

# User Manual for Vendor Service Deletion Form

## Introduction

The Vendor Service Deletion Form allows users to delete existing service vendors. 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 Deletion Form will appear on your screen.

### 2. \*\*Form Elements:\*\*

- The form consists of combo boxes, labels, and buttons to facilitate the deletion of service vendors.

## Deleting a Vendor

### 1. \*\*Selecting a Vendor:\*\*

- Choose a service vendor name from the “Vendor Name” combo box.

### 2. \*\*Viewing Vendors:\*\*

- Click the “View Vendors” button to generate a list of all service vendors. This can help you identify the vendor you want to delete.

### 3. \*\*Deleting a Vendor:\*\*

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

### 4. \*\*Validation:\*\*

- Ensure a vendor name is selected before attempting to delete.

## 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 Deletion 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, you can use the “View Vendors” button to review all service vendors.

### 3. \*\*Deleting a Vendor:\*\*

- Be cautious when deleting a vendor as the action cannot be undone.

## 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 administrator.