

User Manual for Product Addition Form

Introduction

The Product Addition Form is a tool designed to add new products to the system. This manual provides step-by-step instructions on using the form to input product details.

Getting Started

1. **Launching the Application:**

- Run the application executable file.
- The Product Addition Form will appear on your screen.

2. **Form Elements:**

- The form consists of various input fields, dropdown menus, and buttons to facilitate the addition of new products.

Adding a Product

1. **Entering Product Details:**

- Fill in the required information for the new product.
- Product Code (Item Number)
- Product Description
- Default Quantity
- Vendor
- Base Price (Most Recent Cost Excl Vat)
- Main, Secondary, and Tertiary Categories
- Price Including Vat (calculated automatically)
- Minimum Order Quantity
- Recommended Retail Price (RRP)
- Lead Time (Days)

2. **Selecting Categories:**

- Use the dropdown menus to select the Main, Secondary, and Tertiary Categories for the product.
- The Secondary and Tertiary Category options depend on the Main Category selected.

3. **Calculating Price Including Vat:**

- As you enter the base price, the system will automatically calculate the price including VAT.

4. **Minimum Order Quantity:**

- The Minimum Order Quantity field will be automatically set to the Default Quantity.

5. **Saving the Product:**

- Click the “Add Product” button to save the new product to the system.

6. **Validation:**

- The system will display messages for successful product addition or any errors.

Clearing Fields

1. **Clearing Fields:**

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

Help Section

1. **Accessing Help:**

- Click the “Help” button to access the user manual (PDF file).

2. **PDF Viewer:**

- The PDF viewer will open with detailed instructions on using the addition form.

Additional Information

1. **Database Connection:**

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

2. **Dynamic Categories:**

- The Secondary and Tertiary Category options change dynamically based on the Main Category selected.

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.