ByteXpress

Add a Suburb

Step 1 – Click on the "Suburbs" nav item (1) then, click on the "Create New Suburb" (2) button

Step 2 – Fill in the required details:

- o Add the name of the Suburb into the textbox (1)
- o Fill in the Suburb's postal code (2)
- o Select the Suburb's city from the options in the drop down (3)

Step 3 – Click on the "Create" button to add the Suburb (4) or the Cancel button (5) to return to the Suburbs List screen

Search for a Suburb

Step 1 – Type the name of the desired Suburb in the search box

Update a Suburb

Step 1 – Click the "Update" button (1)

Step 2 – Fill in the required details:

- o Update the name of the Suburb into the textbox (1)
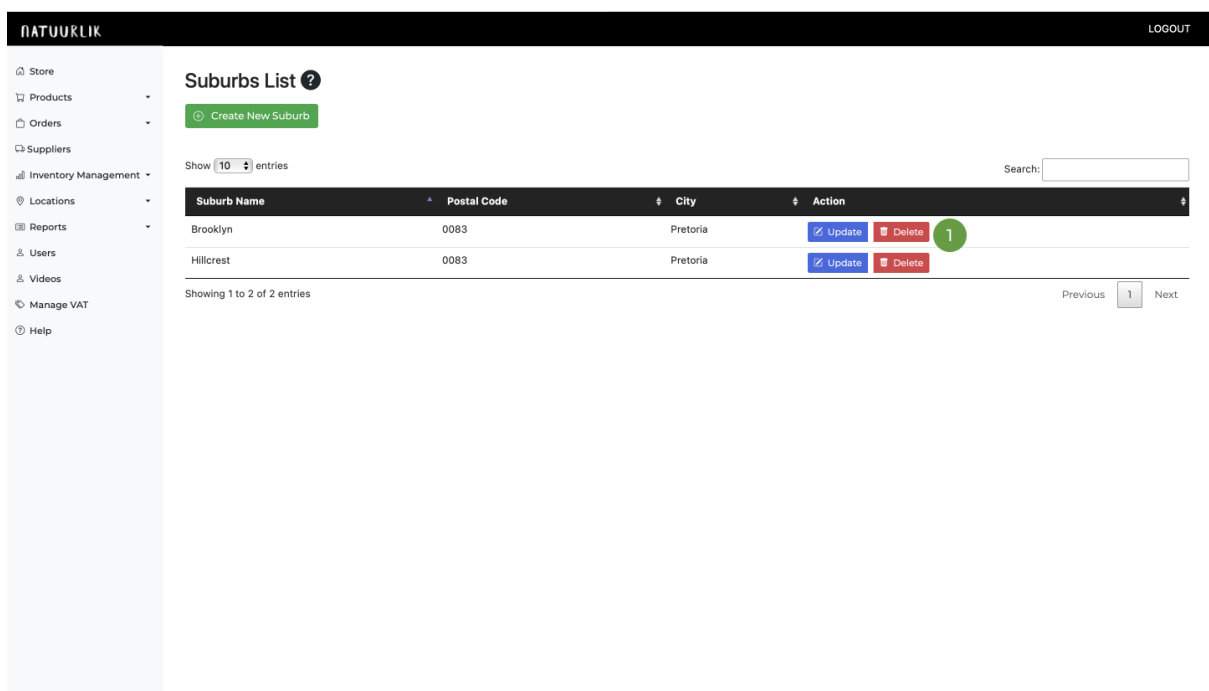- o Update the Suburb's postal code (2)
- o Update the Suburb's city from the options in the drop down (3)

Step 3 – Click on the "Update" button (4) to update the Suburb details or "Cancel" button (5) to return to the Suburbs List screen
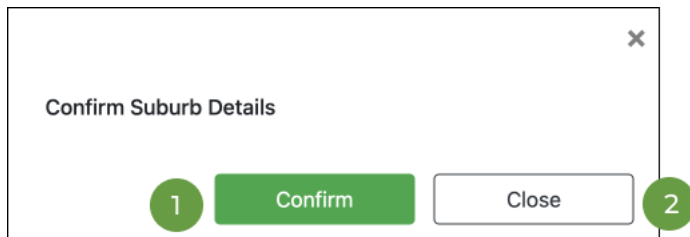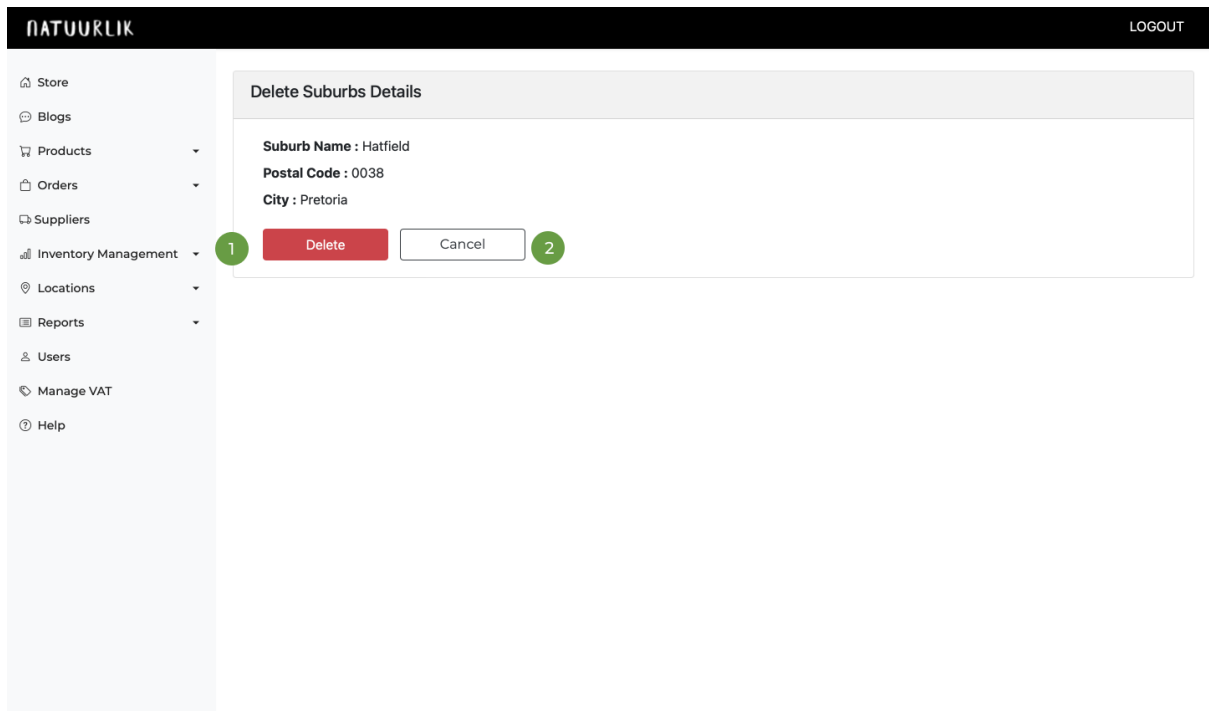

Step 4 – Click on the "Confirm" button (1) to proceed with the update or the "Close" button (2) to return to the Suburbs List screen
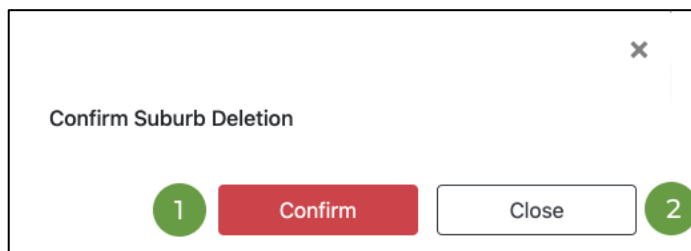
Delete a Suburb

Step 1 – Click on the "Delete" button

Step 2 – Click on the "Delete" button to delete the Suburb (1) or the "Cancel" button (2) to return to the Suburbs List screen

Step 3 – Click on the "Delete" button to delete the Suburb (1) or the Cancel button (2) to return to the Suburbs List screen