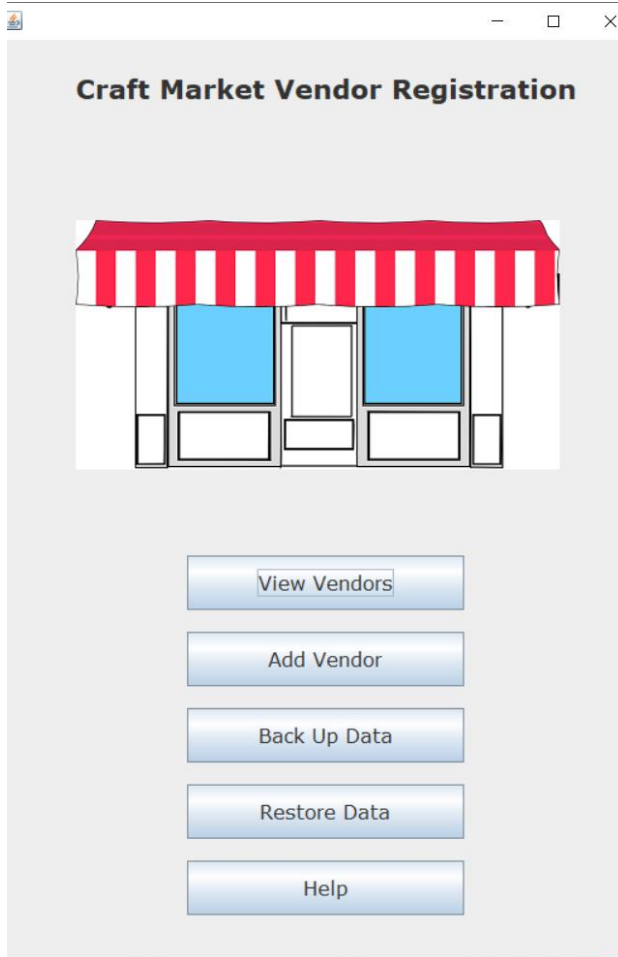


Craft Market Vendor Database Help Guide

This application allows you to view and modify the database of vendors for the Craft Market.

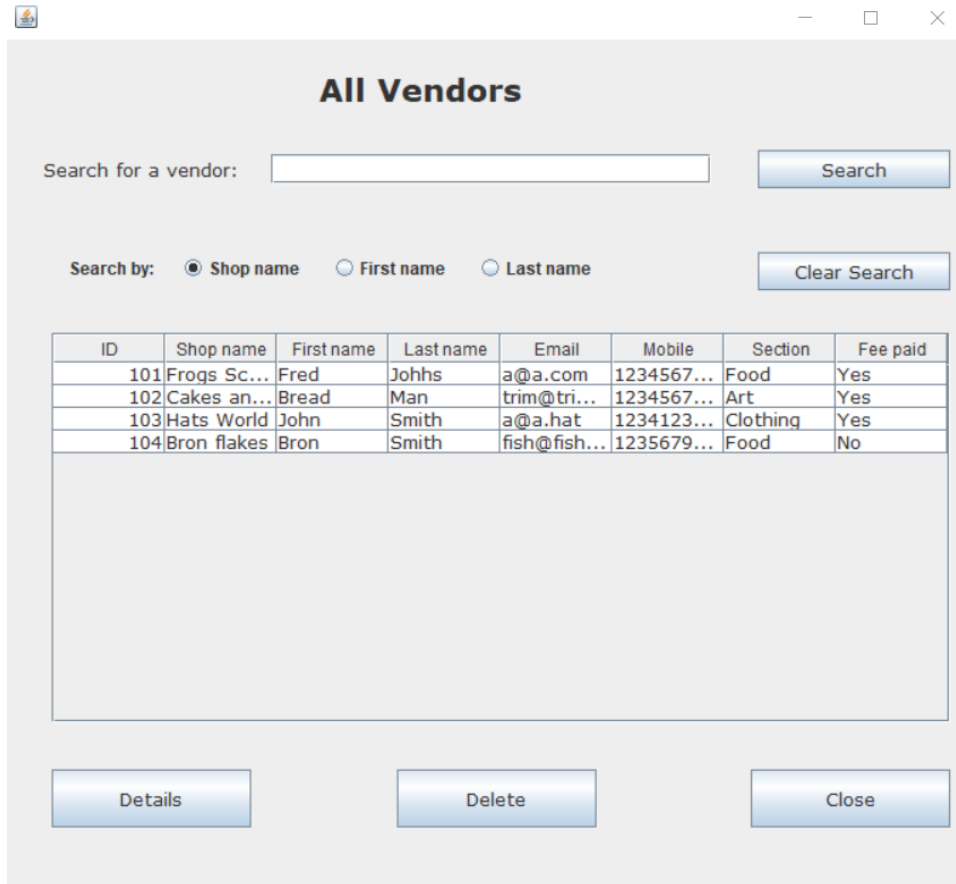
Main Menu

From the main menu, you can access the View Vendors window, the Add Vendors window, back up and restore data, and the help document.



View Vendors

Open the View Vendors window by clicking the button on the main menu. This window shows a list of all the vendors currently in the database.



The screenshot shows a window titled "All Vendors". At the top, there is a search bar with the placeholder text "Search for a vendor:" and a "Search" button. Below the search bar, there are three radio buttons for "Search by": "Shop name" (selected), "First name", and "Last name". To the right of these is a "Clear Search" button. Below the search options is a table with the following data:

| ID | Shop name | First name | Last name | Email | Mobile | Section | Fee paid |
|-----|-------------|------------|-----------|--------------|------------|----------|----------|
| 101 | Frogs Sc... | Fred | Johhs | a@a.com | 1234567... | Food | Yes |
| 102 | Cakes an... | Bread | Man | trim@tri... | 1234567... | Art | Yes |
| 103 | Hats World | John | Smith | a@a.hat | 1234123... | Clothing | Yes |
| 104 | Bron flakes | Bron | Smith | fish@fish... | 1235679... | Food | No |

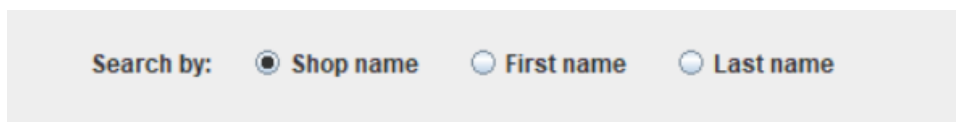
Below the table, there are three buttons: "Details", "Delete", and "Close".

You can search for a vendor by typing in the search bar and clicking the Search button.



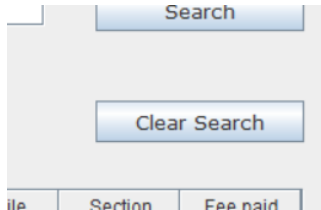
This close-up shows the search bar with the placeholder text "Search for a vendor:" and the "Search" button.

You can search by shop name, first name or last name by selecting the corresponding radio button before you click Search. The search term must match the vendor information exactly (but is not case sensitive).



This close-up shows the "Search by:" section with three radio buttons: "Shop name" (selected), "First name", and "Last name".

The Clear Search button will show the list of all vendors.



Click on a vendor to select it.

| ID | Shop name | First name | Last name | Email | Mobile | Section | Fee paid |
|-----|-------------|------------|-----------|--------------|------------|----------|----------|
| 101 | Frogs Sc... | Fred | Johhs | a@a.com | 1234567... | Food | Yes |
| 102 | Cakes an... | Bread | Man | trim@tri... | 1234567... | Art | Yes |
| 103 | Hats World | John | Smith | a@a.hat | 1234123... | Clothing | Yes |
| 104 | Bron flakes | Bron | Smith | fish@fish... | 1235679... | Food | No |

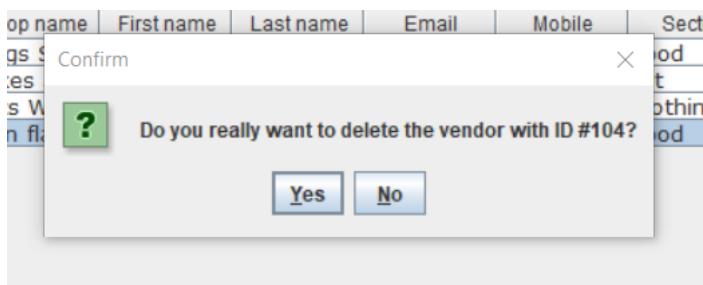
Once selected, click on the Details button to view more information about the vendor.

The Close button returns to the main menu.

Deleting a Vendor

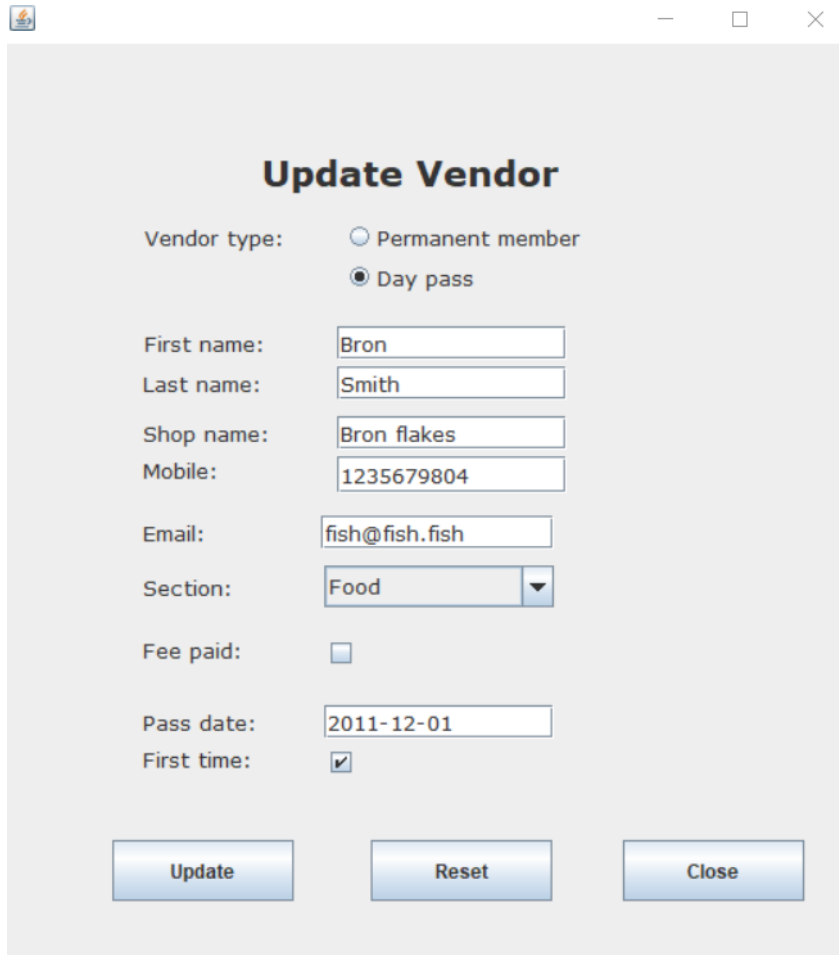
From the View Vendors window, select a vendor by clicking on the record. Then click the Delete button.

You will need to confirm your selection.



Updating a Vendor

From the View Vendors window, select a vendor by clicking on the record. Then click the Details button. The Update Vendor window will appear with the vendor's details. You can view and change member information, including vendor type.



Update Vendor

Vendor type: ☐ Permanent member ☒ Day pass

First name:

Last name:

Shop name:

Mobile:

Email:

Section: ▼

Fee paid: ☐

Pass date:

First time: ☒

To save changes, click update.

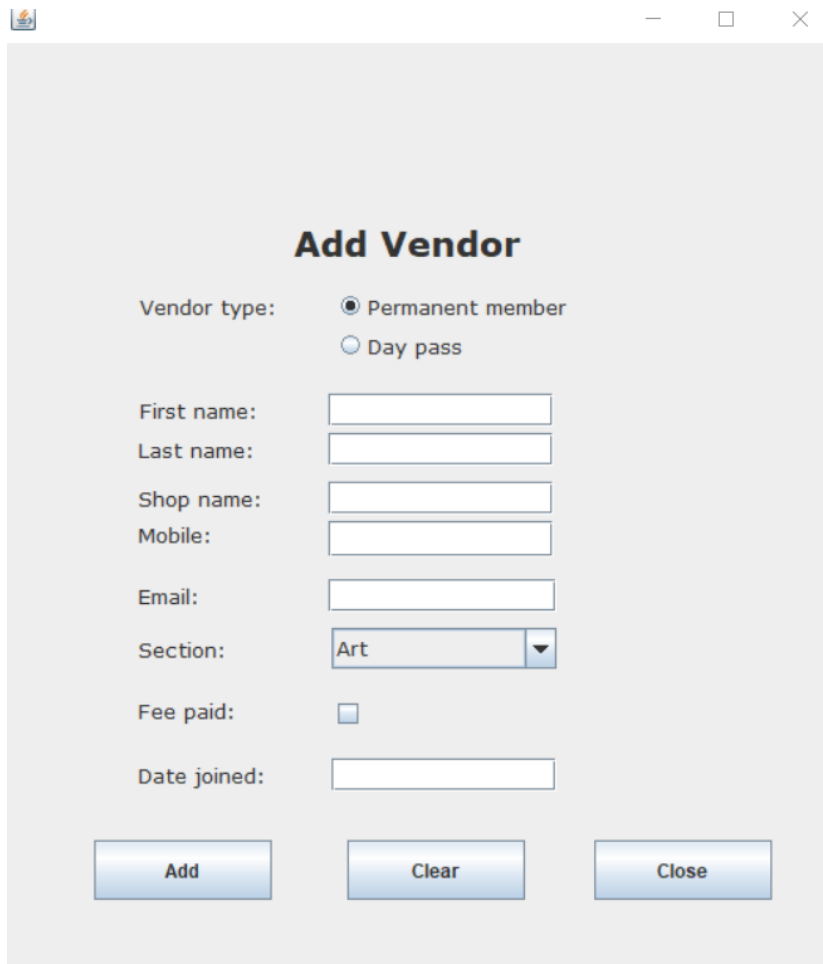
You can discard any changes and view a vendor's current information again by clicking the Reset button.

The Close button returns you to the View Vendors window.

Changes are not saved automatically upon closing.

Adding a Vendor

To add a vendor, open the Add Vendor window from the main menu. Fill out the vendor's details and click the Add button.



Add Vendor

Vendor type: ☒ Permanent member
☐ Day pass

First name:

Last name:

Shop name:

Mobile:

Email:

Section: ▼

Fee paid: ☐

Date joined:

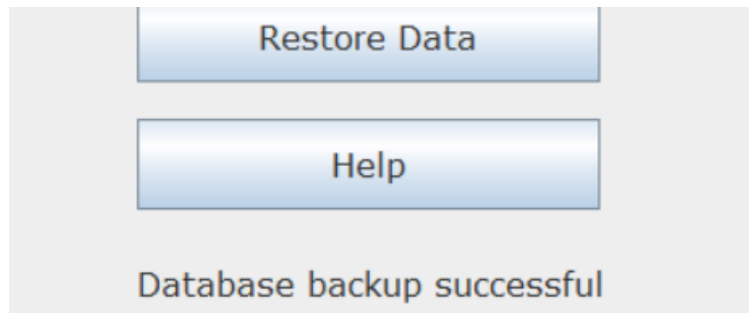
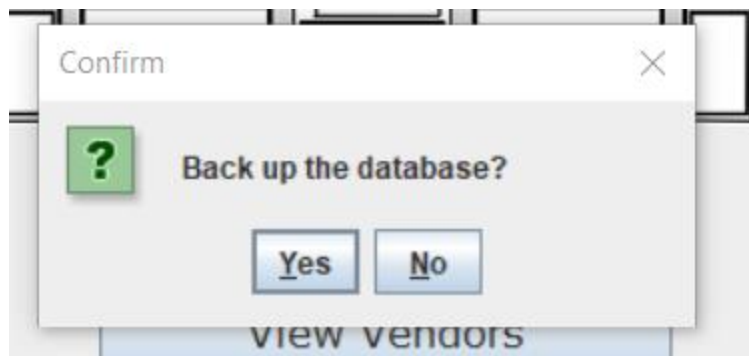
The Clear button will reset the form and empty all fields.

The Close button returns to the main menu.

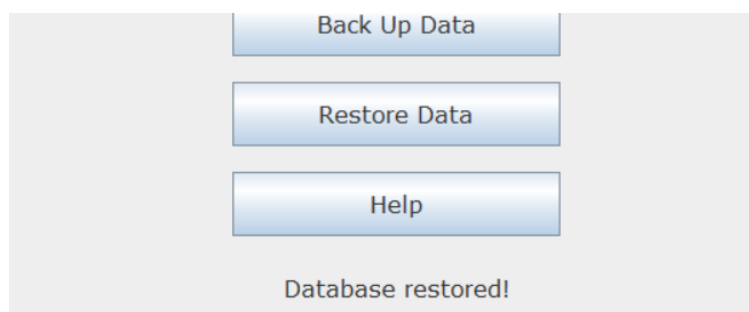
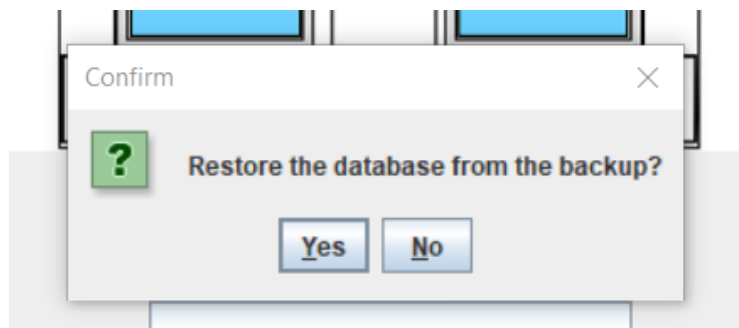
Back up and restore data

The Back up button creates a binary file back up of the vendor database. You can restore data from this backup by clicking on the Restore button.

Back up:



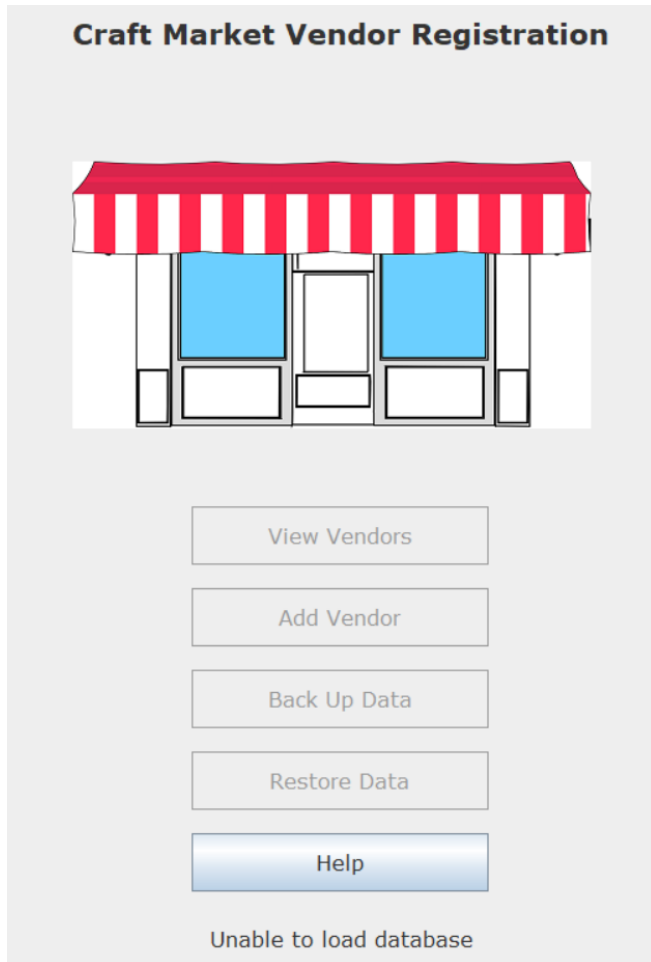
Restore:



Help

Click the Help button on the main menu to view this document.

Database failed to load



There is a problem with the Craft Market Vendor database. Contact your administrator for further troubleshooting.