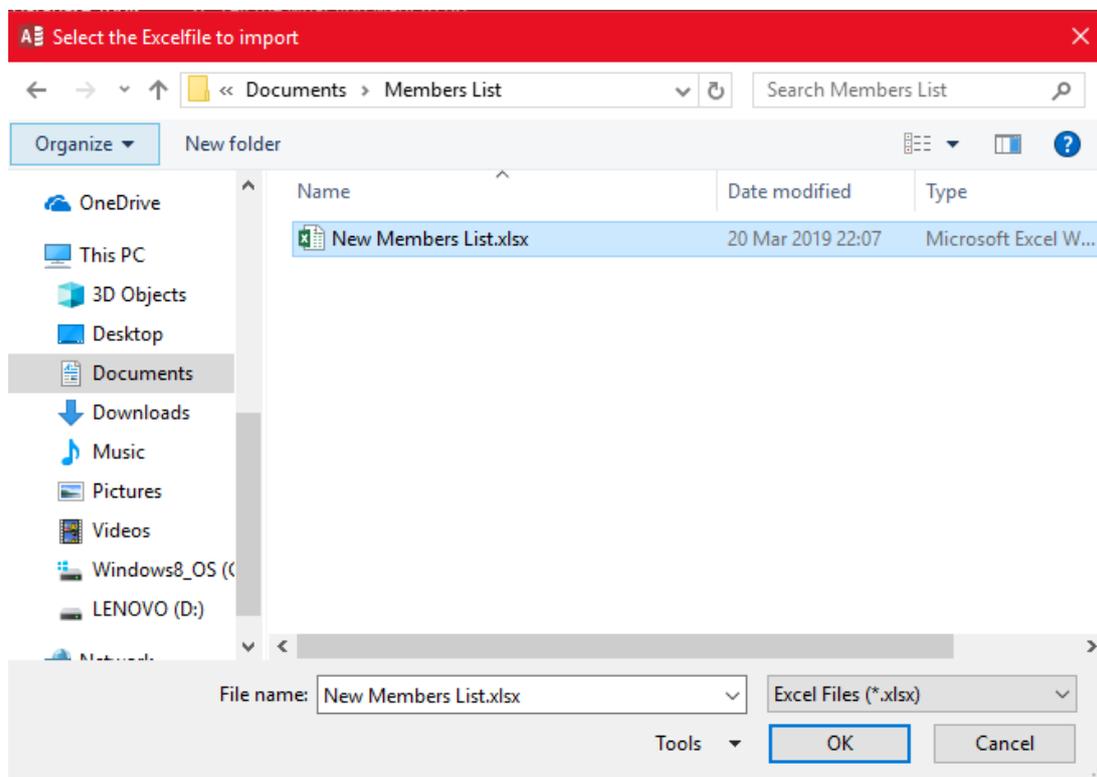
1. Click the *Edit* button
2. Use the *Search bar* to find the member and edit.



3. Close the form when you're done (it will automatically save and update the list)

## How to add multiple Member's:

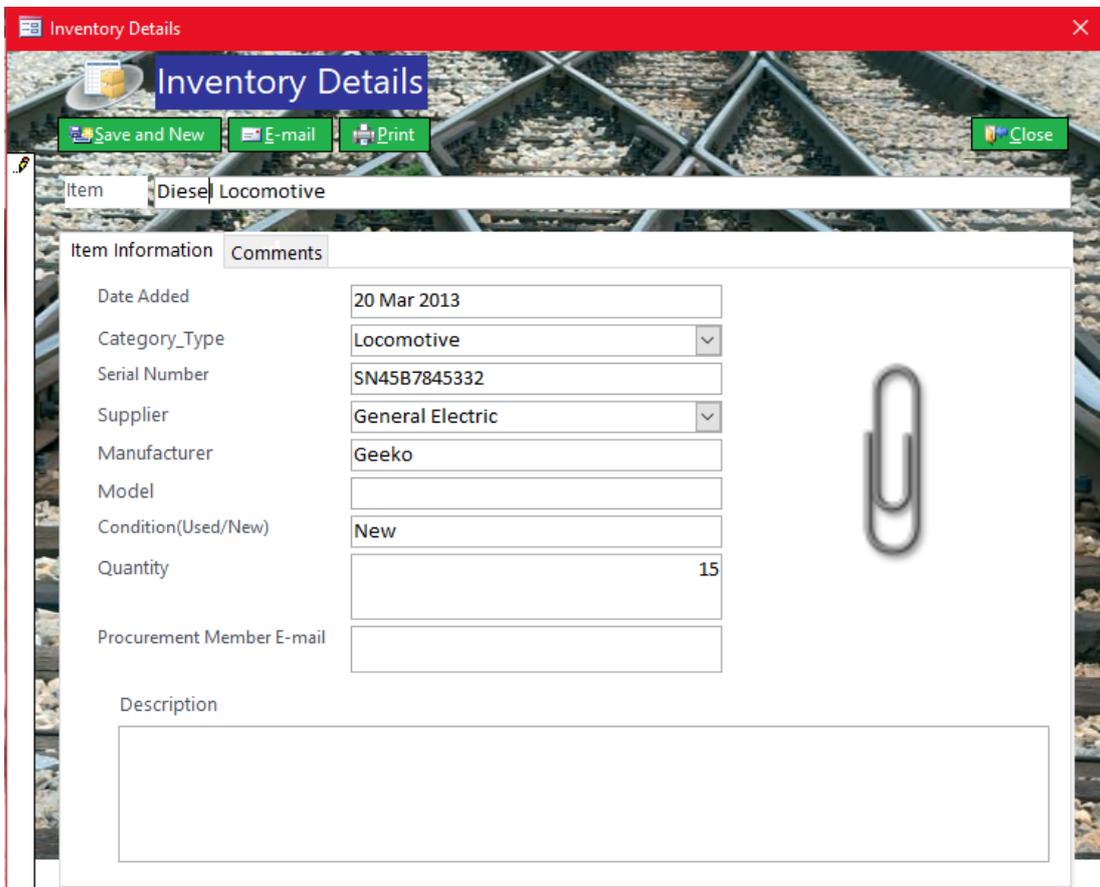
1. For adding suppliers from an excel file click the *Import from Excel* button
2. Once opened select the file you want to import and press *OK*



## 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



The screenshot shows a web application window titled "Inventory Details". The window has a red header bar with a close button (X) on the right. Below the header, there is a blue banner with the text "Inventory Details" and three green buttons: "Save and New", "E-mail", and "Print". On the right side of the banner, there is a green "Close" button. Below the banner, there is a search bar with the text "Item: Diesel Locomotive". Below the search bar, there are two tabs: "Item Information" (selected) and "Comments". The "Item Information" tab contains several input fields:

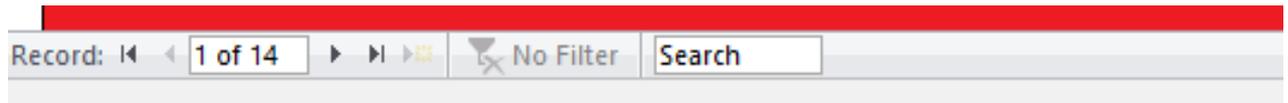
Date Added	20 Mar 2013
Category_Type	Locomotive
Serial Number	SN45B7845332
Supplier	General Electric
Manufacturer	Geeko
Model	
Condition(Used/New)	New
Quantity	15
Procurement Member E-mail	

Below the input fields, there is a "Description" label and a large empty text area. A paperclip icon is visible on the right side of the form, indicating a file upload feature.

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*

