

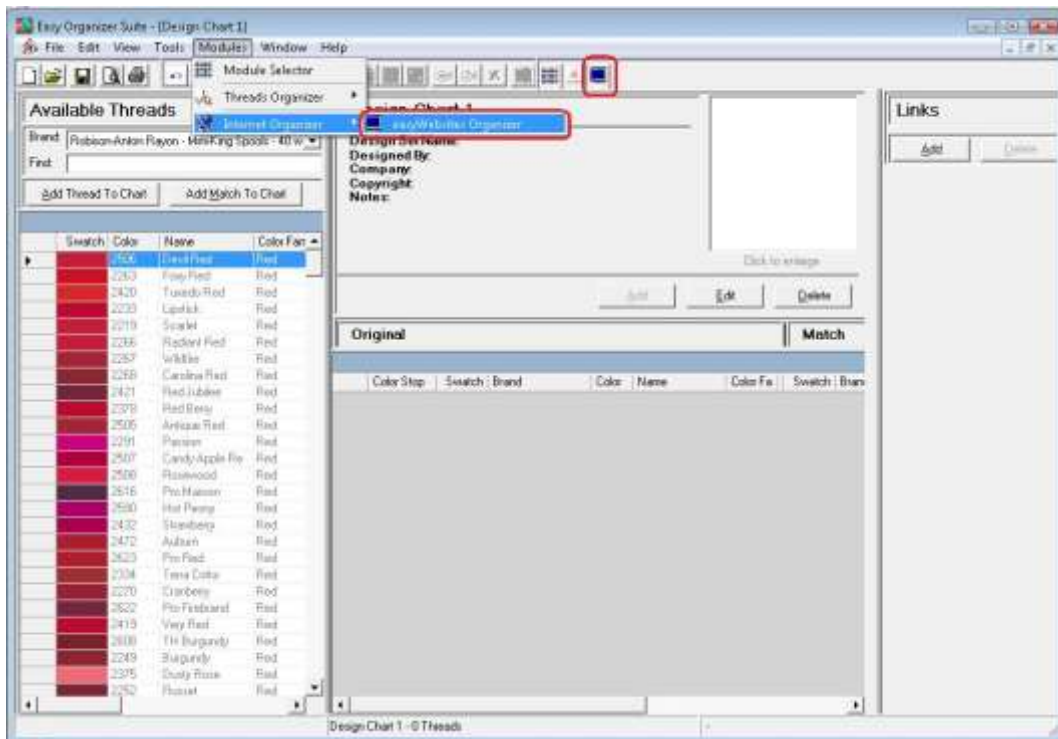
**Easy Organizer Suite™**  
**Embroidery File Organizer™ Module Pack**  
**easyEmbroidery File Organizer™ Module**

## How to Work with System Tables – Ratings

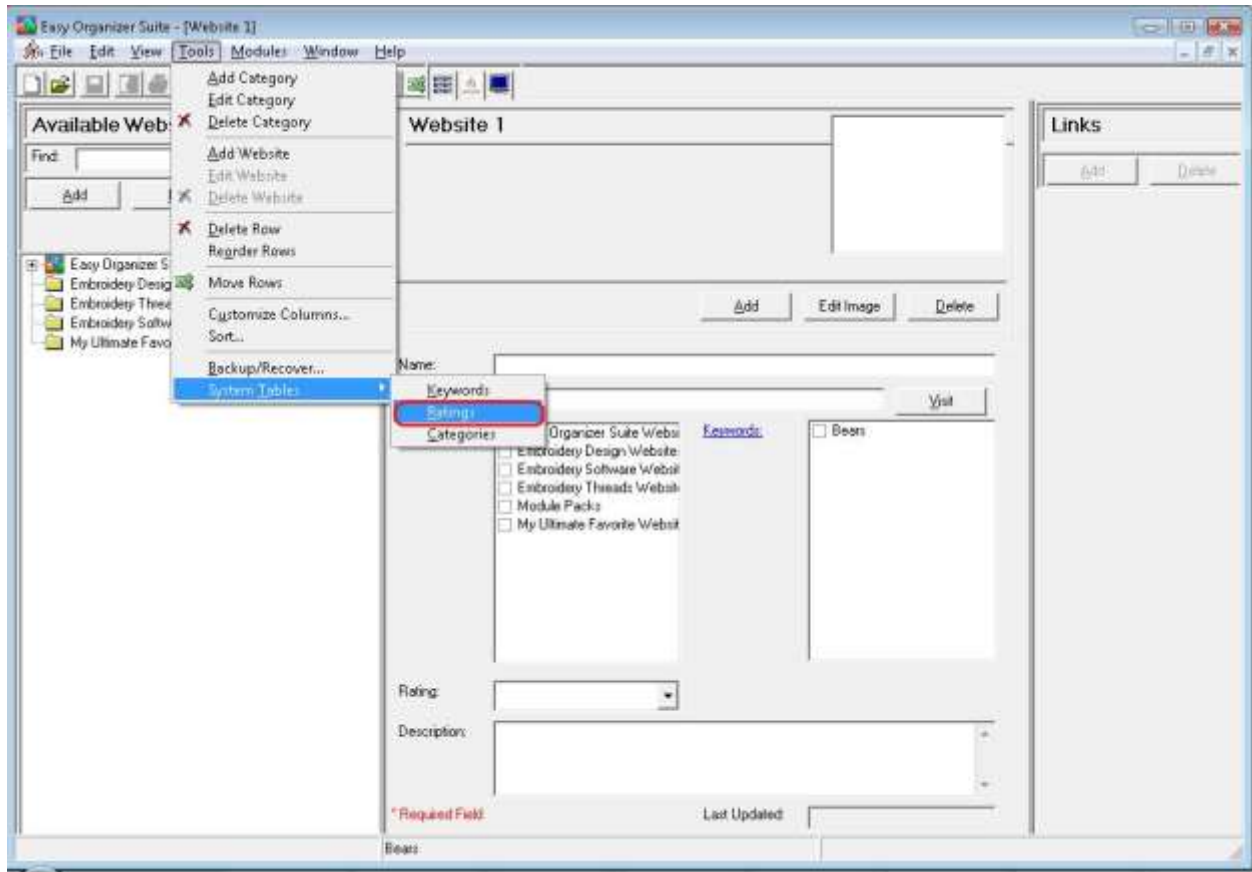
Welcome to the **easyEmbroidery File Organizer™** Lessons series. As you follow through each lesson, you will learn new and exciting aspects of the **easyEmbroidery File Organizer™** Module and by the end of the series you will be an expert! Each lesson will build on the last, so be sure to go through the series in order. Our seventh lesson will show you how to work with System Tables - Ratings. The Ratings System Table is only available in the Pro Edition of the **easyEmbroidery File Organizer™** Module.

### *Adding a new Rating*

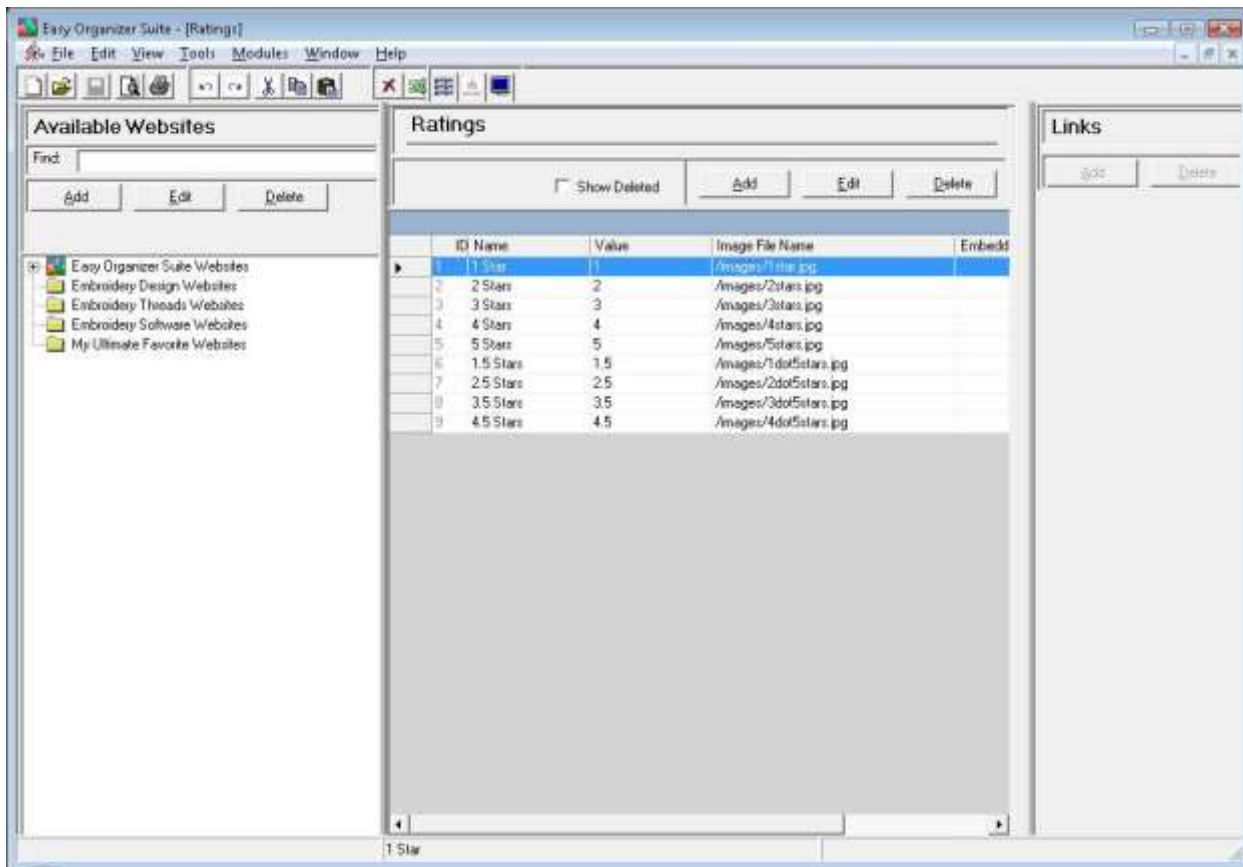
1. To begin, open **Easy Organizer Suite™** and select the **easyEmbroidery File Organizer™** Module. If you are not already in the **easyEmbroidery File Organizer™** Module, then select Modules → Embroidery File Organizer → **easyEmbroidery File Organizer™** from the menu, or you can click on the **easyEmbroidery File Organizer™** icon in the toolbar.



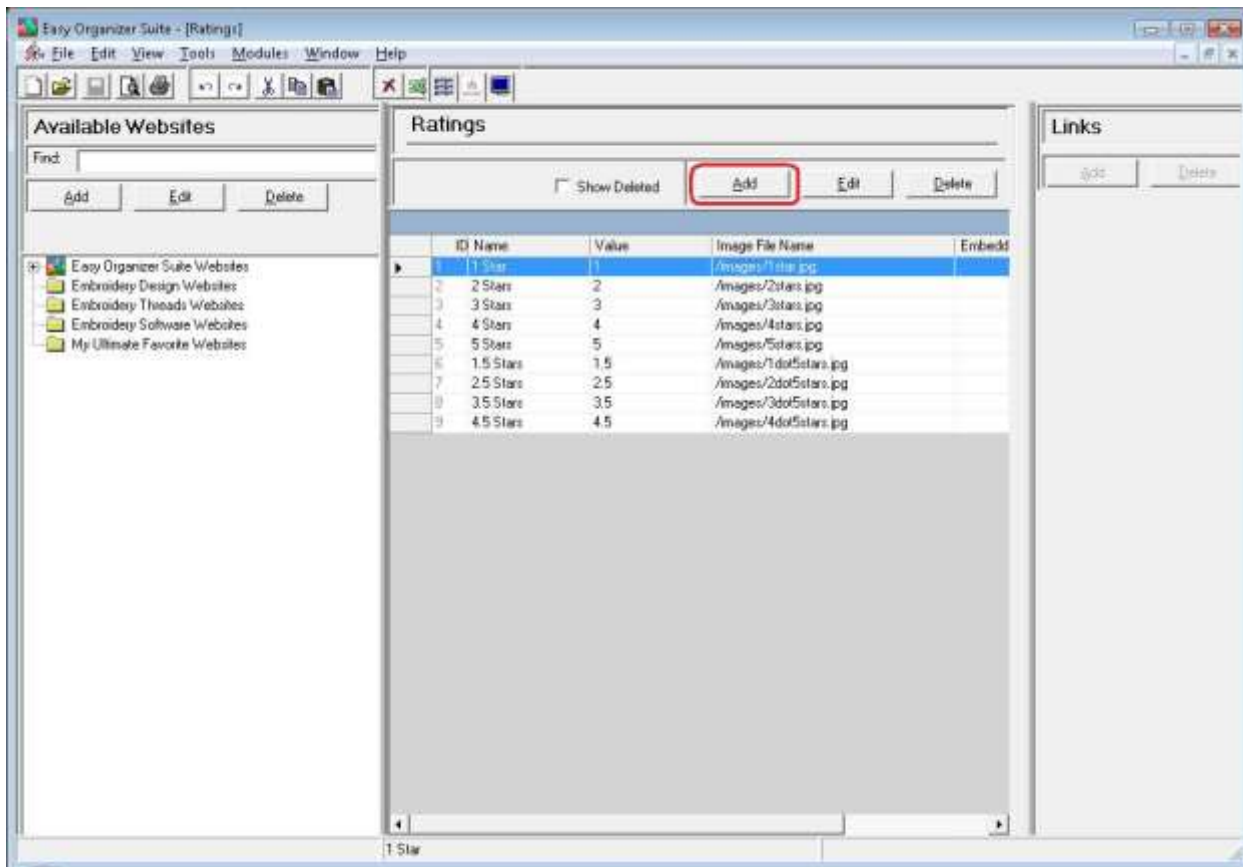
2. To see the Ratings System Table, select Tools → System Tables → Ratings from the menu.



3. The Ratings System Table will open.



4. To add a new Rating, click on the Add button.



5. The Add/Edit Rating form will open.



6. You can enter a new Rating.

For this lesson, let's enter this information:

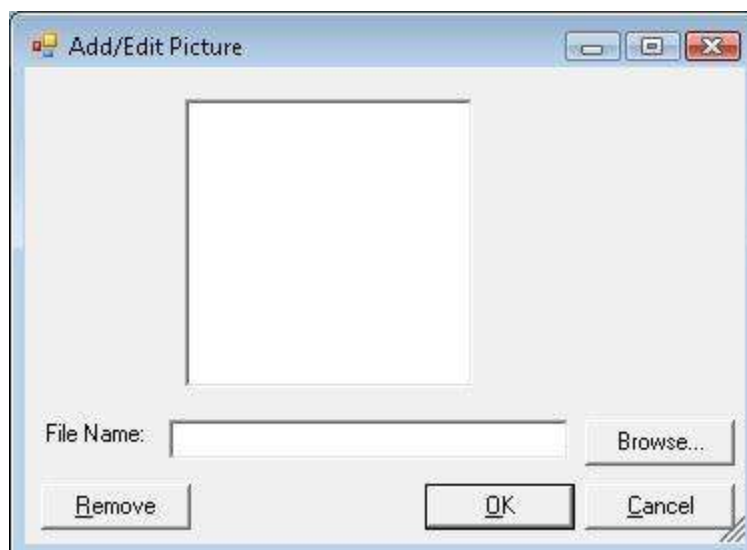
Name: 1 Apple

Value: 1



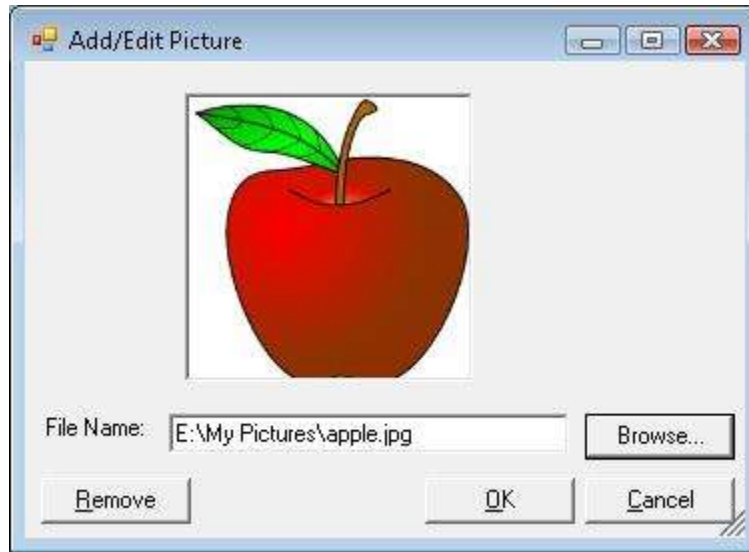
The screenshot shows a dialog box titled "Add/Edit Rating". It contains three input fields: "\* Name:" with the text "1 Apple", "Value:" with the number "1", and "Last Updated:" with the date and time "1/28/2011 5:36 PM". At the bottom left, there is a red asterisk and the text "\* Required Field". At the bottom right, there are three buttons: "Picture...", "OK", and "Cancel".

7. Now let's add a picture. Click on the Picture... button to open the Add/Edit Picture form.



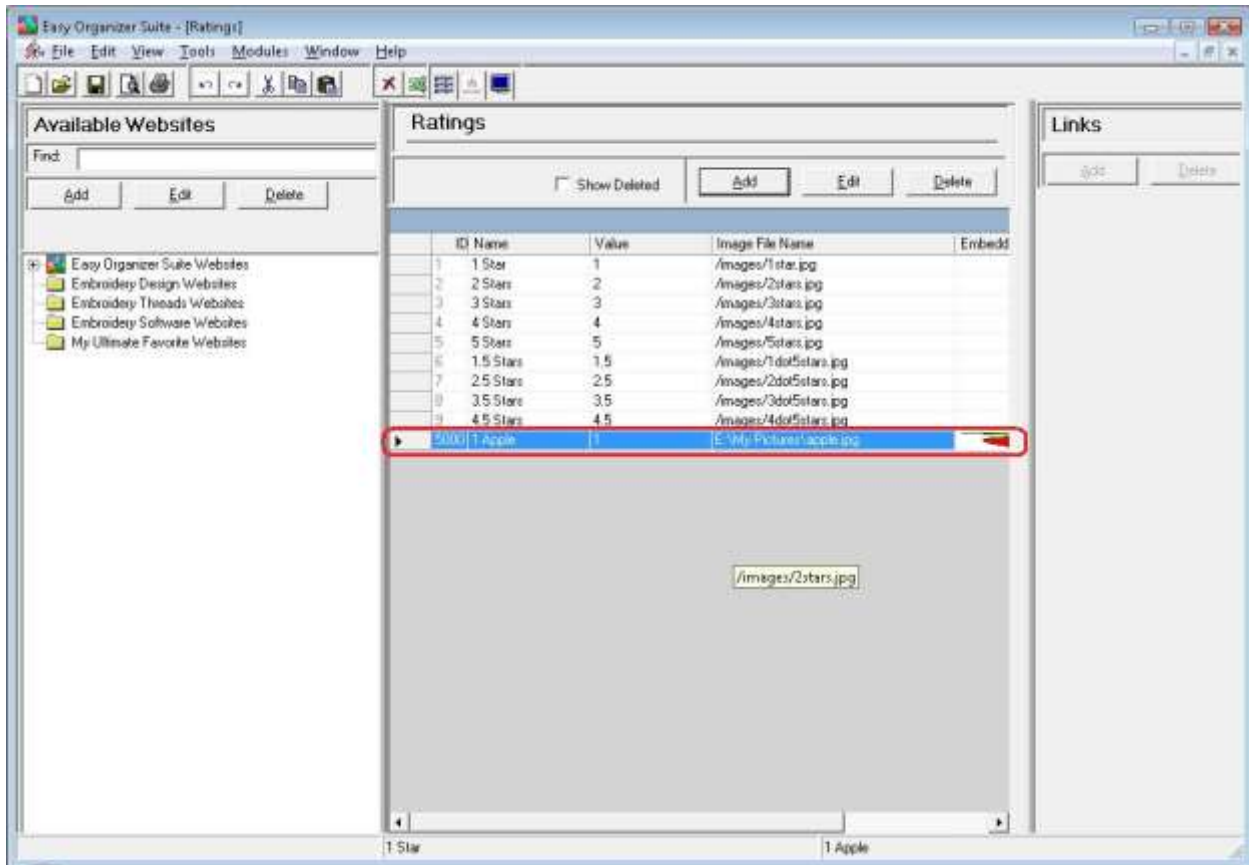
The screenshot shows a dialog box titled "Add/Edit Picture". It features a large empty rectangular area for a picture. Below this area is a "File Name:" label followed by an empty text box and a "Browse..." button. At the bottom of the dialog, there are three buttons: "Remove", "OK", and "Cancel".

For this lesson, click on the Browse button and find a picture on your file system.

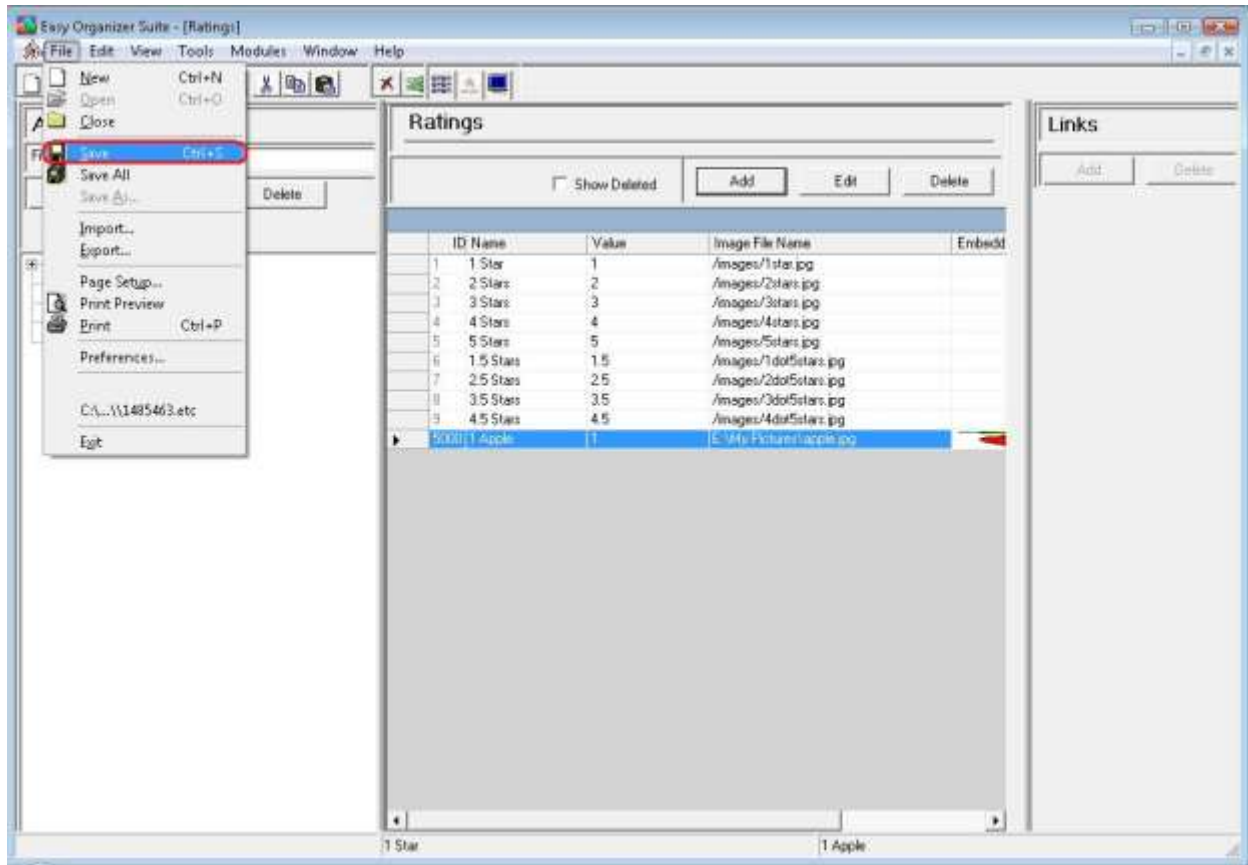


Click on the OK button to add the picture to your new Rating.

8. Now click on the OK button to put the new rating in the Ratings table.



- To save your changes, you can click on the Save icon in the toolbar, or select File → Save from the menu.



Congratulations! You have just added a new Rating!



## Editing a Rating

Editing a rating is really quite easy.

1. To open a Rating to edit, select the row in the Ratings grid that you would like to edit and click on the Edit button.



2. This will open the Add/Edit Rating form.



3. Change the Name in the Add/Edit Rating form.

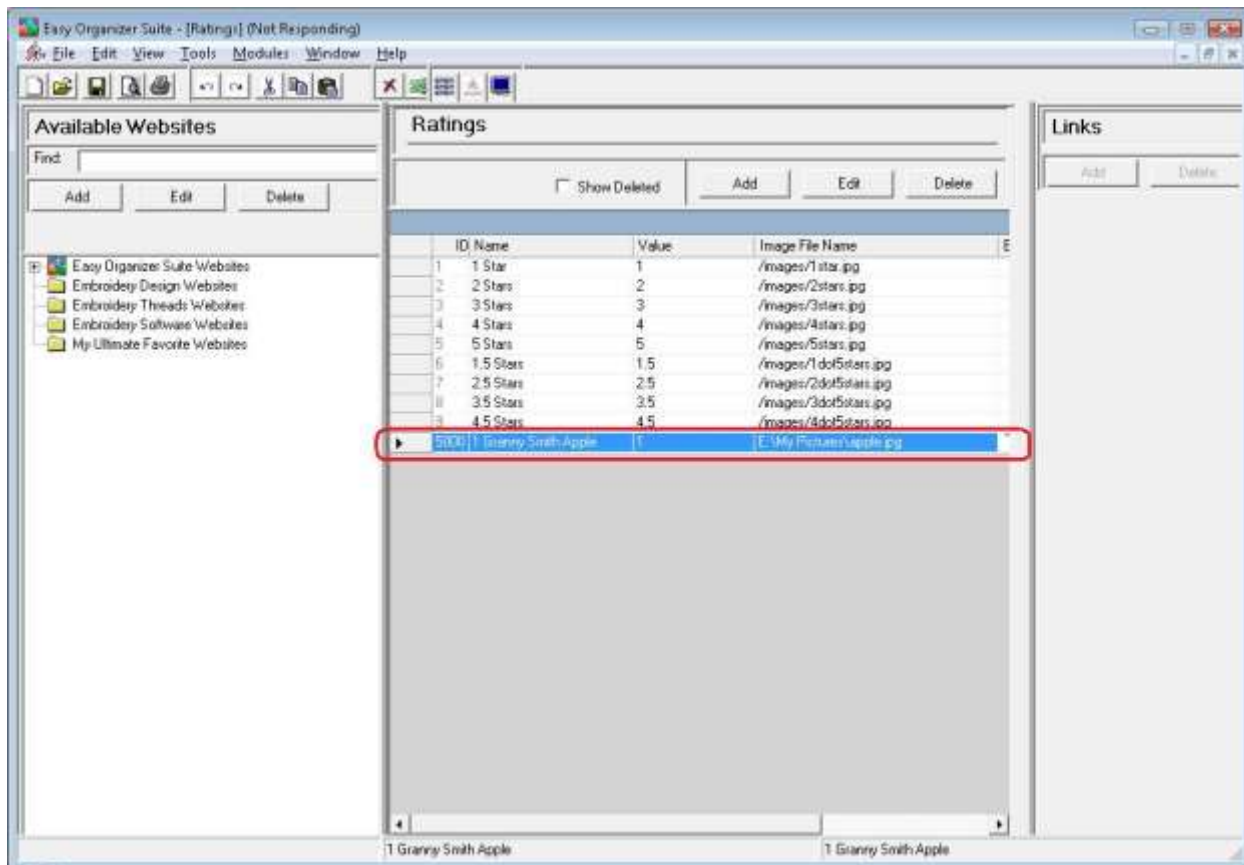
For this lesson, let's change the name to 1 Granny Smith Apple:

Name:        1 Granny Smith Apple

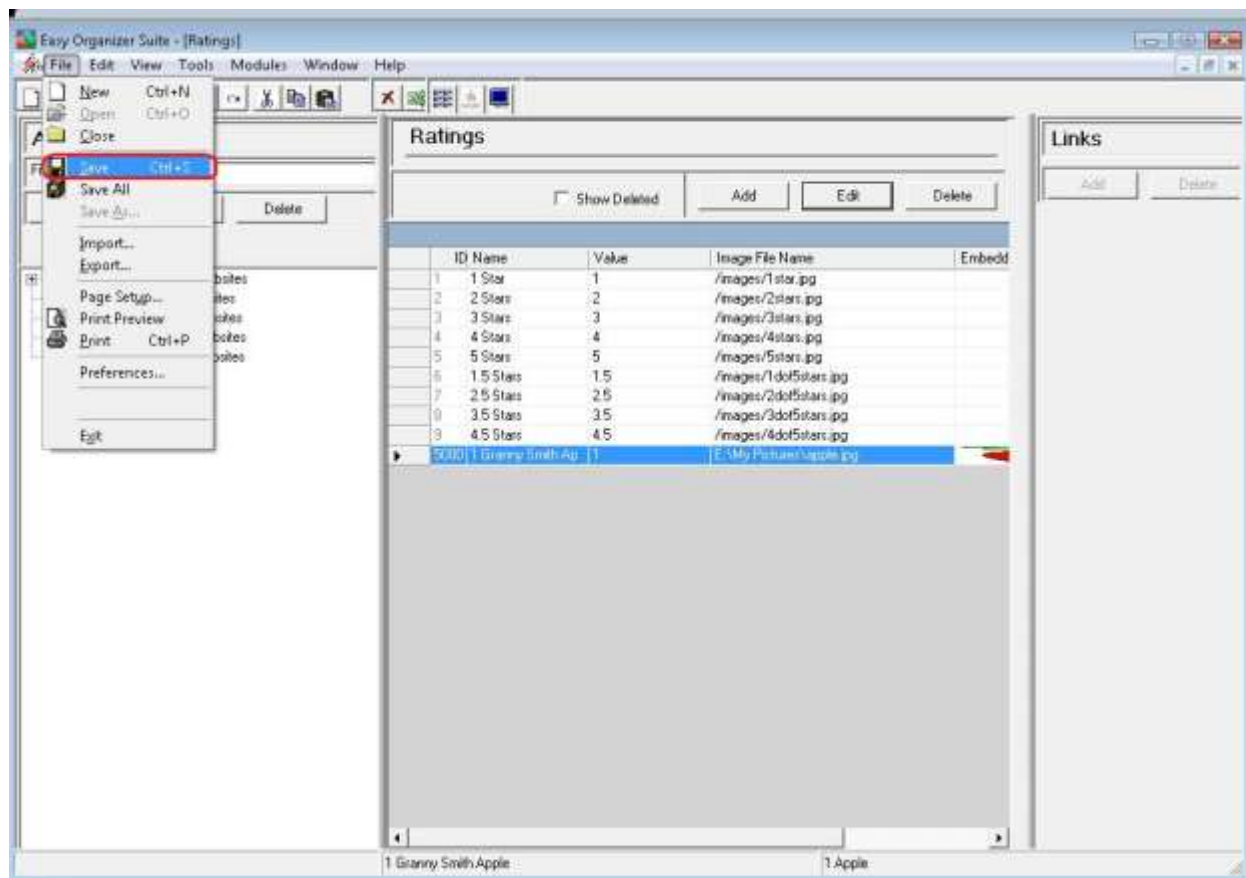
Now click OK to save your changes.



4. You will notice that any changes made to the name of the Rating can be seen in the Ratings System Table



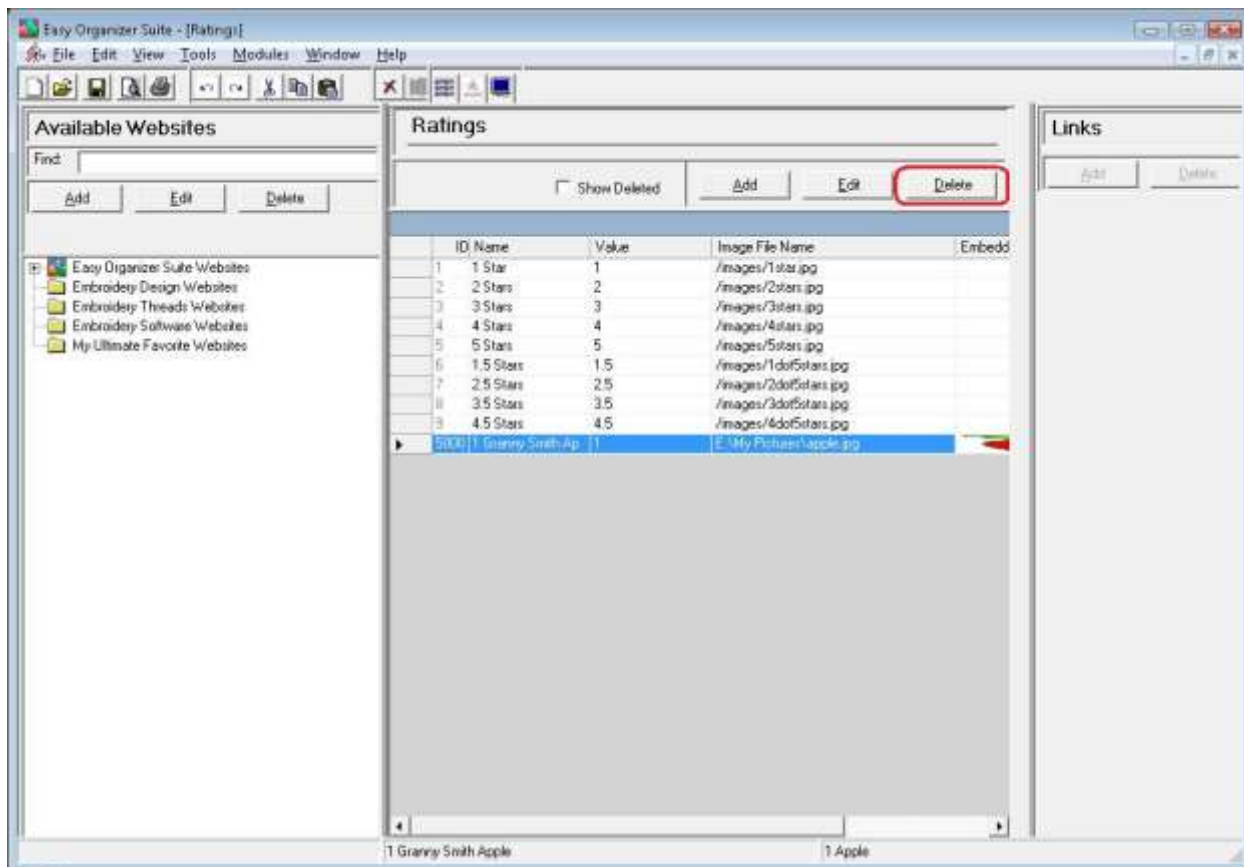
5. To save your changes, you can click on the Save icon in the toolbar, or select File → Save from the menu.



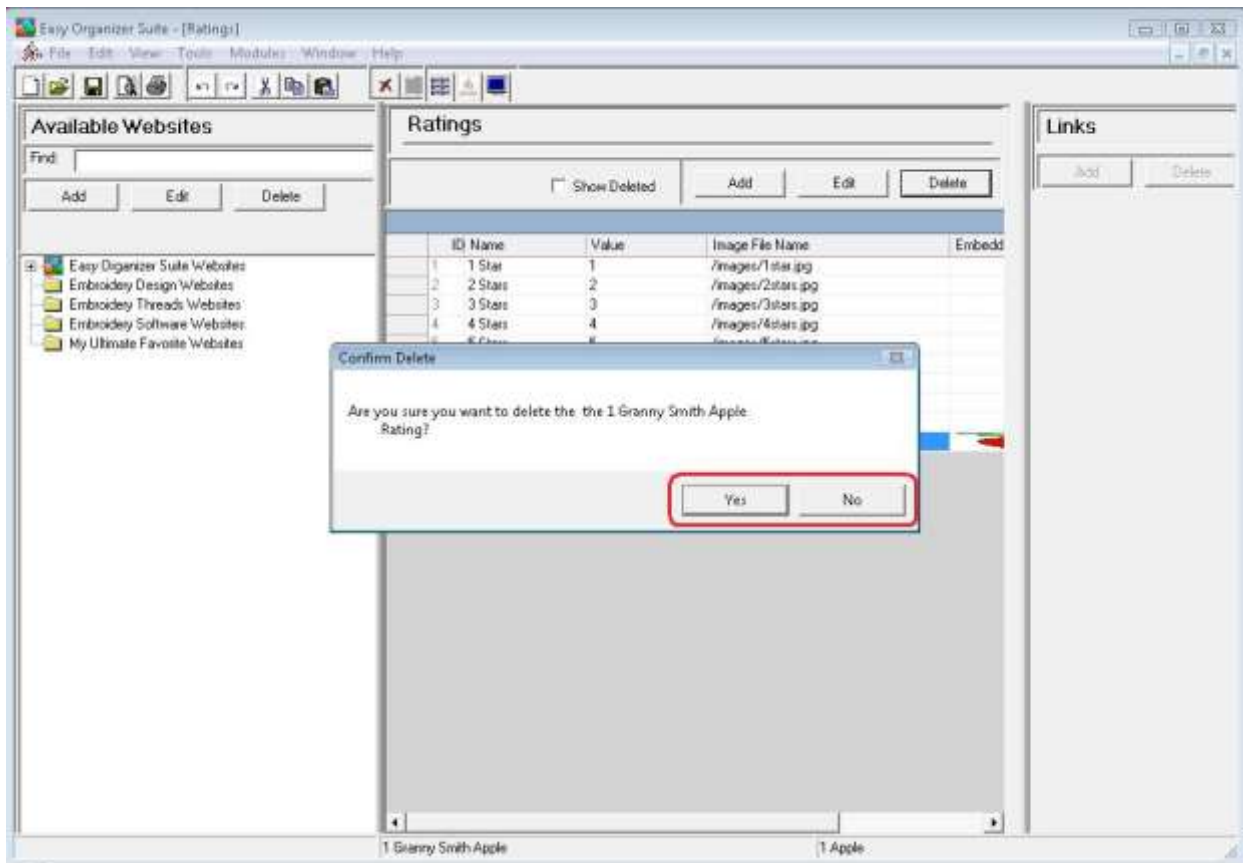
Congratulations! You have just edited a rating!

## Deleting a Rating

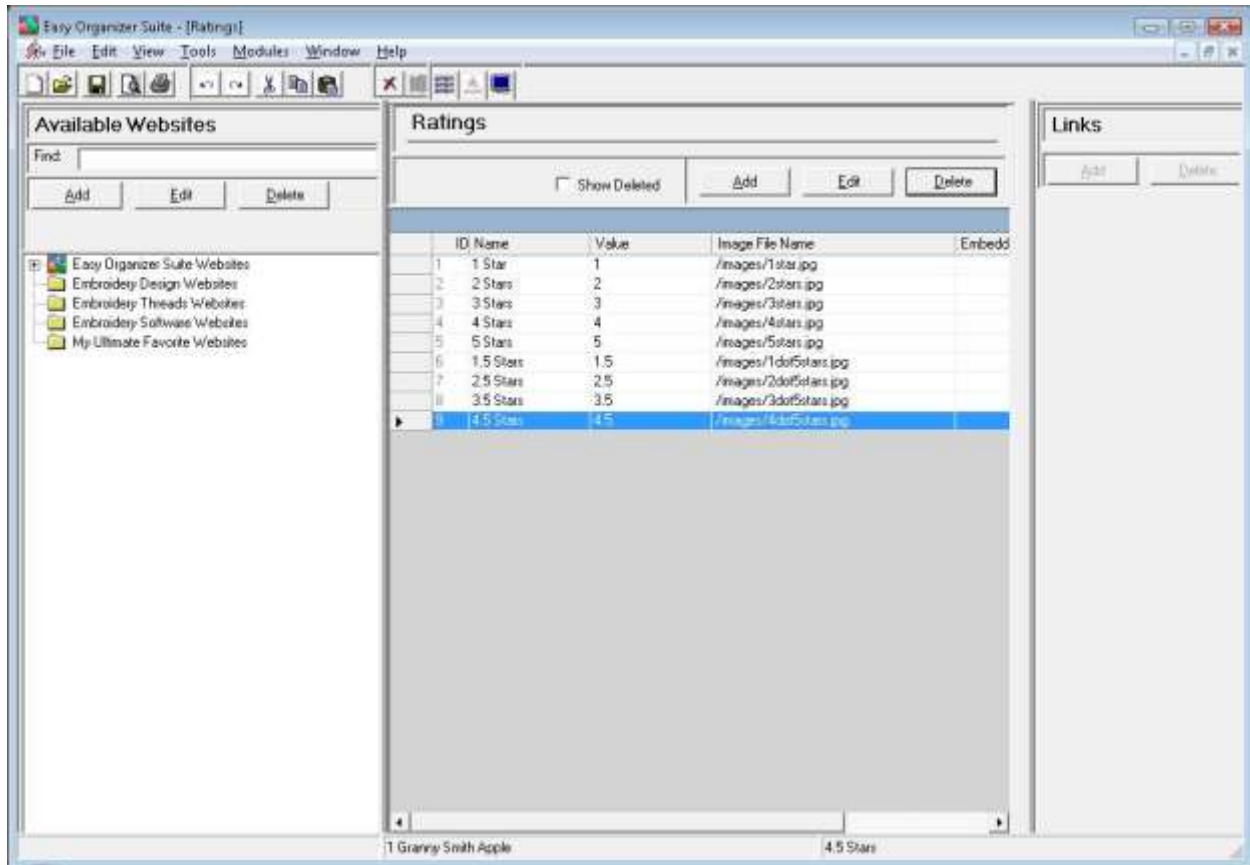
1. If you want to delete a Rating, select the row of the rating in the Ratings System Table. Then click on the Delete button at the top of the Ratings System Table. You can also select Tools → Delete Row in the menu, or right click and select Delete Row from the context menu, or click on the Delete Row icon in the toolbar.



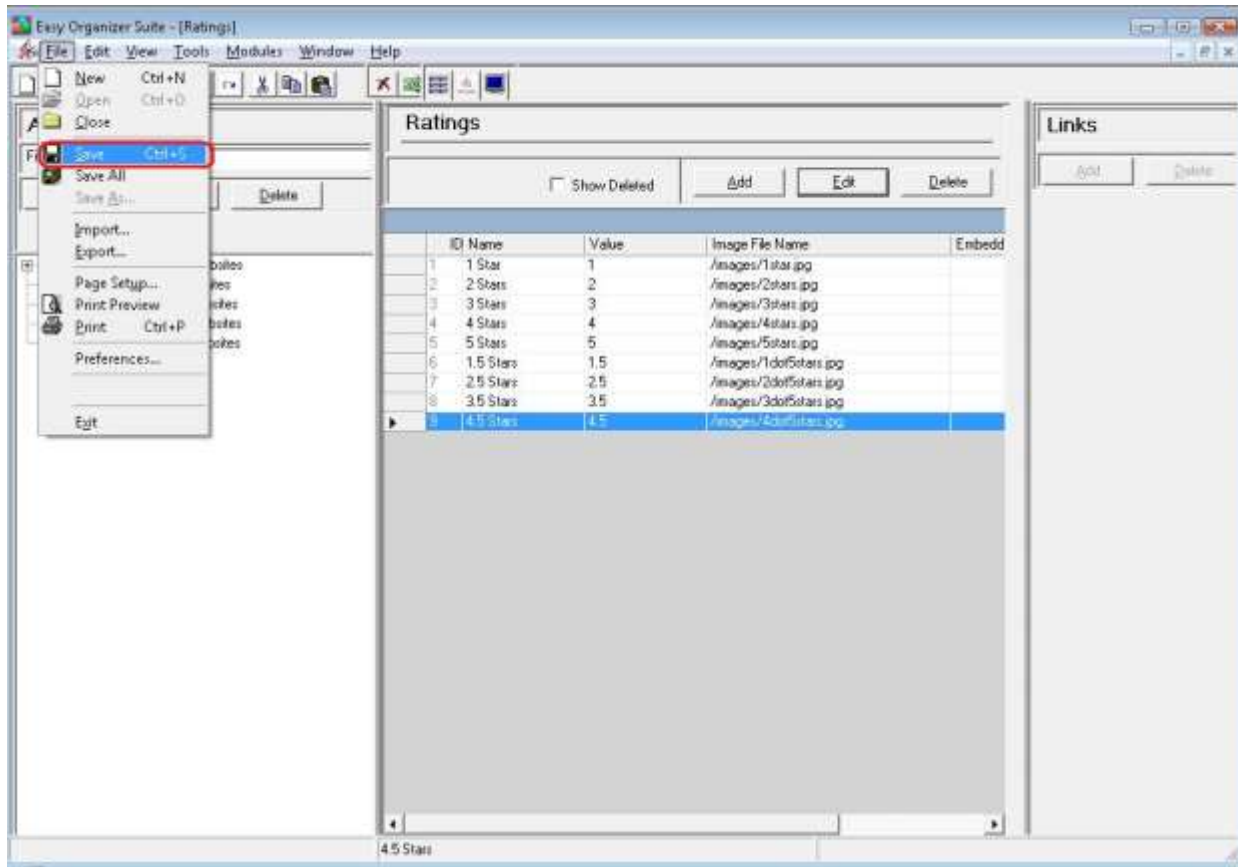
2. The system will ask you if you are sure you want to delete the rating, and if so, click on the Yes button to delete the Rating. Otherwise, click on the No button.



3. If you selected Yes, then you will no longer see the Rating in the Ratings System Table.



4. To save your changes, you can click on the Save icon in the toolbar, or select File → Save from the menu.



Congratulations! You have just deleted a rating!

You have now finished the How to Work with System Tables – Ratings Lesson! You are now ready to move on to the How to Work with System Tables – Categories Lesson.