

User Manual for Vendor Service Addition

Introduction

The Vendor Service Management module allows users to add and delete service vendors. This manual provides step-by-step instructions for utilizing the forms.

Getting Started

1. **Launching the Application:**

- Run the application executable file.
- The Vendor Service Management module includes forms for adding and deleting service vendors.

2. **Form Elements:**

- The forms consist of input fields, labels, buttons, and menus to facilitate vendor management.

Adding a Service Vendor

1. **Navigating to the Form:**

- From the main menu, click on "File" and select "Add Vendor" to open the form.

2. **Completing the Form:**

- Fill in the required information for the new service vendor:
 - Vendor Name
 - Vendor Code
 - Vendor Contact Name
 - Vendor Email
 - Vendor Address
 - Vendor Phone
 - Vendor Type

3. **Adding the Vendor:**

- Click the "Add Vendor" button to add the new service vendor to the database.
- A confirmation message will appear upon successful addition.

4. **Clearing Fields:**

- Click the "Clear" button to reset all form fields.

5. **Canceling Operation:**

- Click the "Cancel" button to close the form without adding a vendor.

6. **Help Section:**

- Click the "Help" button to access detailed instructions in a PDF manual.

Deleting a Service Vendor

1. **Navigating to the Form:**

- From the main menu, click on "File" and select "Delete Vendor" to open the deletion form.

2. **Selecting a Vendor:**

- Choose a service vendor name from the dropdown menu.

3. **Viewing Vendors:**

- Click the "View Vendors" button to generate a list of all service vendors, aiding in vendor selection.

4. **Deleting a Vendor:**

- After selecting a vendor name, click the "Delete Vendor" button.
- A confirmation message will appear upon successful deletion.

5. **Help Section:**

- Click the "Help" button to access detailed instructions in a PDF manual.

Additional Information

1. **Database Connection:**

- Ensure the database file is in the correct location for successful connection.

2. **Vendor Types:**

- Specify the type of service vendor using the "Vendor Type" dropdown menu.

3. **Deleting a Vendor:**

- Exercise caution as the deletion action is irreversible.

Closing the Application

- Click the "Cancel" button on each form to close and exit the application.

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