

Enterprise Resource Planning

of

ZAB






Training User Manual


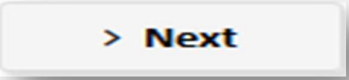
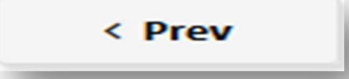
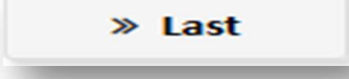
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For

Intercontinental Dhaka

Buttons Functionality

 Add	Add = to create of new record
 Update	Update = to modify any existing record
 Delete	Delete = to remove any record
 Show	Show = to see the specified record showing its ID/Code
 Clear	Clear = to make blank the fields of the form.

	First = to see the top record
	Next = to see the next record
	Prev = to see the previous record
	Last = to see the bottom record

1. Add

- Step 1** Open the Screen
- Step 2** Fill up the fields without Code/ID field. Code/ID will be created automatically after pressing **Add** Button
- Step 3** Select the expected option (such as group, category) from the drop-down pop-up menu list.
- Step 4** Pick & select the expected value from the lists adjusted within the fields.

Step 5 Check tick mark on the Active Check box.

Step 6 Press **Add** Button.

Step 7 Confirm the record by pressing **Confirm** if required. The record will be disabled to **Delete & Update** after confirmation.

Result: A new record will be created.

2. Update

Step 1 Open System > Menu >The Screen

Step 2 Select *Code* from side list or write the Code in the *Code* field

Step 3 Click **show**

Requested Data checked for availability and will show in the form.

Step 4 Modify data in the form as required.

Step 5 Click **Update**

Result: Requested Data in the form will be updated as modified.

3. Delete

Step 1 Open System > Menu >The Screen

Step 2 Select *Code* from side list or write the Code in the *Code* field

Step 3 Click **show**

Requested Data checked for availability and will show in the form.

Step 5 Click **Delete** & then **Ok** on confirmation Dialog box.

Result: Requested Record in the form will be Deleted.

4. Show

Step 1 Open System > Menu >The Screen

Step 2 Select *Code* from side list or write the Code in the *Code* field

Step 3 Click show

Result Requested record checked for availability and will be show within details.

5. Clear

Step 1 To make Blank All the fields of the form--

Step 3 Click **Clear**

Result Data from all the fields will remove & the form will be Blank.

6. First

Step 1 Open System > Menu >The Screen

Step 3 Click **First**

Result: The First Record of the list will be shown within Details.

7. Next

Step 1 Open System > Menu >The Screen

Step 2 Click **Show** to see any record or click **First/Last** to see the first/last record.

Step 3 Click **Next**

Result: The Next Record of the list will be shown within Details.

8. Prev

Step 1 Open System > Menu >The Screen

Step 2 Click **Show** to see any record or click **First/Last** to see the first/last record.

Step 3 Click **Prev**

Result: The previous Record of the list will be shown within Details.

9. Last

Step 1 Open System > Menu >The Screen

Step 3 Click **Last**

Result: The Last Record of the list will be shown within Details.

On several forms there are extra special buttons:

Such as: **Print, Details, Confirm**

Details: To add the **Details** of any entry.

Confirm: To make confirmed any entry. After confirmation, the record won't be able to **Update /Delete**.

Print: To **Print** the report within details of any entry.