

User Manual for Vendor Service Form (Edit Mode)

Introduction

The Vendor Service Edit Form allows users to edit existing vendor information. This manual provides step-by-step instructions for utilizing the form.

Getting Started

1. **Launching the Application:**

- Run the application executable file.
- The Vendor Service Edit Form will appear on your screen.

2. **Form Elements:**

- The form consists of input fields, combo boxes, and buttons to facilitate editing of vendor information.

Editing a Vendor

1. **Selecting a Vendor:**

- Choose a vendor name from the “Vendor Name” combo box.
- The form will populate with the selected vendor’s information.

2. **Making Edits:**

- Enable the necessary fields by selecting a vendor name.
- Modify the vendor information as needed.

3. **Saving Edits:**

- Click the “Save” button to apply the changes to the selected vendor.
- A confirmation message will appear upon successful saving.

4. **Validation:**

- The system checks for empty fields before saving edits.

Clearing Fields

1. **Clearing Fields:**

- Click the “Clear Fields” button to reset all input fields.

Help Section

1. **Accessing Help:**

- Click the “Help” button to open the user manual in a PDF viewer.

2. **PDF Viewer:**

- The PDF viewer will display detailed instructions on using the Vendor Service Edit Form.

Additional Information

1. **Database Connection:**

- The application connects to the vendor database upon activation. Ensure the database file is in the correct location.

2. **Vendor Selection:**

- After selecting a vendor name, the form enables editing of the corresponding fields.

3. **Saving Edits:**

- Ensure all fields are filled before saving edits.

Closing the Application

- Click the “Cancel” button to close the form and exit the application.

Note: For any additional assistance, please refer to the provided PDF manual or contact your system