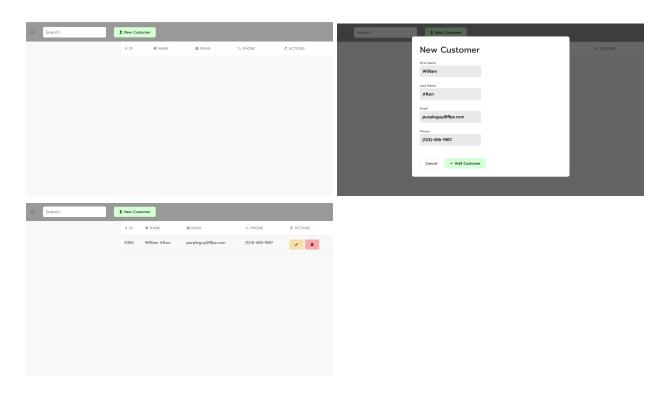
## DataBased - Customer Maintenance User Guide

### Creating a customer

To add a customer to the system using the interface, follow the steps below -

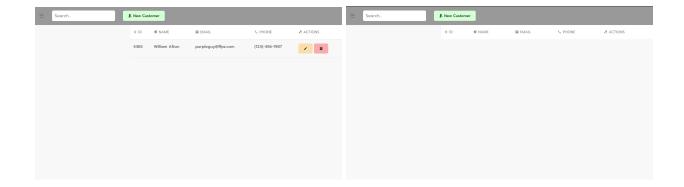
- 1. Click on the "New Customer" button.
- 2. The customer creation menu will appear. You may enter the following information:
  - a. First Name
  - b. Last Name
  - c. Email Address
  - d. Phone Number
- 3. When you are finished, click on the "Add Customer" button.



# Deleting a customer

To delete a customer from the system using the interface, follow the steps below -

- 1. Click on the trash can button in the desired customer's row (located on the right).
- 2. The user will be deleted.



### Viewing a customer's information

To view a customer's information using the interface, follow the steps below -

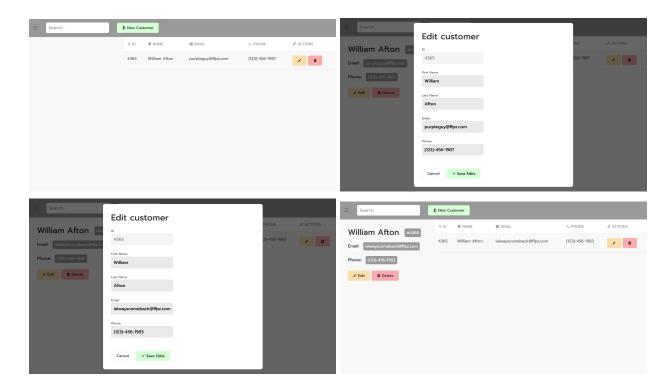
- 1. Once the customer has been added to the system, they appear as a row in the table on screen.
- 2. Click on the desired customer's row.
- 3. Their information will appear on the left-hand side of the screen.



### Editing a customer's information

To edit a customer's information using the interface, follow the steps below -

- 1. Click on the pencil button in the desired customer's row (located on the right).
- 2. The customer edit menu will appear.
- 3. You may re-enter (or leave untouched) the following information:
  - a. First Name
  - b. Last Name
  - c. Email Address
  - d. Phone Number
- 4. When you are finished, click on the "Save Edits" button.

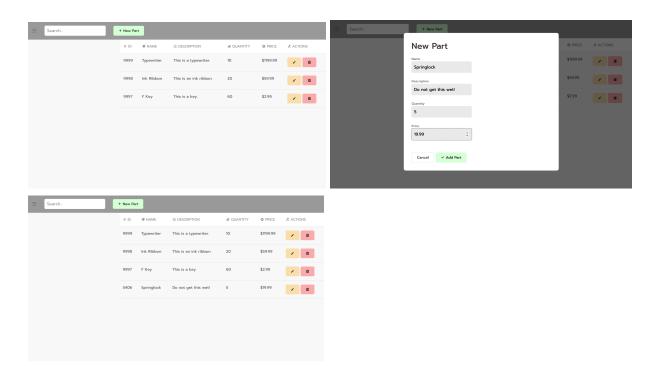


# DataBased - Catalog Maintenance User Guide

### Creating a part

To add a part to the system using the interface, follow the steps below -

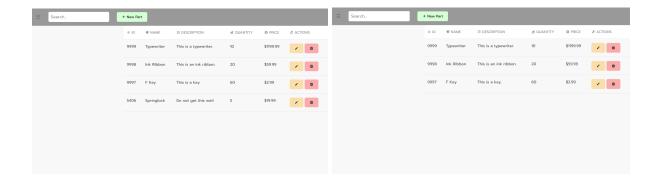
- 1. Click on the "New Part" button.
- 2. The part creation menu will appear. You may enter the following information:
  - a. First Name
  - b. Last Name
  - c. Email Address
  - d. Phone Number
- 3. When you are finished, click on the "Add Part" button.



## Deleting a part

To delete a part from the system using the interface, follow the steps below -

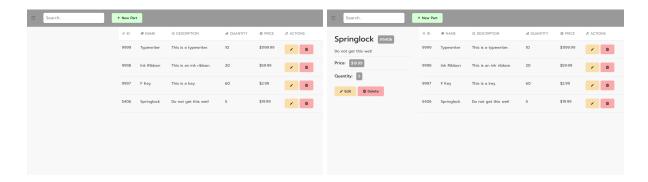
- 1. Click on the trash can button in the desired part's row (located on the right).
- 2. The user will be deleted.



### Viewing a part's information

To view a part's information using the interface, follow the steps below -

- 1. Once the part has been added to the system, they appear as a row in the table on screen.
- 2. Click on the desired part's row.
- 3. Their information will appear on the left-hand side of the screen.



### Editing a part's information

To edit a part's information using the interface, follow the steps below -

- 1. Click on the pencil button in the desired part's row (located on the right).
- 2. The part edit menu will appear.
- 3. You may re-enter (or leave untouched) the following information:
  - a. First Name
  - b. Last Name
  - c. Email Address
  - d. Phone Number
- 4. When you are finished, click on the "Save Edits" button.

