

Edit Product Details Form User Manual

Introduction

Welcome to the Edit Product Details Form, a powerful tool designed to facilitate the modification of product information in our software. This user manual will guide you through the steps to effectively use this form.

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1. Getting Started

1.1 Overview

The Edit Product Details Form is a feature within our software that allows users to modify product information, ensuring accuracy and relevance in your databases.

1.2 Accessing the Edit Product Details Form

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

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

2. Using the Edit Product Details Form

2.1 Form Layout

The form consists of the following elements:

- **Vendor Selection**: Choose the vendor from the dropdown list.
- **Product Information**: Modify various product details such as SKU, description, pricing, categories, and lead time.
- **Control Buttons**: Save edits, cancel changes, exit, and access help.

2.2 Searching for a Product

1. Enter the SKU (Product Code) in the “Product SKU” field.
2. Click the “Search” button to retrieve product information.

2.3 Making Edits

1. After searching, relevant fields will be populated.
2. Enable and modify the desired fields for edits.

2.4 Saving Edits

1. Ensure all required fields are filled.
2. Click the “Save Edits” button.
3. A success message will be displayed.

2.5 Cancelling Edits

- Click the “Cancel” button to clear all fields and reset the form.

3. Troubleshooting

3.1 Common Issues

- If an error occurs during the editing process, ensure all fields are filled correctly.

3.2 Support

For additional assistance:

- Check the troubleshooting section in this manual.