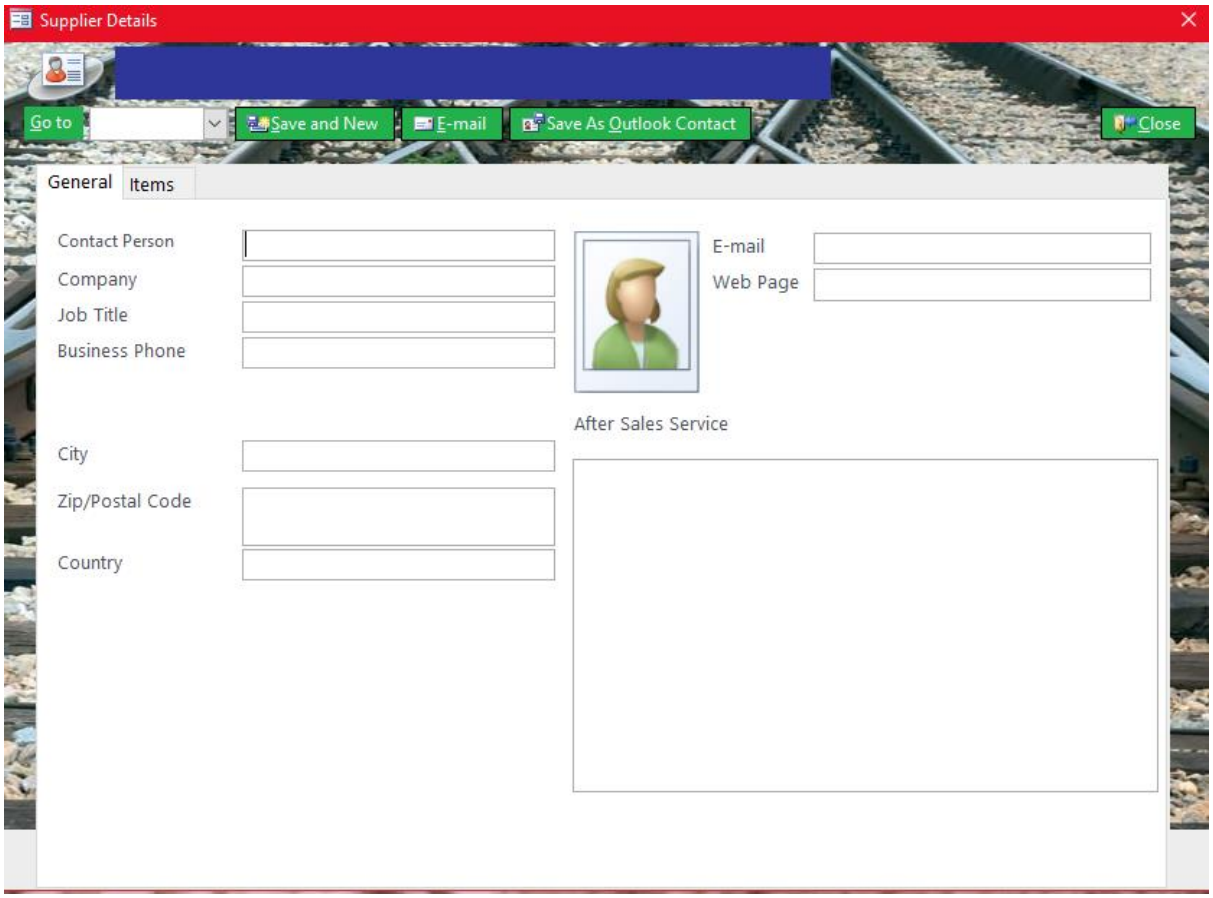
Adding and editing Suppliers details

How to add a new supplier:

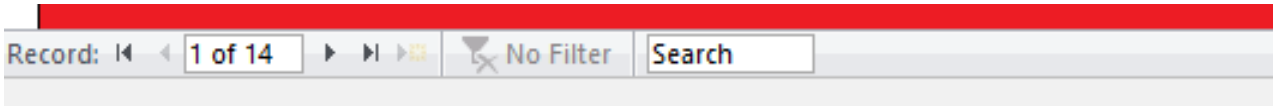
1. *Go to the Suppliers tab click the Add New button.*
2. *Once opened fill in the appropriate spaces*



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:

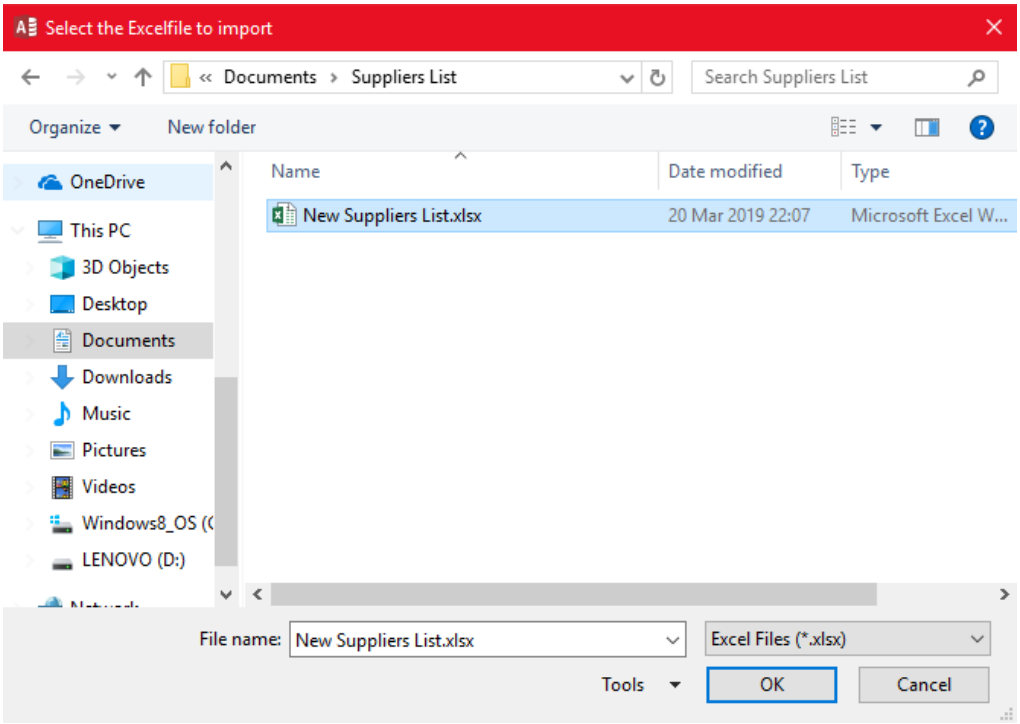
1. *Click the Edit button*
2. *Use the Search bar to find the supplier and edit.*



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

How to add multiple Supplier's:

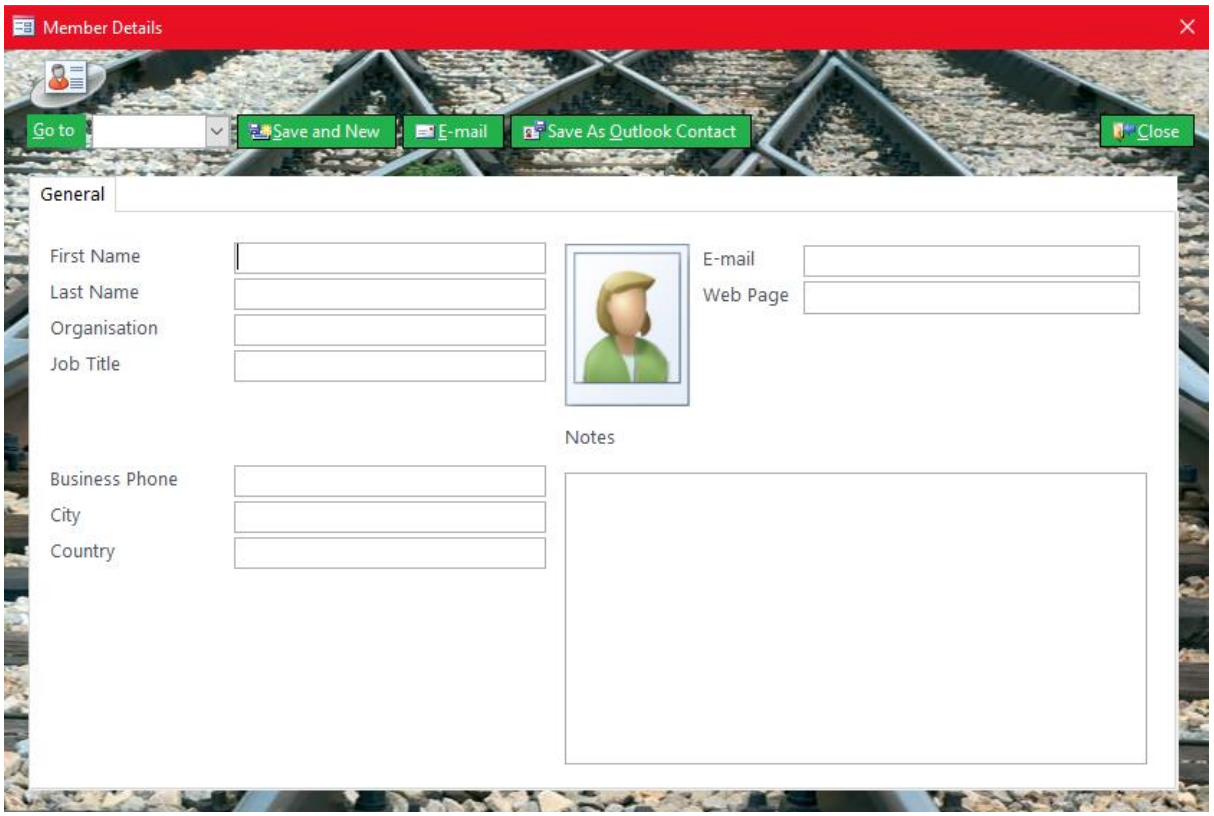
1. *For adding suppliers from an excel file click the Import from Excel button*
2. *Once opened select the file you want to import and press OK*



Adding and editing Members details

How to add a new member:

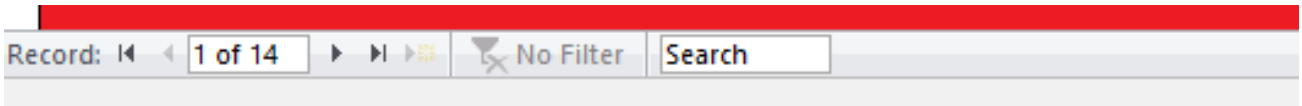
1. *Click the Add New button.*
2. *Once opened fill in the appropriate blanks*



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:

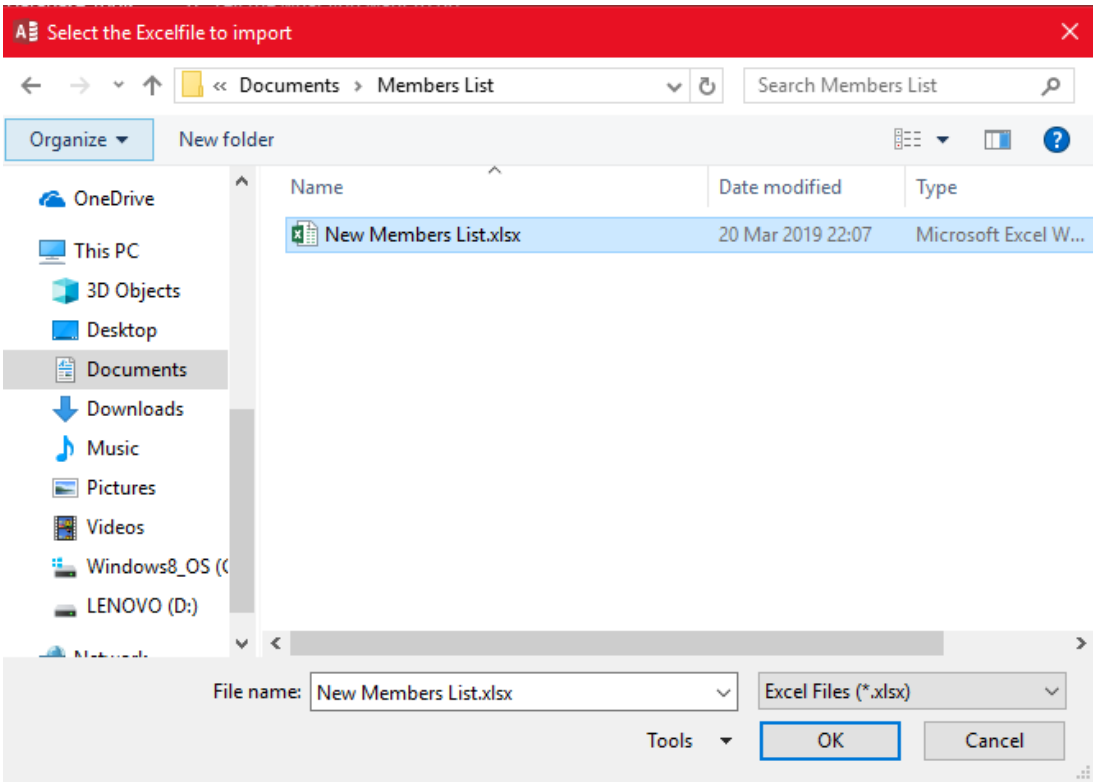
1. *Click the Edit button*
2. *Use the Search bar to find the member and edit.*



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

How to add multiple Member's:

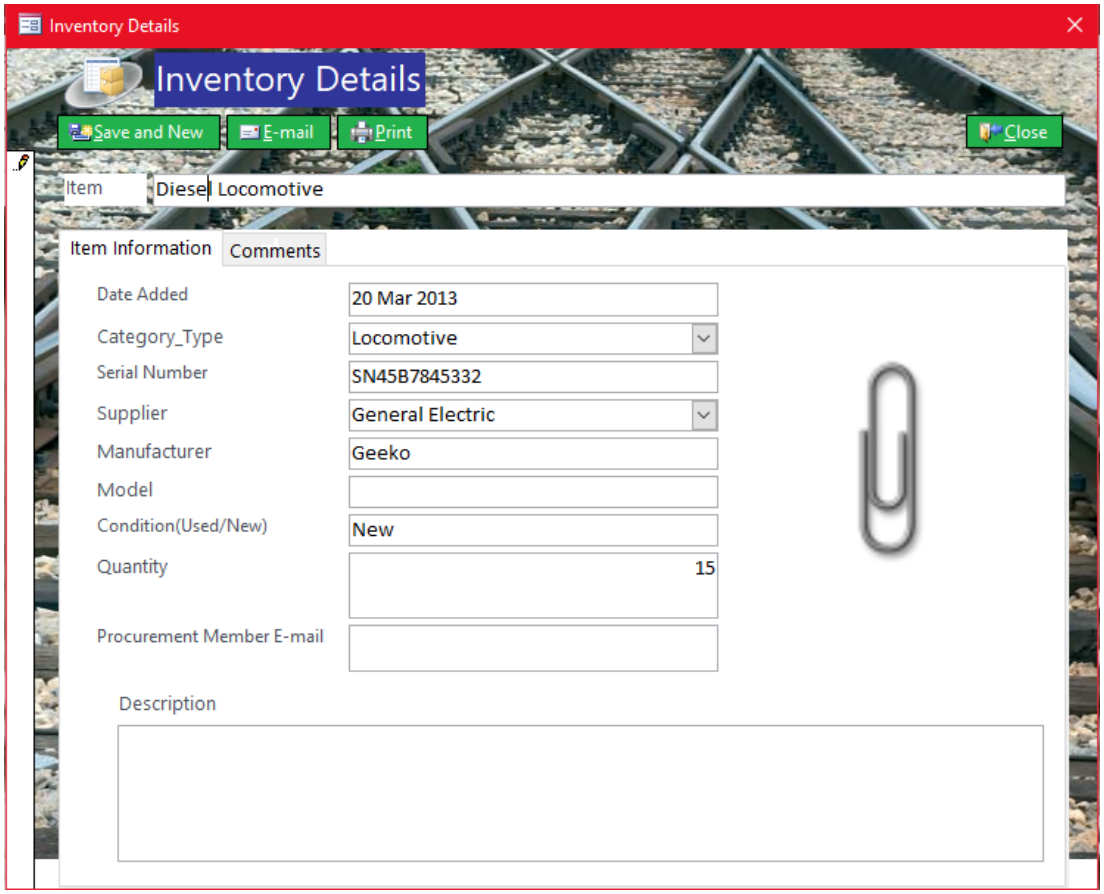
1. *For adding suppliers from an excel file click the Import from Excel button*
2. *Once opened select the file you want to import and press OK*



Adding and editing Inventory details

How to add new Inventory:

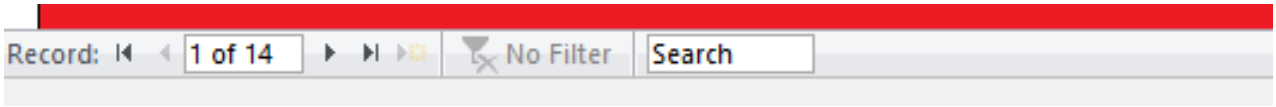
1. *Go to the Inventory tab Click the Add New button.*
2. *Once opened fill in the appropriate spaces*



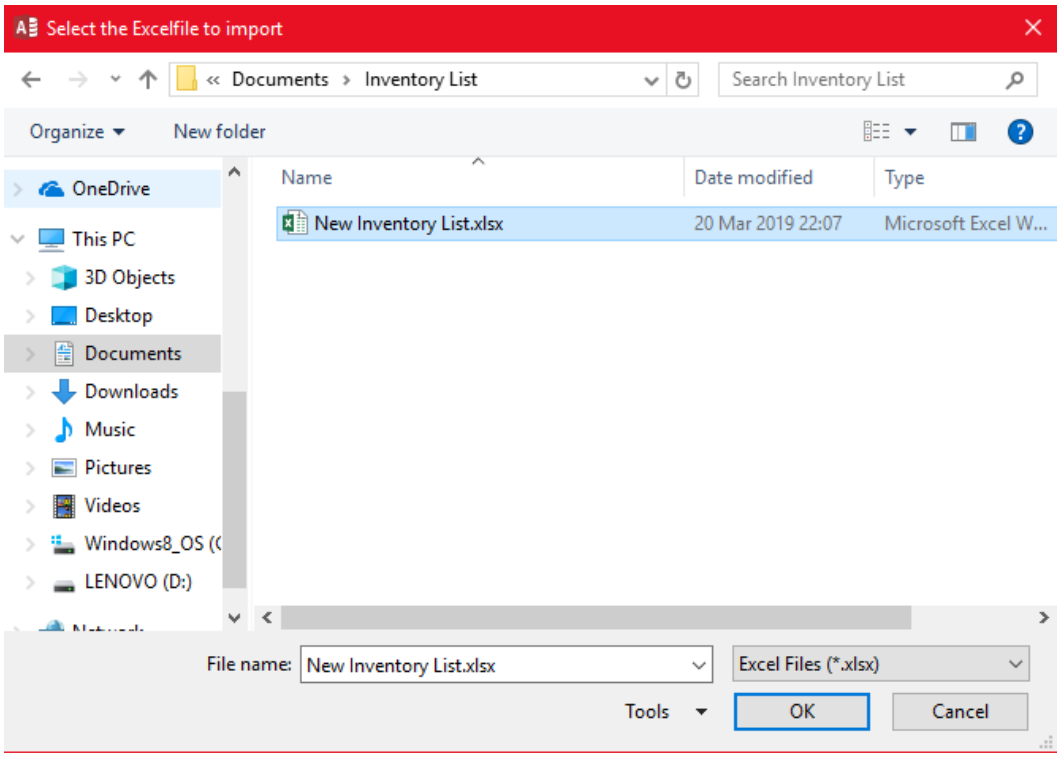
3. *After filling the form click Save and New button to save the suppliers details. You can also email or print the details.*
4. *Click the Close button when finished*

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*