

Delete Product Form User Manual

Introduction

Welcome to the Delete Product Form, a feature in our software designed to simplify the process of removing products from both order and product databases. This user manual will guide you through the steps to effectively use this form.

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1. Getting Started

1.1 Overview

- The Delete Product Form is a tool within our software, designed to help you manage and maintain your product and order databases. It allows you to effortlessly remove products from both databases.

1.2 Accessing the Delete Product Form

To access the Delete Product Form, follow these steps:

- Navigate to the main menu.
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- Locate and click on the “Delete Product” option.

2. Using the Delete Product Form

2.1 Form Layout

The form consists of the following elements:

- Product Selection: Choose the product you want to delete from the available options in the dropdown lists.
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- Delete Button: Click this button to initiate the deletion process.
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- Cancel and Exit Buttons: Use these buttons to cancel the deletion or close the form.

Help Button: Click for additional assistance.

2.2 Selecting a Product

- Open the Delete Product Form.
- Choose the product you wish to delete from the dropdown lists labeled “Item Description” and “Item Code.”

2.3 Deleting a Product

- Ensure the correct product is selected.
- Click the “Delete” button.
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- The product will be removed from both the order and product databases.
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- A success message will be displayed.

3. Troubleshooting

3.1 Common Issues

- If an error occurs during the deletion process, an error message will be displayed. Please review the message and try again.

3.2 Support

For additional assistance:

- Check the troubleshooting section in this manual.