

# Edit Product Vendors Form User Manual

## Introduction

Welcome to the Edit Product Vendors Form, a tool designed to help you modify vendor information. This user manual provides guidance on how to use the features of this form.

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## 1. Getting Started

### 1.1 Overview

The Edit Product Vendors Form is a feature within our software that allows users to modify existing vendor information.

### 1.2 Accessing the Edit Product Vendors Form

To access the Edit Product Vendors Form, follow these steps:

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

## 2. Using the Edit Product Vendors Form

### 2.1 Form Layout

The form consists of the following elements:

- **Vendor Name Dropdown**: Select a vendor name from the list.
- **Vendor Code Dropdown**: Select a vendor code from the list.
- **Email, Address, Contact Name, Contact Phone, Vendor Type**: Fields for modifying vendor information.
- **Edit Vendor Button**: Save the edits made to the vendor information.
- **Clear Button**: Clear all fields.
- **Cancel Button**: Discard changes and close the form.
- **Help Button**: Access the user manual for detailed assistance.

### 2.2 Editing Vendor Information

1. Select a vendor name or code from the respective dropdown list.
2. Modify the necessary fields such as email, address, contact name, contact phone, and vendor type.
3. Click the “Edit Vendor” button to save the changes.

### 2.3 Clearing Fields

- Click the “Clear” button to reset all fields to their default values.

### 2.4 Canceling the Operation

- Click the “Cancel” button to discard changes and close the form.

### 2.5 Exiting the Form

- Click the “Exit” button to close the form.

### 2.6 Help and Assistance

- Click the “Help” button to open the user manual for detailed assistance.

## 3. Troubleshooting

### 3.1 Common Issues

- If an error occurs during vendor editing, ensure the selected vendor is valid.

### 3.2 Support

For additional assistance:

- Check the troubleshooting section in this manual.