

Easy Organizer Suite™ easyFabrics Organizer™ Module

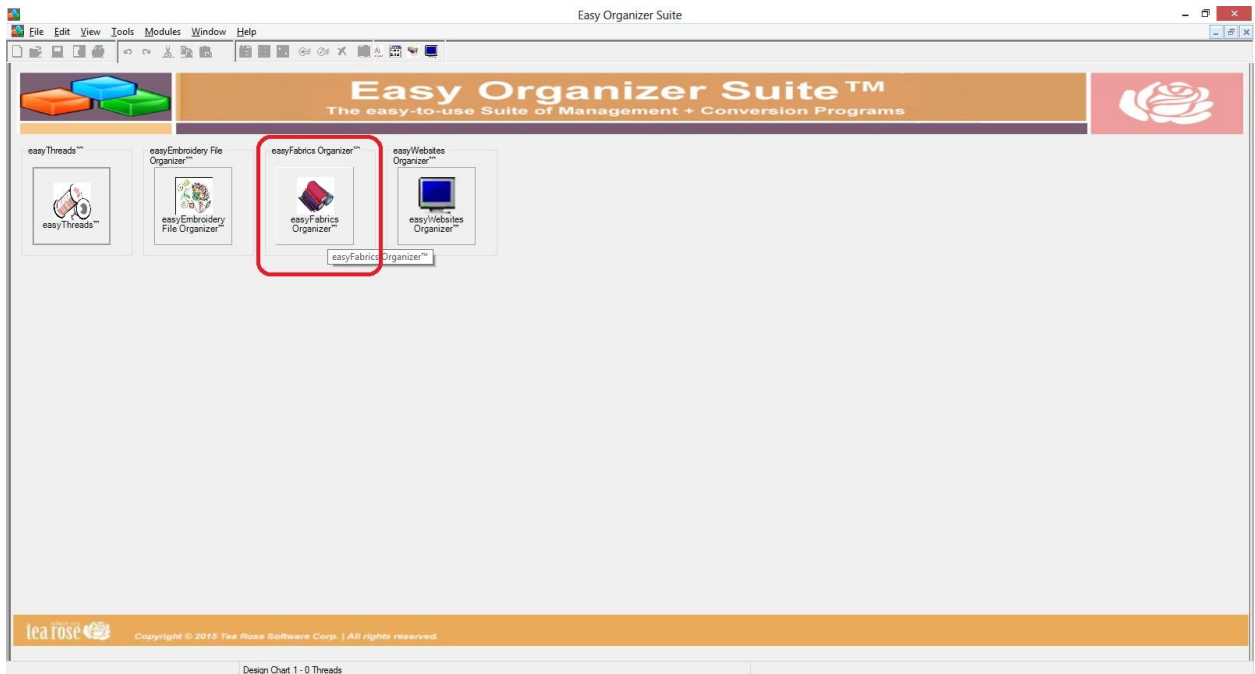
How to Work With the Lines System Table

Welcome to the **easyFabrics Organizer™** Lessons series. As you follow through each lesson, you will learn new and exciting aspects of the **easyFabrics Organizer™** Module and by the end of the series you will be an expert!

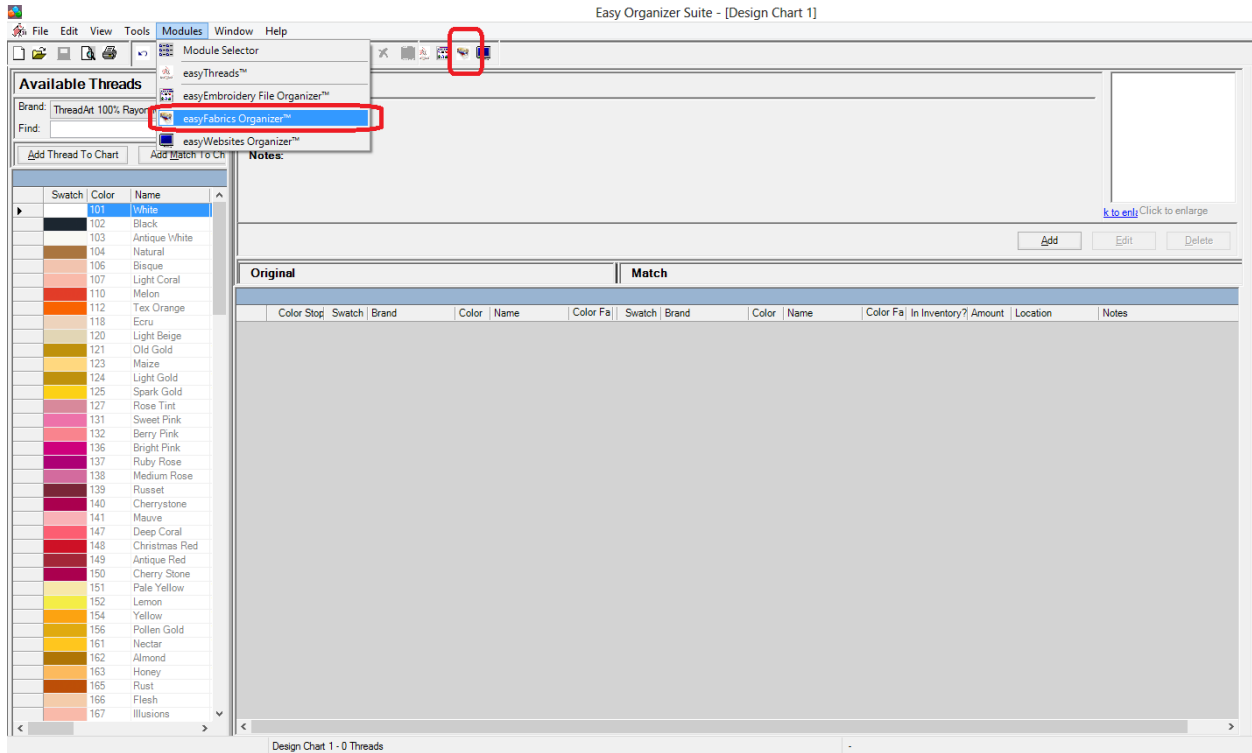
Manufacturers have Lines of fabrics. The Lines that are in the **easyFabrics Organizer™** database can have one or more fabrics. You can view all of the lines in the system. This feature is only available in the Pro Edition. You can add new lines, change the existing values of lines, or delete the lines.

Opening the Lines System Table

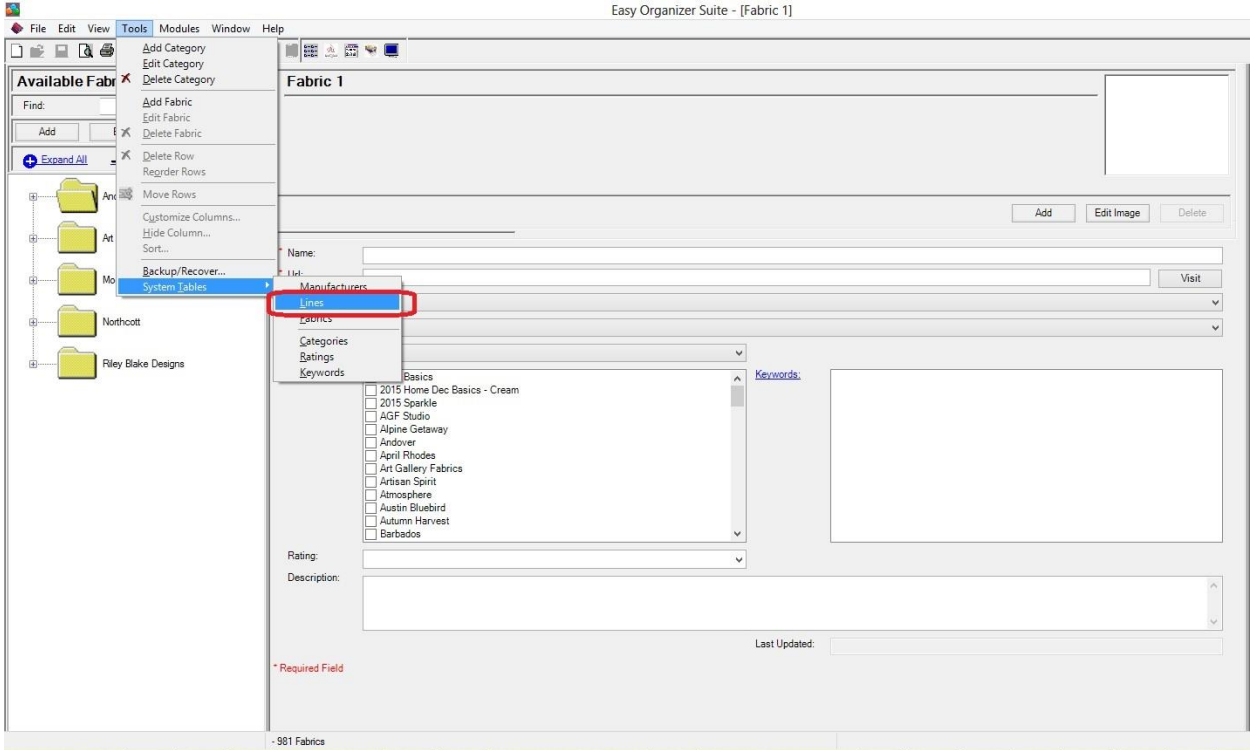
1. To begin, open **Easy Organizer Suite™** and select the **easyFabrics Organizer™** Module from the Module Selector.



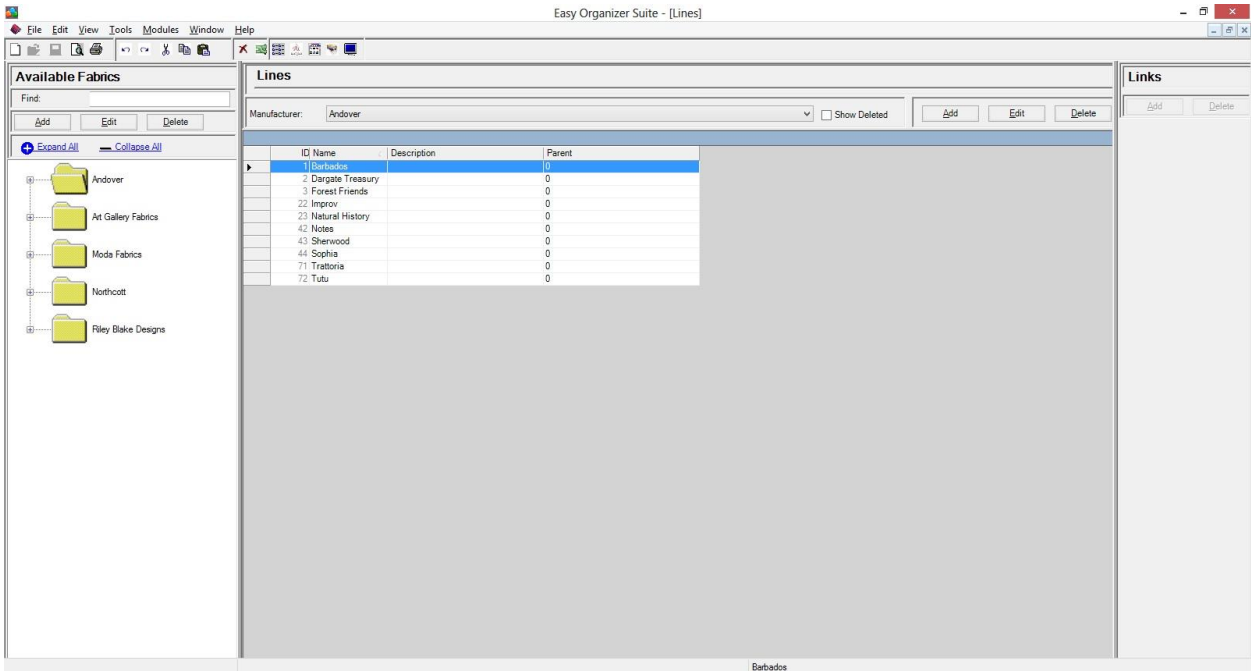
2. If you are in another module, select Modules → easyFabrics Organizer™ from the menu, or you can click on the **easyFabrics Organizer™** icon in the toolbar.



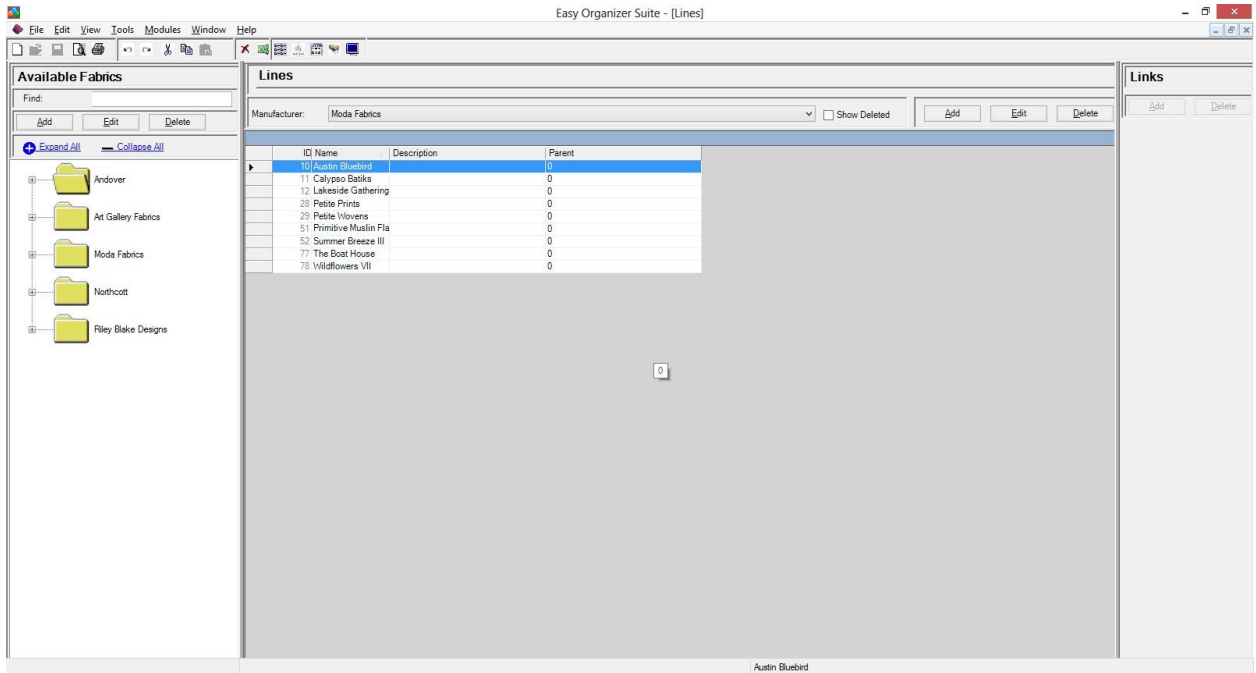
- To view the Lines System Table, in the Pro Edition only, select Tools → System Tables → Lines from the menu.



- The Lines System Table Chart will open.

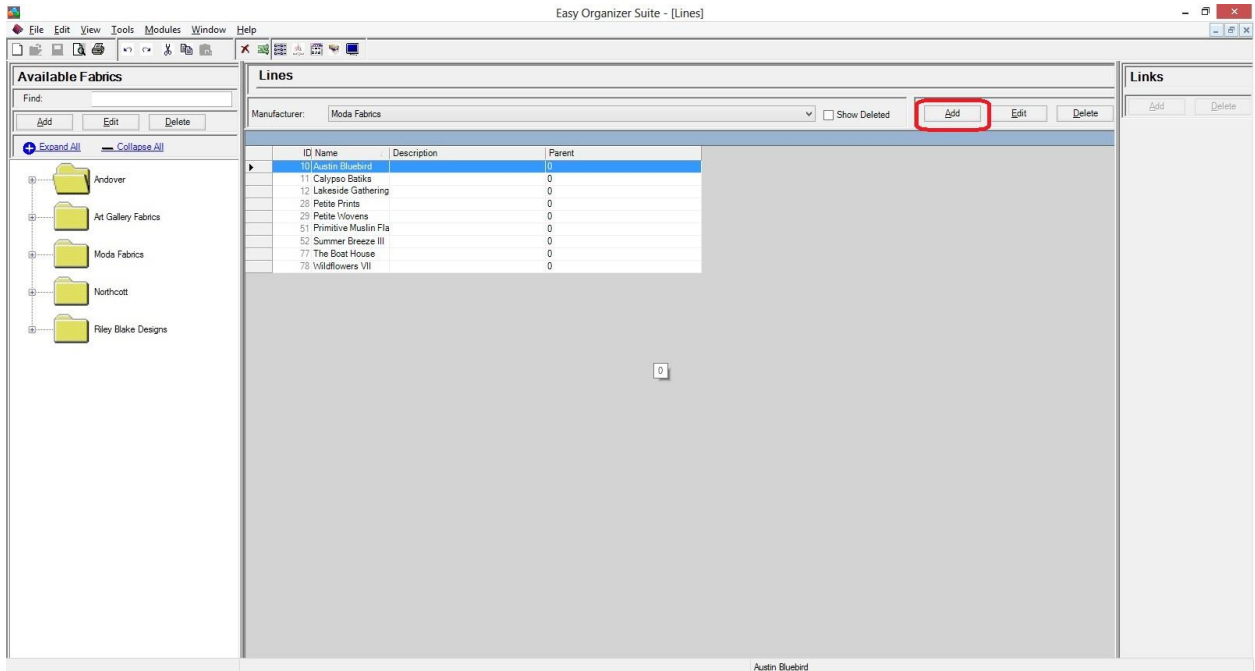


5. You can select which manufacturer you would like to view by selecting the manufacturer in the manufacturer dropdown. For this lesson, let's select Moda Fabrics. Now you will see all of the lines for the Moda Fabrics manufacturer.



Adding a New Line

6. To add a new line, click on the Add button.



7. The Add Line form will open. You can enter the information about the new line in this form.

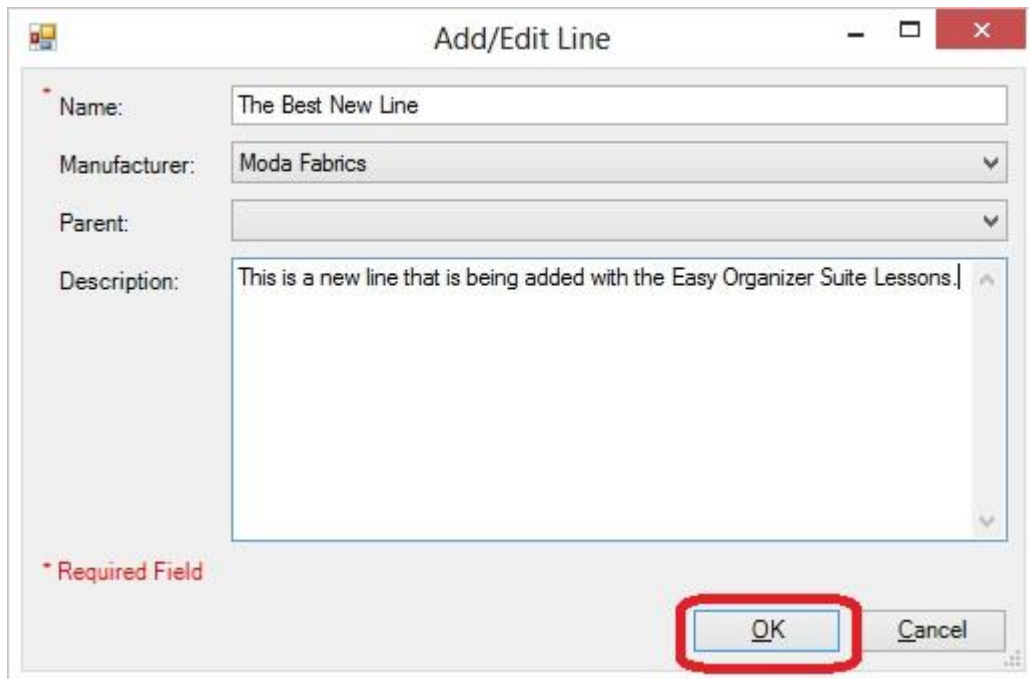
The screenshot shows a dialog box titled "Add/Edit Line". The dialog contains the following fields:

- Name:** A text input field with a red asterisk indicating it is a required field.
- Manufacturer:** A dropdown menu with "Moda Fabrics" selected.
- Parent:** A dropdown menu.
- Description:** A large text area for entering details.

At the bottom left of the dialog, there is a red asterisk and the text "* Required Field". At the bottom right, there are "OK" and "Cancel" buttons.

8. Enter the information about the new line and then click on the OK button. For this lesson, we'll enter this information:

Name: The Best New Line
Manufacturer: Moda Fabrics
Parent: *(leave this blank)*
Description: This is a new line that is being added with the Easy Organizer Suite Lessons.

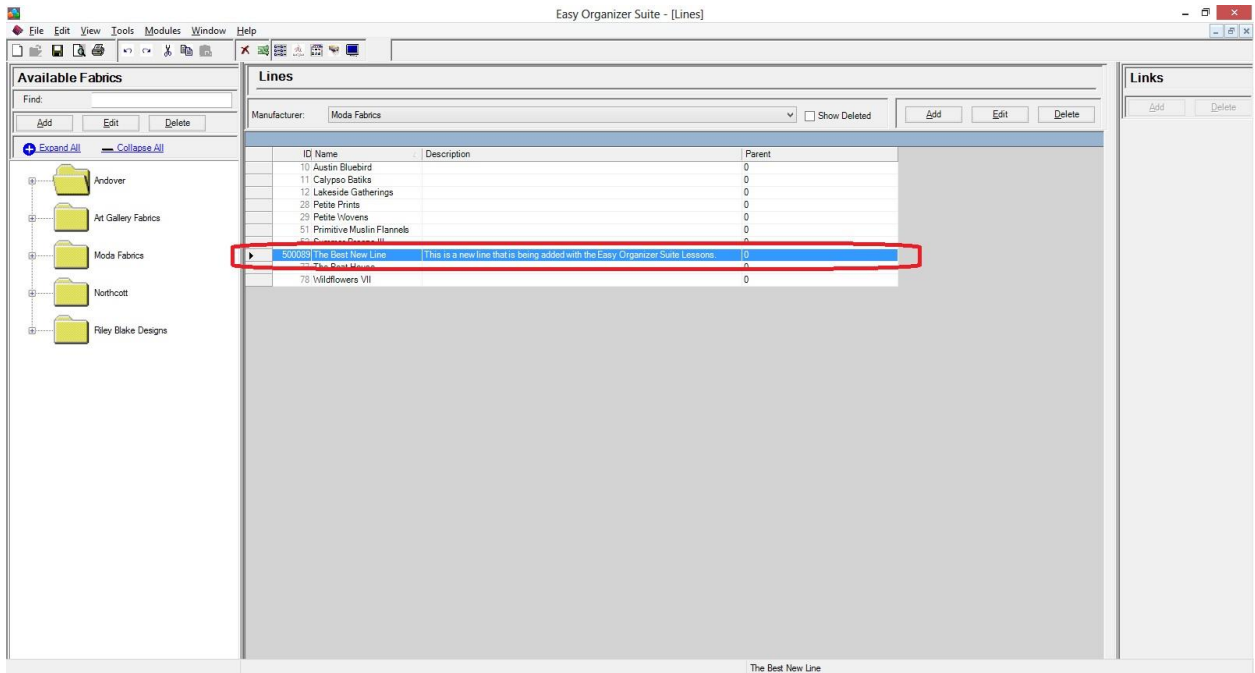


The screenshot shows a dialog box titled "Add/Edit Line". It has a standard Windows-style title bar with a close button. The dialog contains the following fields:

- Name:** A text box containing "The Best New Line".
- Manufacturer:** A dropdown menu with "Moda Fabrics" selected.
- Parent:** An empty dropdown menu.
- Description:** A text area containing "This is a new line that is being added with the Easy Organizer Suite Lessons.".

At the bottom left, there is a red asterisk and the text "* Required Field". At the bottom right, there are two buttons: "OK" and "Cancel". The "OK" button is highlighted with a red rectangular box.

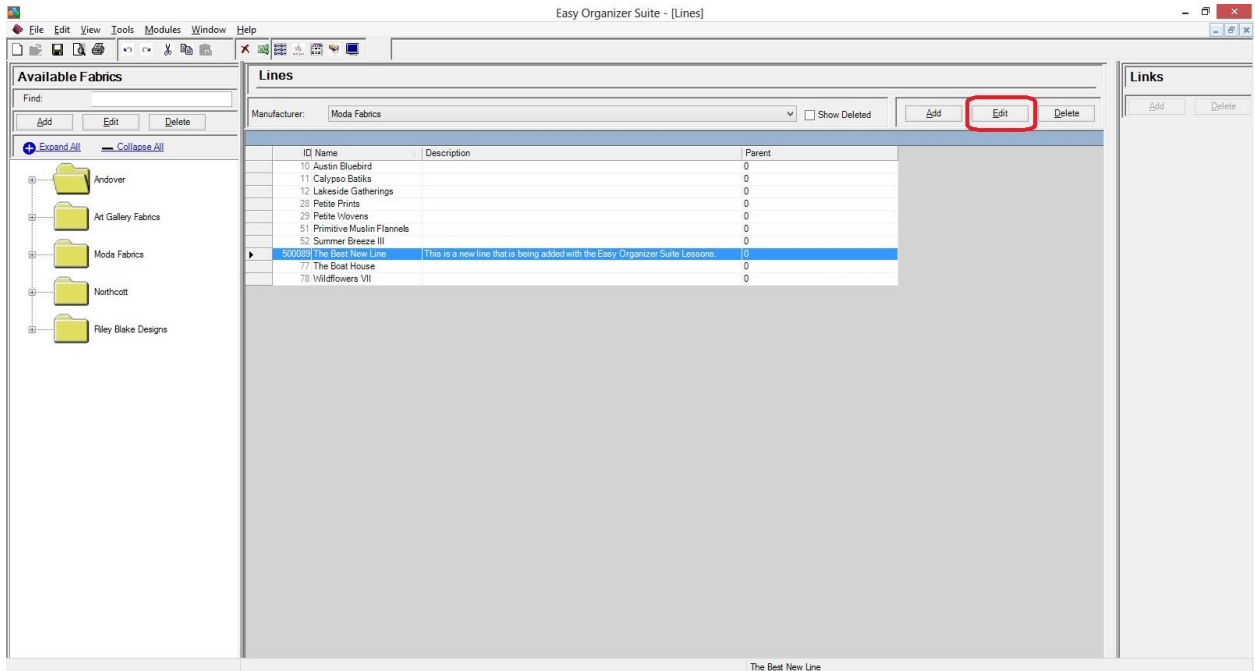
- Click on the OK button in the Add Line form to add the new line. You will now see your new line in the Lines System Table Chart.



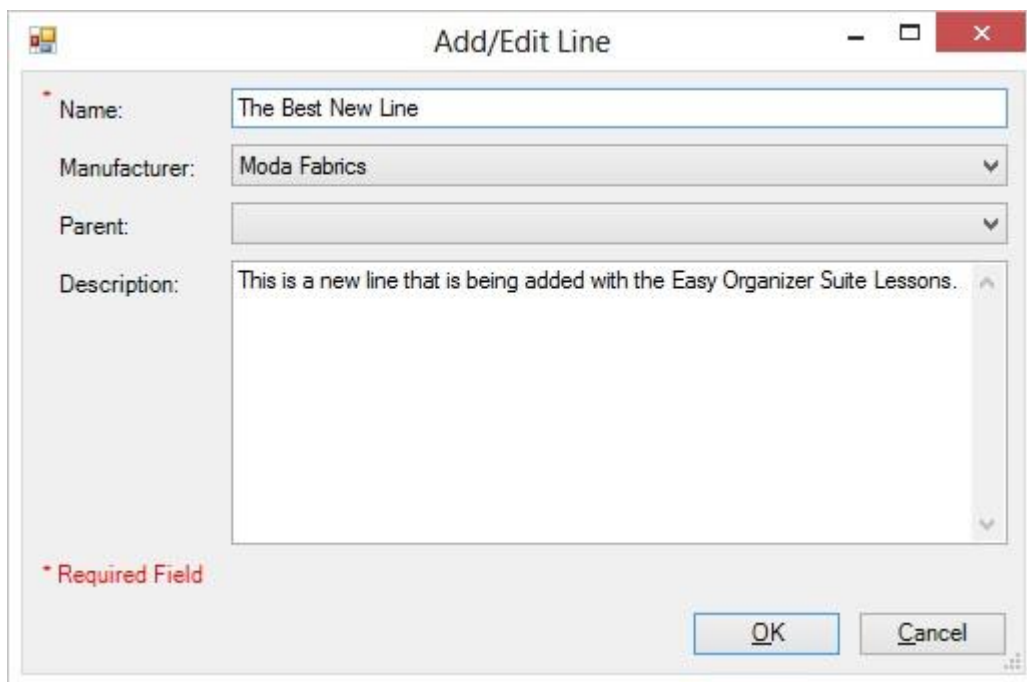
Click on the Save icon in the toolbar to save your changes.

Editing a Line

10. To edit a line, select the line you would like to edit and click on the Edit button.



11. The Edit line form will open with the information about the selected line.



The screenshot shows a dialog box titled "Add/Edit Line". It contains the following fields:

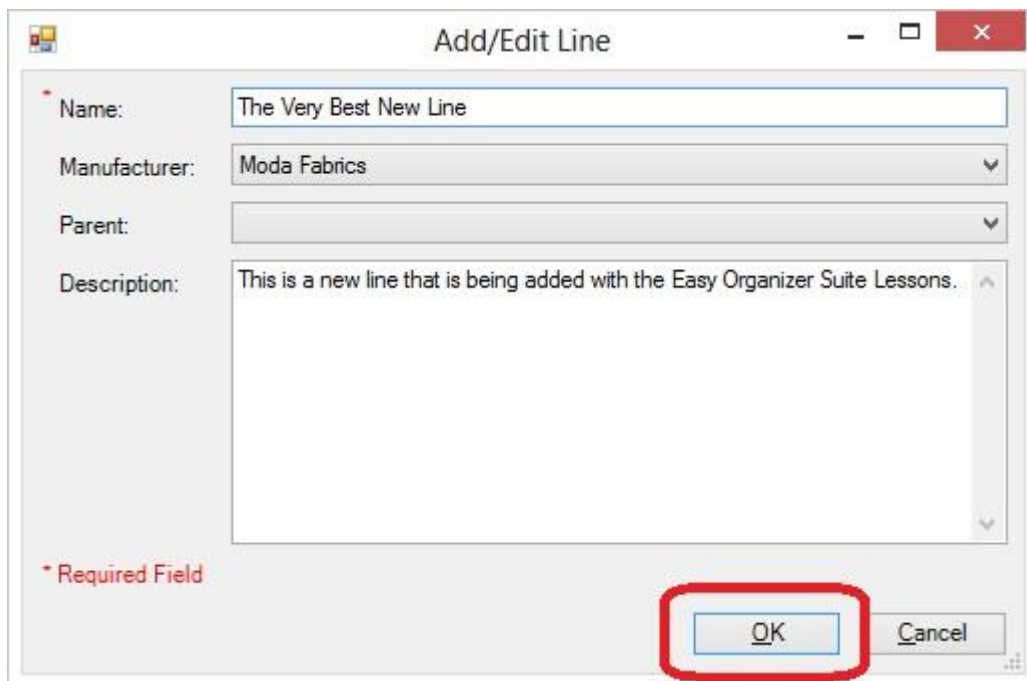
- Name:** A text input field containing "The Best New Line".
- Manufacturer:** A dropdown menu with "Moda Fabrics" selected.
- Parent:** A dropdown menu that is currently empty.
- Description:** A text area containing "This is a new line that is being added with the Easy Organizer Suite Lessons."

At the bottom left, there is a red asterisk and the text "* Required Field". At the bottom right, there are two buttons: "OK" and "Cancel". The "OK" button is highlighted with a blue border.

12. Change any of the information you'd like. Let's change the name.

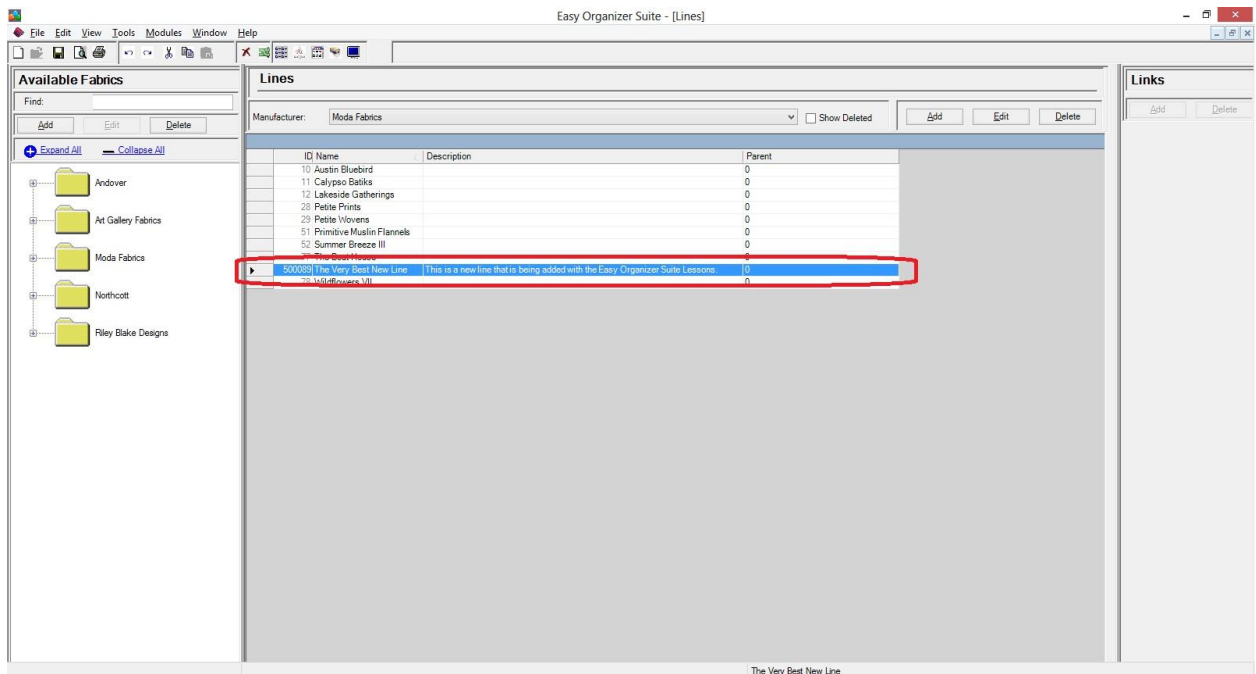
Name: The Very Best New Line

Click on the OK button to accept your changes.



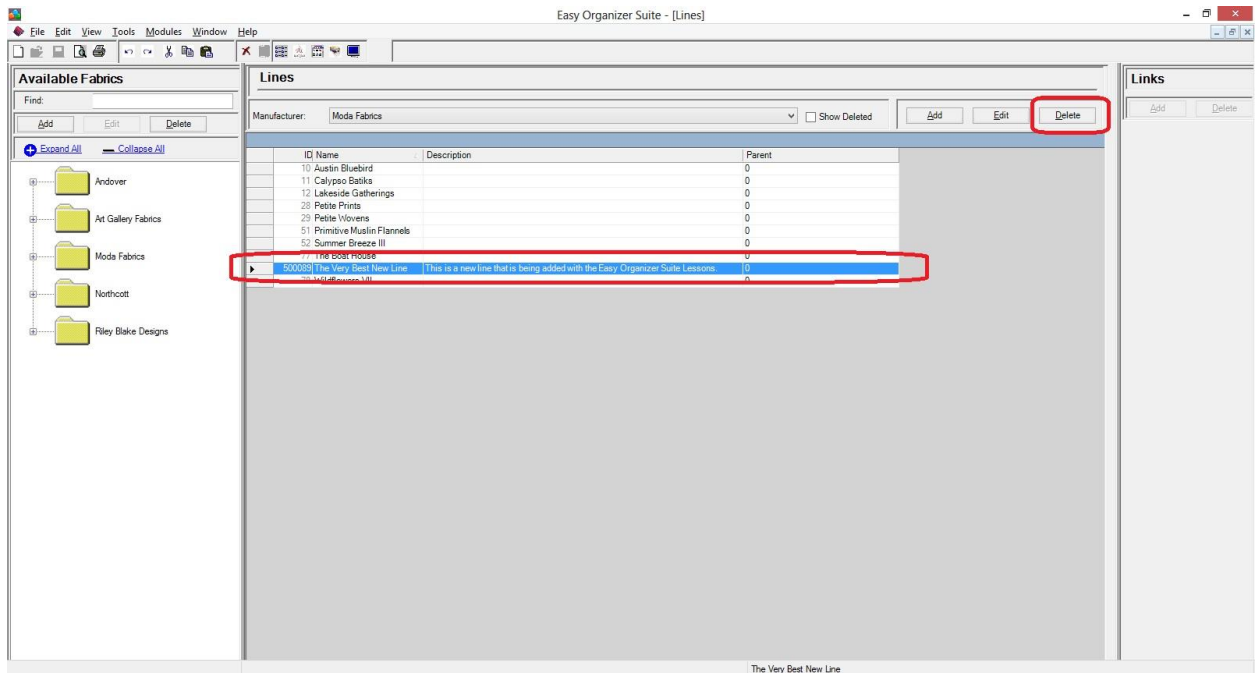
This screenshot is identical to the previous one, but the "Name" field now contains "The Very Best New Line". The "OK" button is now circled in red, indicating it should be clicked to save the changes.

13. You will now see the line with the changed information.

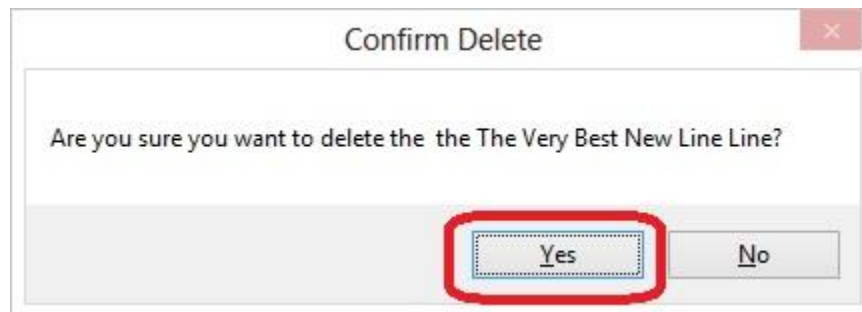


Deleting a Line

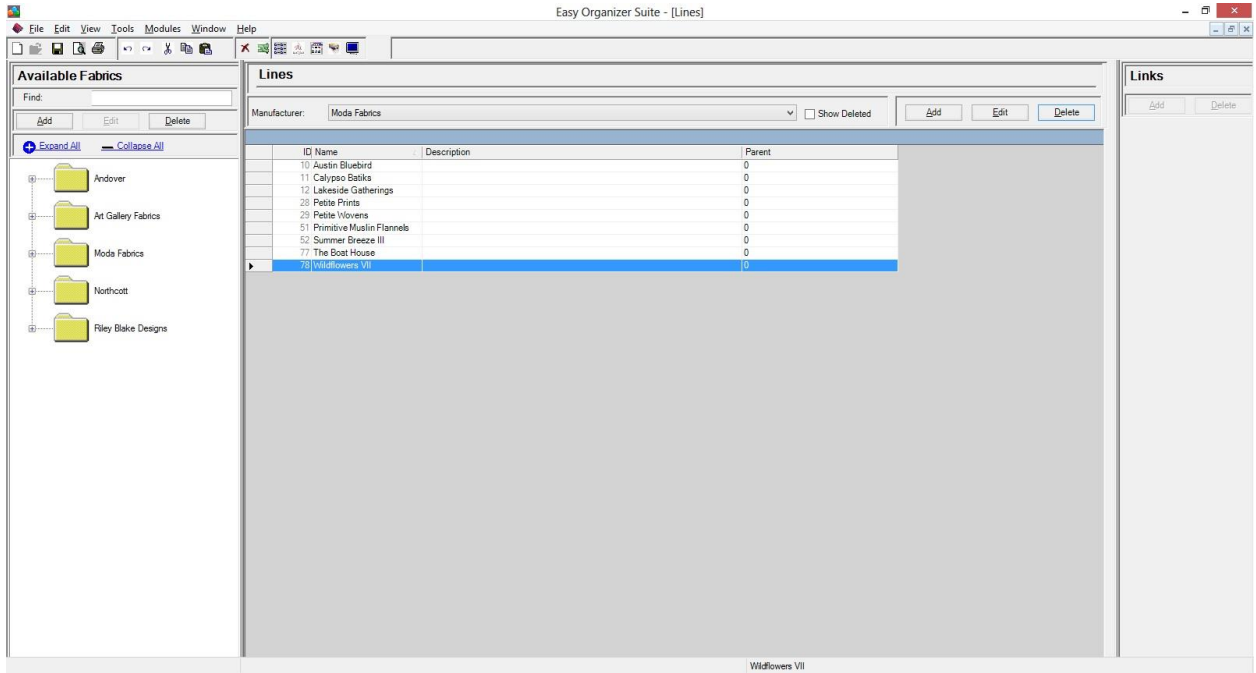
14. You can delete a line by selecting the line and then clicking on the Delete button. Let's delete our new line. Select The Very Best New Line row and click on the Delete button.



15. The system will ask if you are sure. Click on the Yes button to delete the line, or click on the No button to cancel the delete. For this lesson, click on the Yes button.



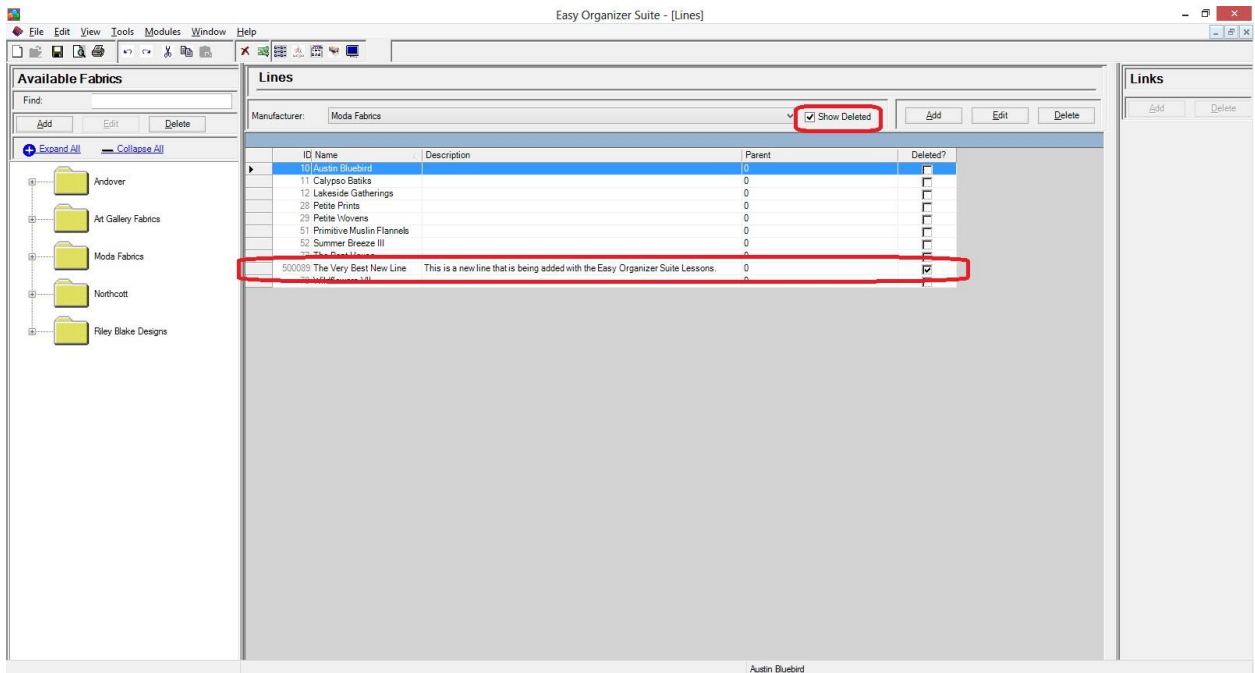
16. The line will no longer be visible in the Lines System Table.



Click on the Save icon in the toolbar to save your changes.

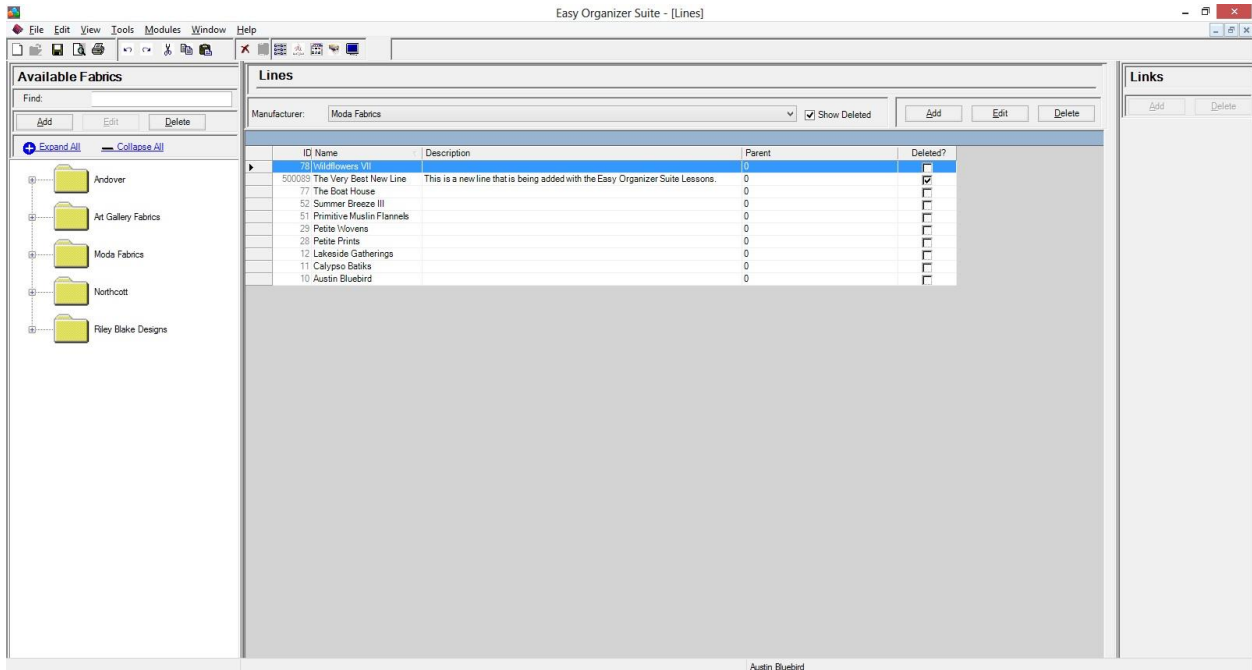
Filtering Lines

17. To filter the list of lines that are displayed, you can check the Show Deleted checkbox. This will show the deleted lines. You can now see the new line that we just deleted, with the Deleted checkbox checked.



Sorting Lines

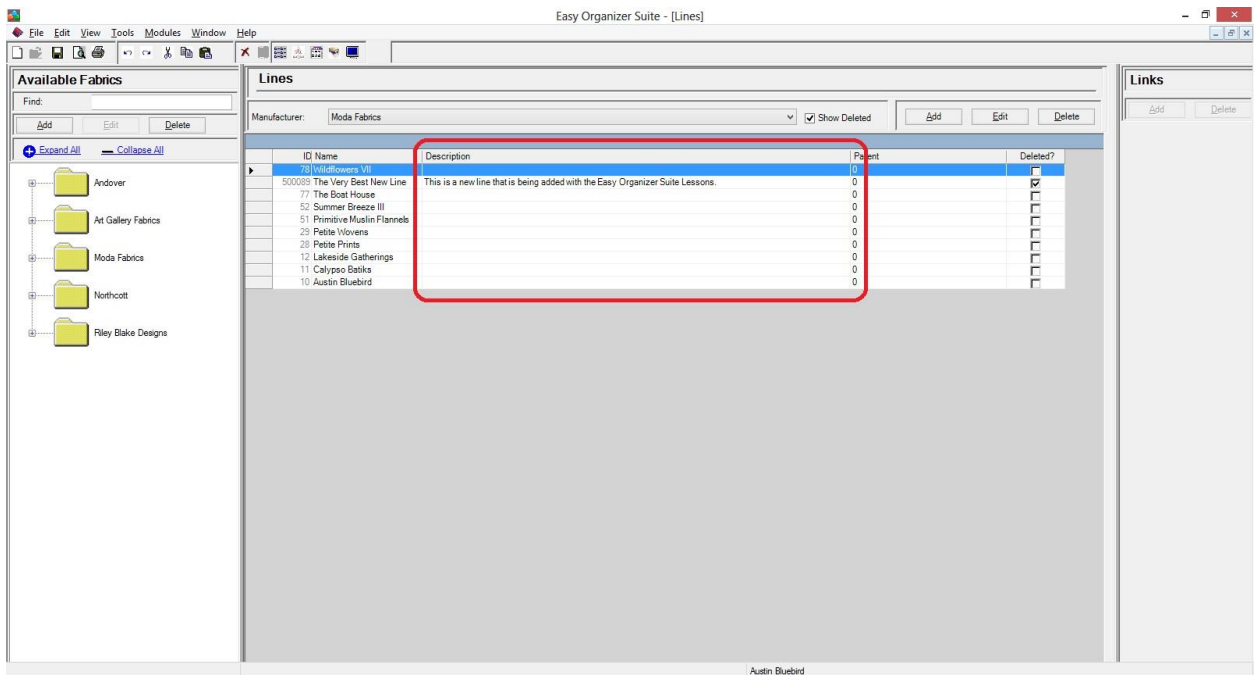
18. In any chart, including the Lines System Table Chart, you can sort the grid by clicking on the column heading. So, if you want to sort the grid by the Name column in ascending order, click on the Name column heading. If you click it again, the program will sort the grid in descending order.



Resizing Columns

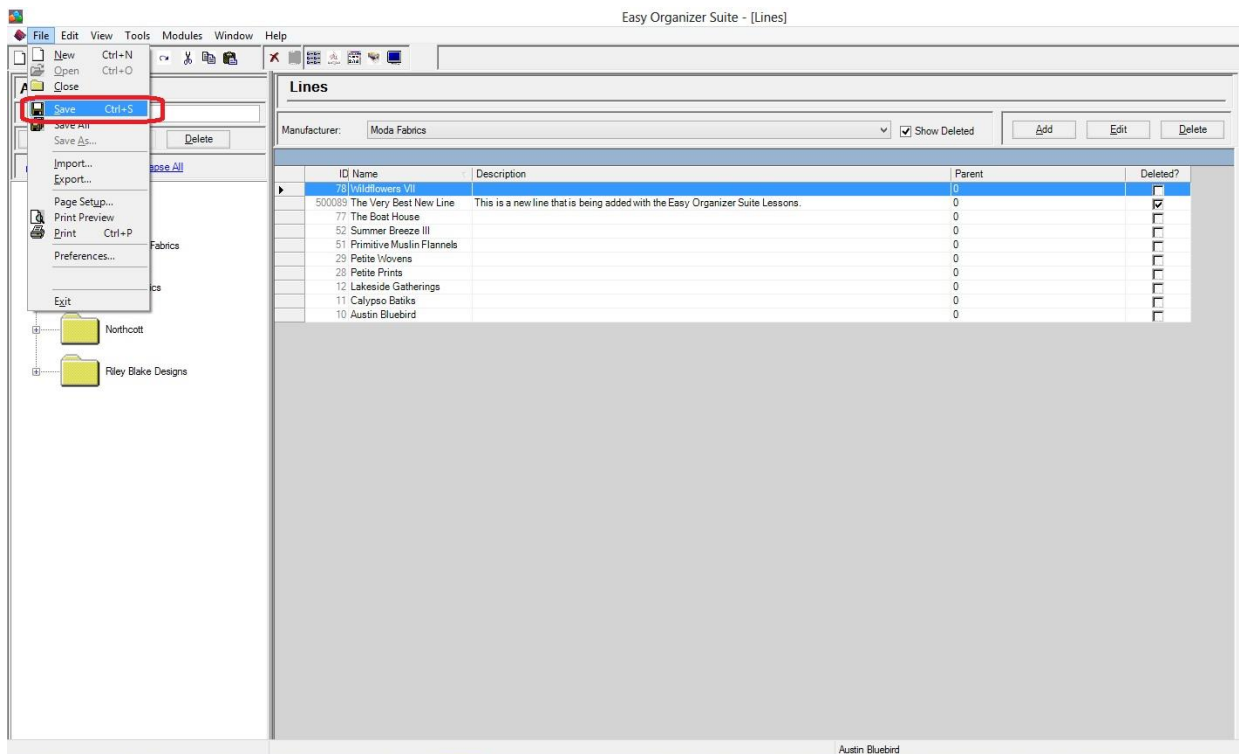
19. To resize the columns of a grid, hover the mouse over end of the column you would like to resize until the mouse becomes a resize cursor. Then click and drag the column either to the left to make the column smaller or to the right to make the column larger. When the column is the size you want, let go of the mouse button to accept the new size of the column.

When you save the changes, the program will remember the size you have made the columns.



Save

20. Be sure to save the Lines System Table Chart. Select File → Save or click on the Save icon in the toolbar.



Congratulations! You have finished the How to Work With the Lines System Table.