

Easy Organizer Suite™ easyFabrics Organizer™ Module

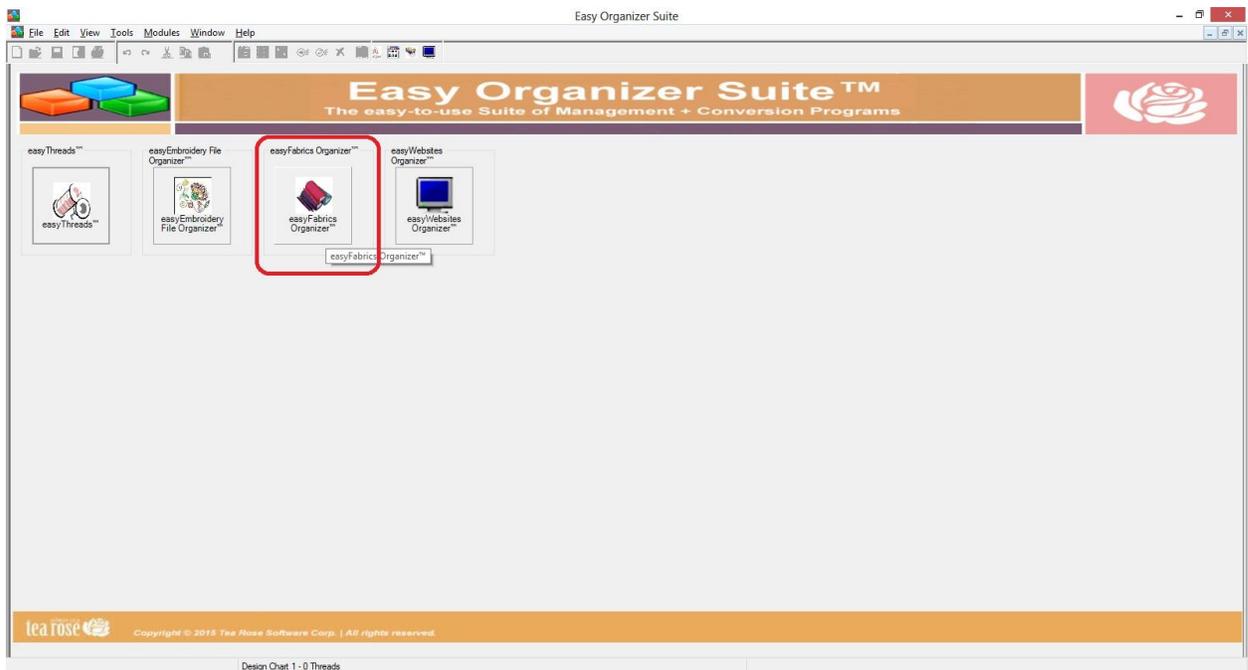
How to Work with My Inventory Fabrics

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!

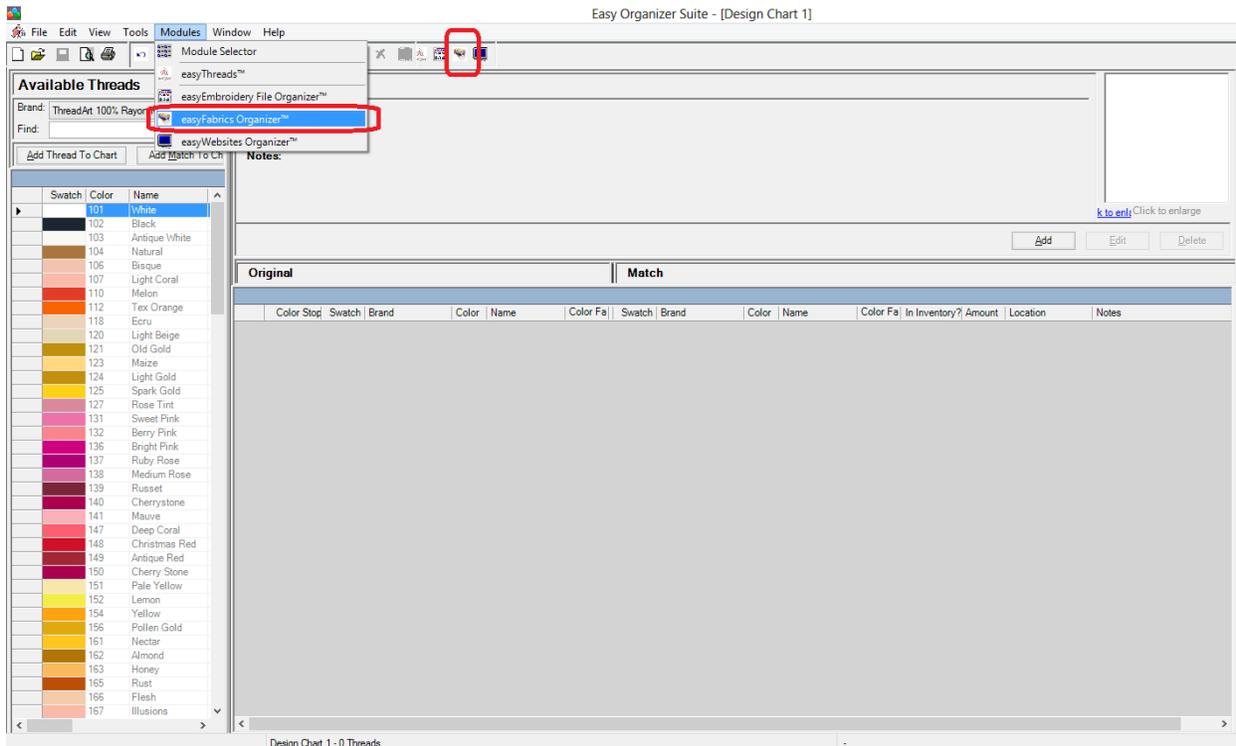
This lesson will show you how to work with My Inventory Fabrics, and how to add, edit and delete My Inventory Fabrics lists and fabrics.

Opening My Inventory Fabrics

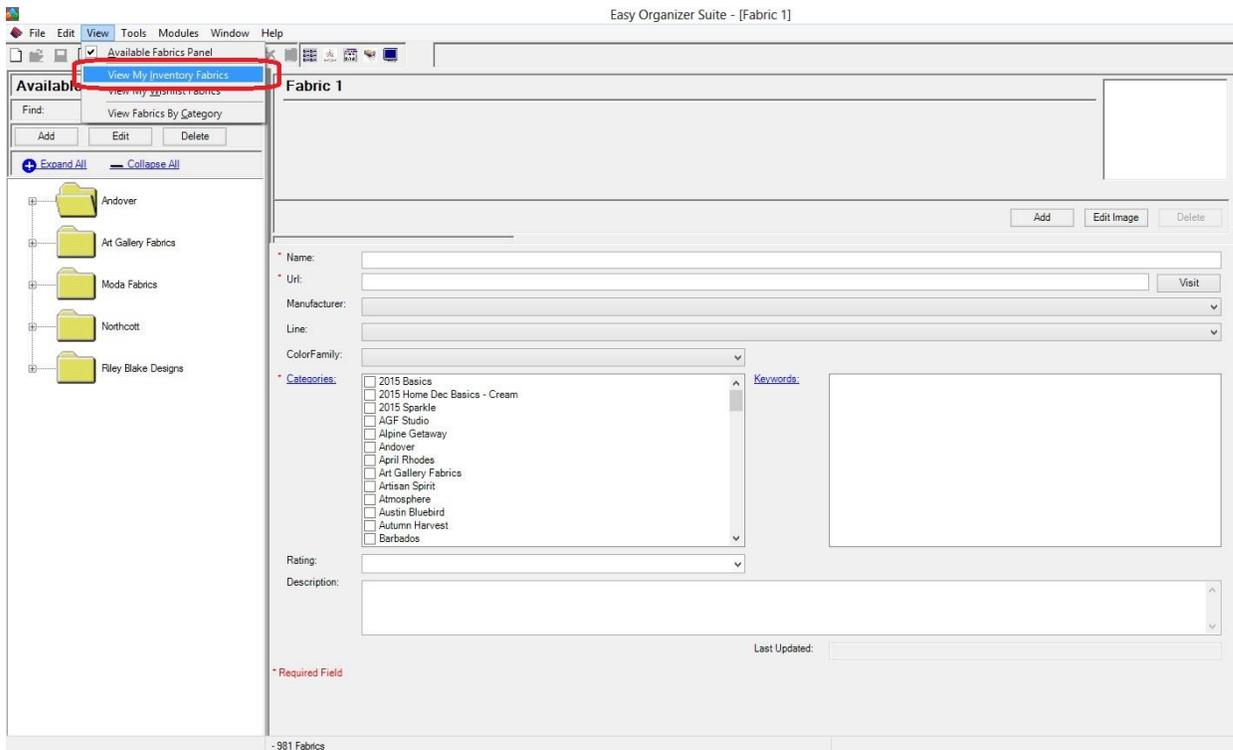
1. To begin, open **Easy Organizer Suite™** and select the **easyFabrics Organizer™** Module from the Module Selector.



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.

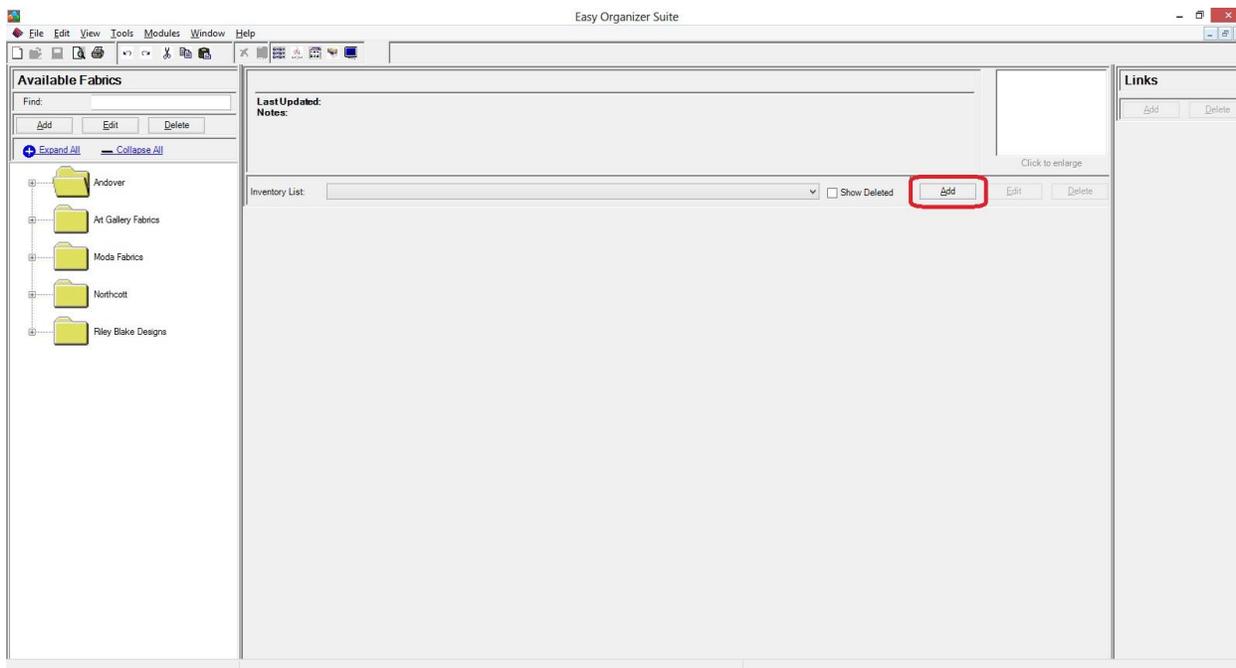


3. To see My Inventory Fabrics, select the View → View My Inventory Fabrics menu item. This will open a chart that will display all the fabrics in the first My Inventory Fabrics list.



Add a New Inventory List

4. Click on the Add button to add a new inventory list.

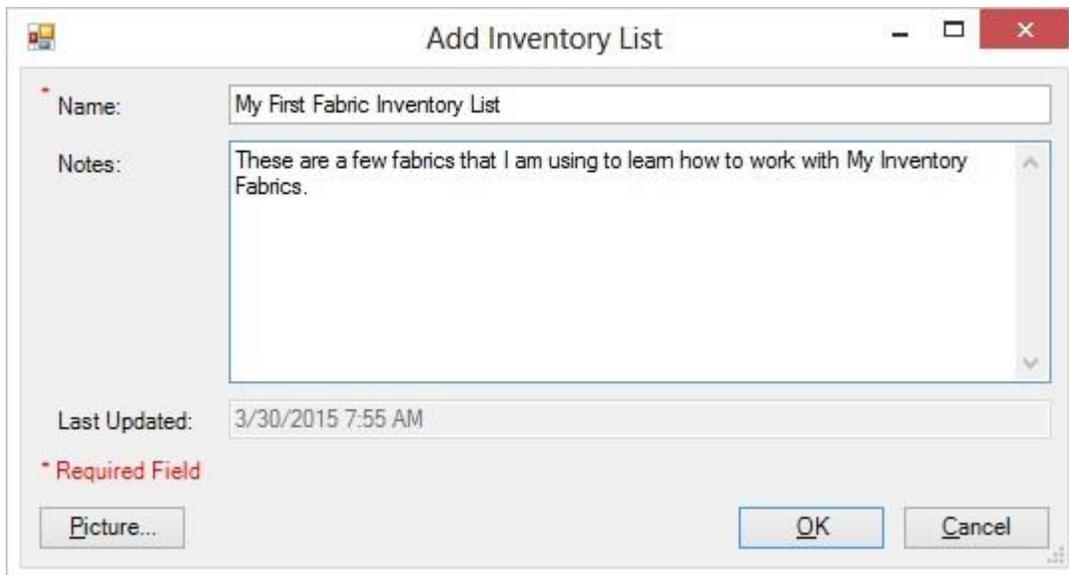


5. The Add Inventory List form will open.

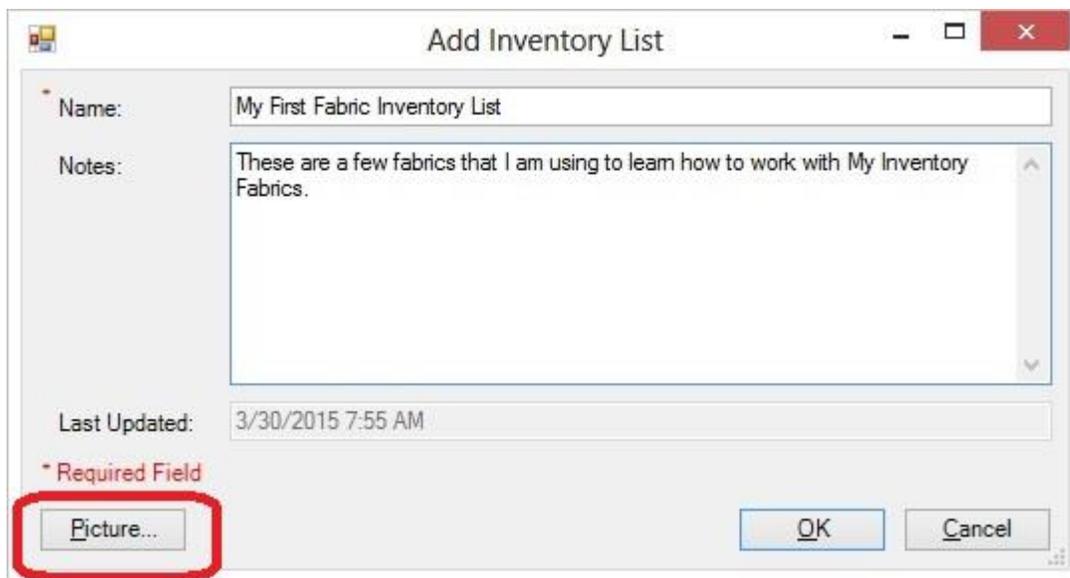
For this lesson, we'll enter this information in the Add Inventory List form:

Name: My First Fabric Inventory List

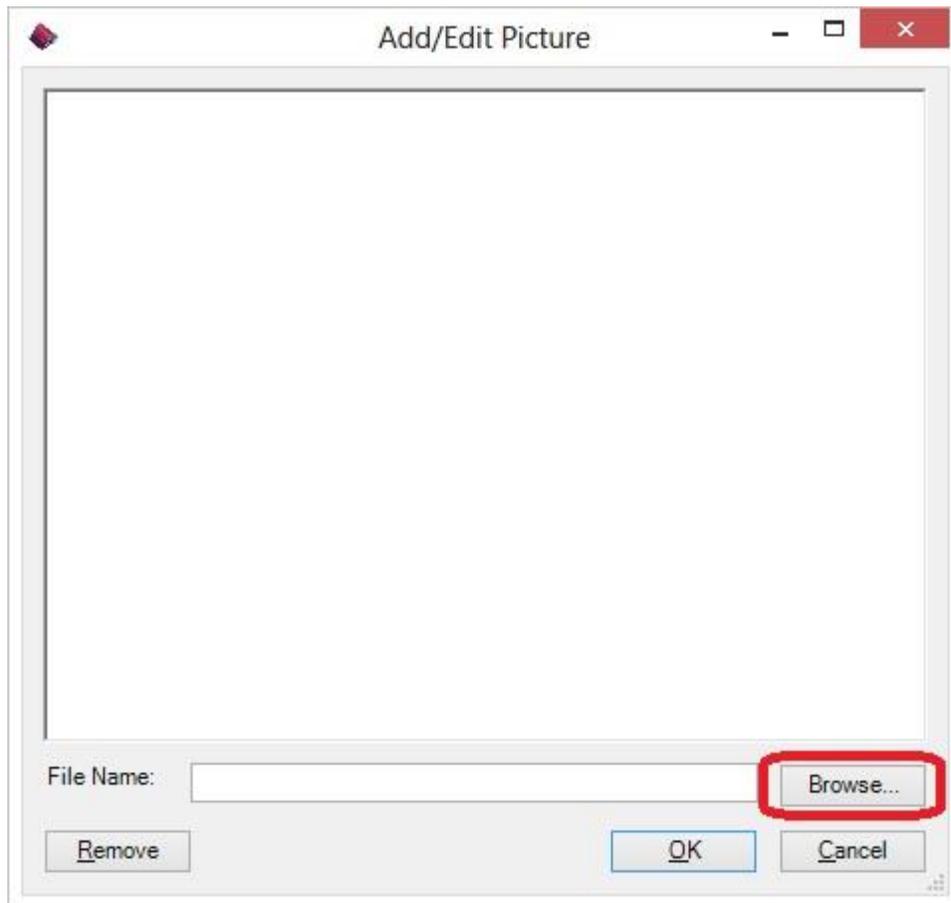
Notes: These are a few fabrics that I am using to learn how to work with My Inventory Fabrics.



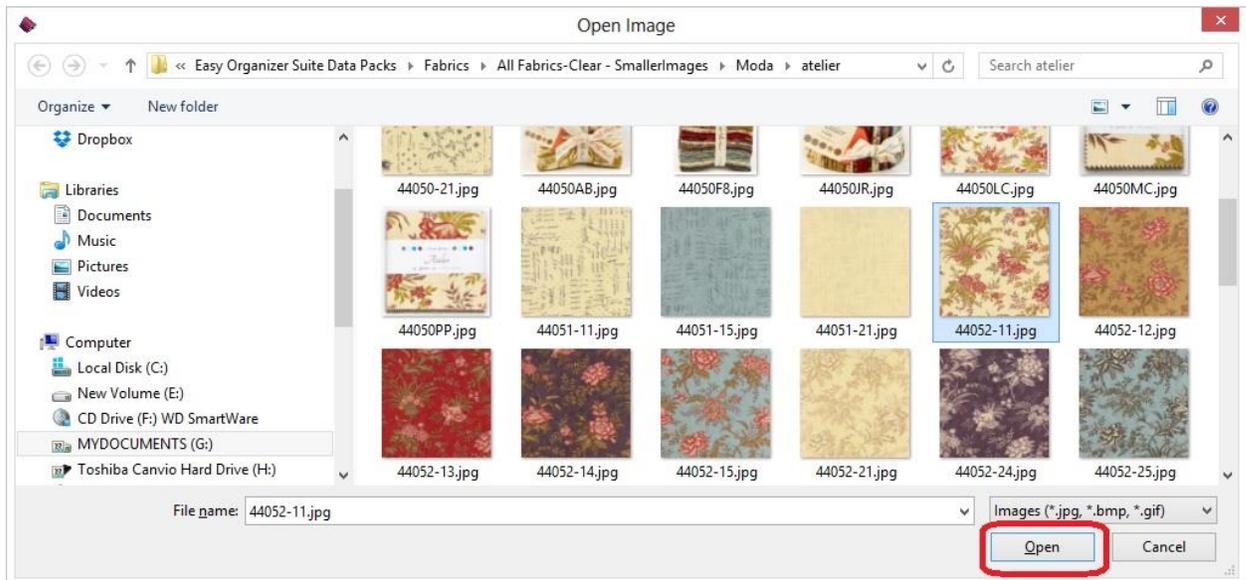
- Let's add a picture to the new inventory list. Click on the Picture button to open the Add/Edit Picture form.



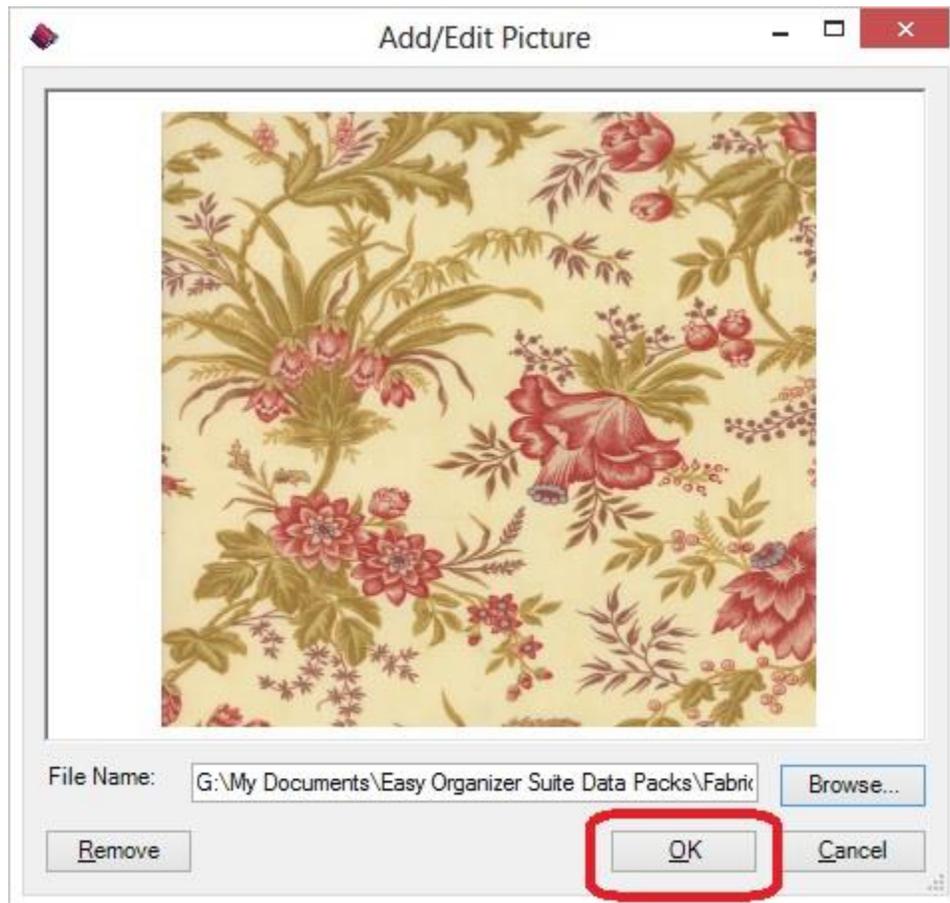
7. The Add/Edit Picture form will open. Click on the Browse... button to find an image.



8. The Open Image window will appear. Select an image and click on the Open button.



9. The image you selected will be displayed. Click on the OK button to accept this image.

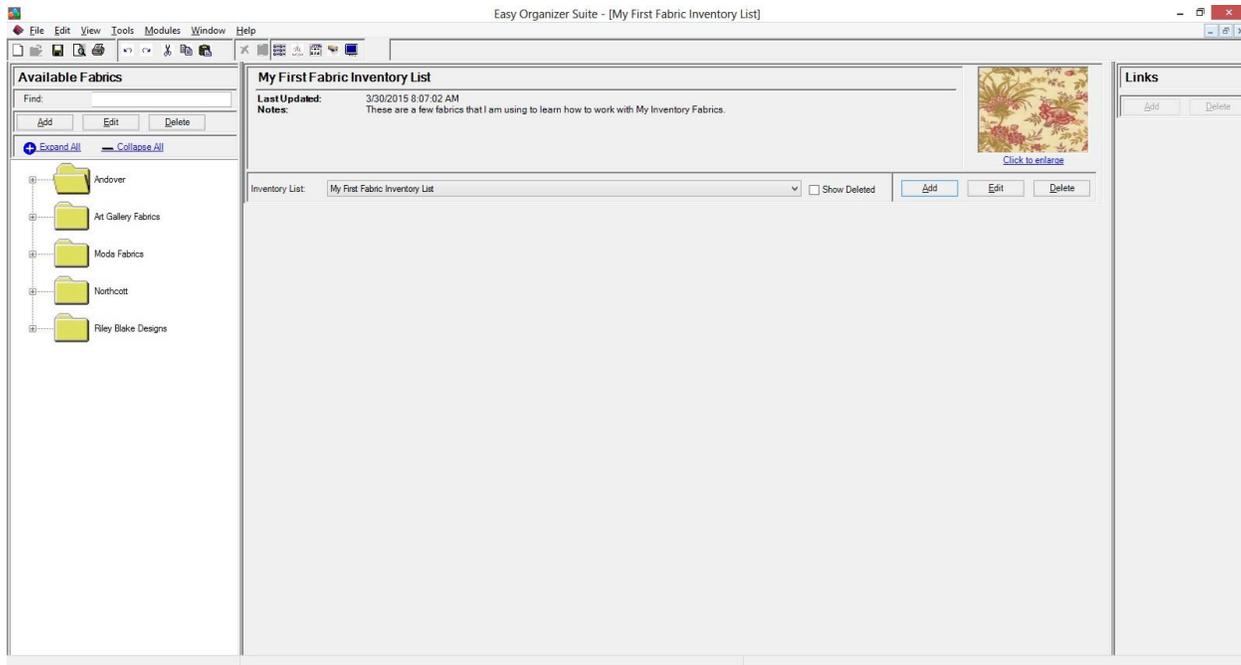


10. The Add/Edit Picture form will close. Click on the OK button to add this new inventory list.

The screenshot shows a Windows-style dialog box titled "Add Inventory List". The dialog contains the following elements:

- Name:** A text box containing "My First Fabric Inventory List".
- Notes:** A text area containing "These are a few fabrics that I am using to learn how to work with My Inventory Fabrics." with scroll arrows on the right.
- Last Updated:** A text box containing "3/30/2015 7:55 AM".
- Buttons:** "Picture...", "OK", and "Cancel". The "OK" button is highlighted with a red rectangle.
- Legend:** A red asterisk and the text "* Required Field" are located above the buttons.

11. The My Inventory List Chart will now have the new inventory list added to the Inventory List dropdown, and it will be selected. There will not be any fabrics in it yet.



Add a Fabric to My Inventory Fabrics chart

1. To add a fabric that is displayed in the My Inventory List chart, find a fabric in the Available Fabrics tree by expanding the tree. Select a fabric by clicking on it. Then drag it to the grey area where the fabrics are displayed in the My Inventory List chart. Let go of the left mouse button to drop the fabric into the inventory list.

For this lesson, let's expand Art Gallery Fabrics, then AGF Studio, then Maker in the Available Fabrics tree. Click on the first fabric, MKR-2880-make-the-cut-straight- and drag it to the grey area of the My First Fabric Inventory List. Let go of the left mouse button to drop the fabric into the inventory list.

The Add/Edit My Inventory Fabric form will open. The Manufacturer, Line and Fabric will already be selected. You can now enter the Amount, Measurement, PreCut, Rating and Notes for the fabric in your Inventory List.

The screenshot shows a software window titled "Add/Edit My Inventory Fabric". The window contains the following fields and controls:

- FABRIC Section:**
 - Manufacturer: Art Gallery Fabrics (dropdown)
 - Line: Maker (dropdown)
 - Fabric: MKR-2880-make-the-cut-straight- (dropdown)
- DETAILS Section:**
 - Amount: [Spinner]
 - Measurement: -- None -- (dropdown)
 - PreCut: -- None -- (dropdown)
 - Rating: [Dropdown]
- Notes:** [Large text area]
- Bottom Left:** * Required Field (red text)
- Bottom Right:** OK and Cancel buttons

2. For this lesson, let's add this information into the Add/Edit My Inventory Fabric form:

Amount: 2

Measurement: Yards

PreCut: -- None --

Rating: 5 Stars

Notes: This is my first test fabric in my first test inventory list.

Click on the OK button to accept your changes.

FABRIC

Manufacturer: Art Gallery Fabrics

Line: Maker

* Fabric: MKR-2880-make-the-cut-straight-

DETAILS

Amount: 2 Measurement: Yards

PreCut: -- None --

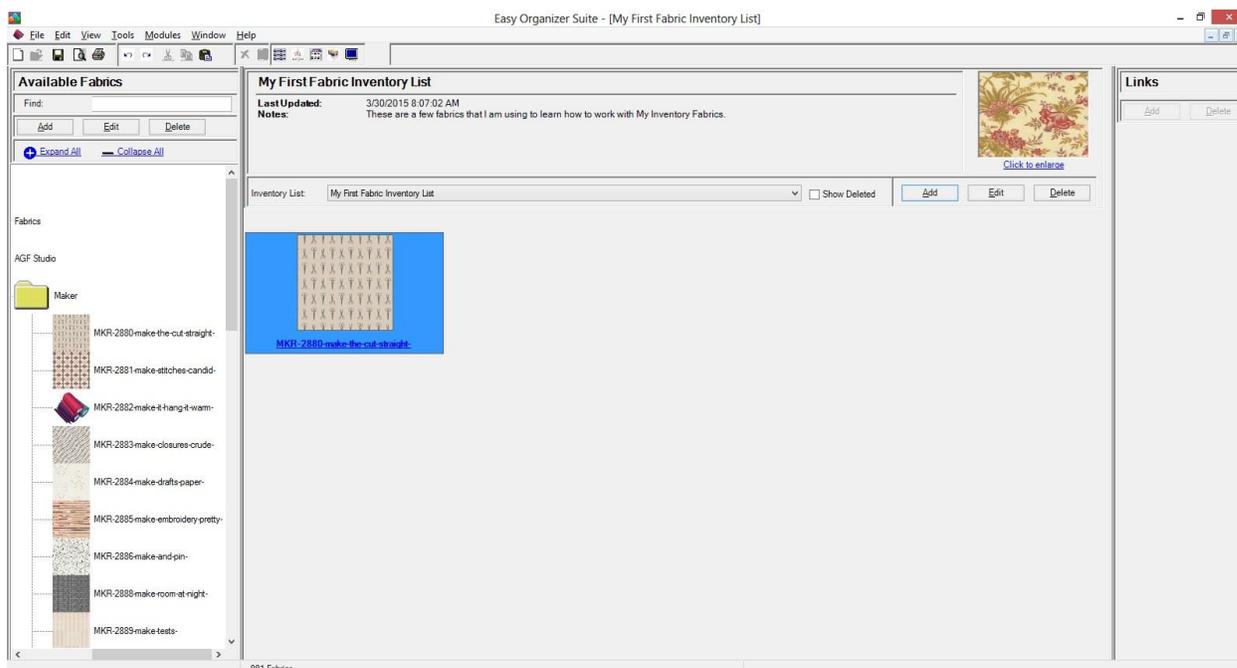
Rating: ★★★★★ 5 Stars

Notes: This is my first test fabric in my first test inventory list.

* Required Field

OK Cancel

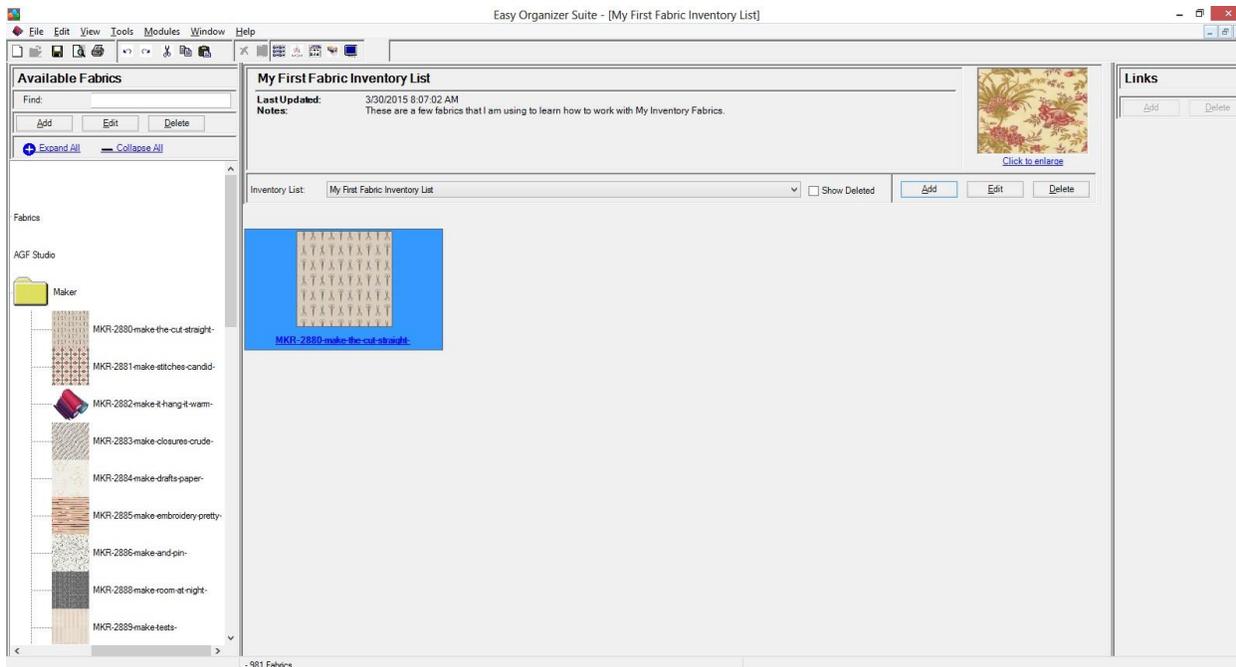
3. You will now see the fabric added to the new Inventory List.



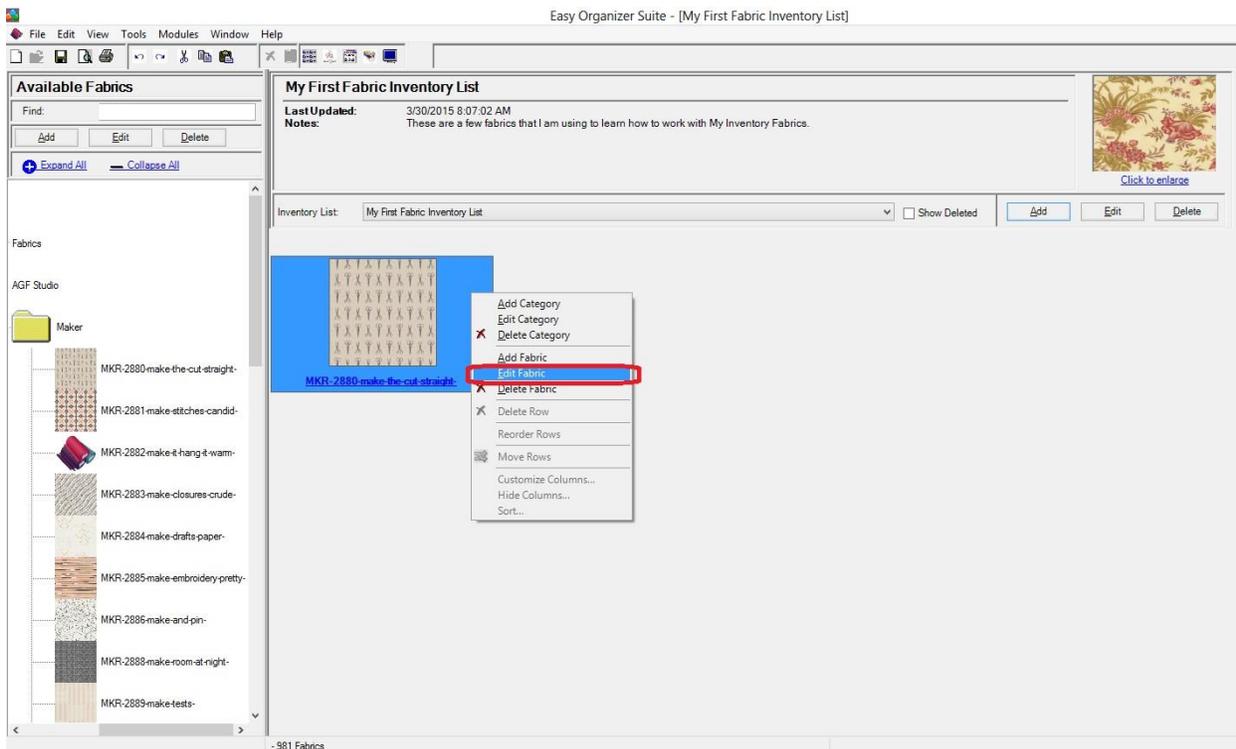
Click on the Save icon in the toolbar to save the changes.

Editing a Fabric in an Inventory List

1. To edit the details of a fabric in an inventory list, select the fabric by clicking on it.



2. Right click and select Edit Fabric.



- 3. The Add/Edit My Inventory Fabric form will open with the information you previously entered in it.

Add/Edit My Inventory Fabric

FABRIC

Manufacturer: Art Gallery Fabrics

Line: Maker

* Fabric: MKR-2880-make-the-cut-straight-

DETAILS

Amount: 2 Measurement: Yards

PreCut: - None -

Rating: ★★★★★ 5 Stars

Notes: This is my first test fabric in my first test inventory list.

* Required Field

OK Cancel

4. Change some of the data.

Amount: 3

Measurement: Meters

PreCut: -- None --

Rating: 4 Stars

Notes: This is my first test fabric in my first test inventory list. Now the data has been changed.

Click on the OK button to accept your changes.

The screenshot shows a dialog box titled "Add/Edit My Inventory Fabric". It is divided into three main sections: "FABRIC", "DETAILS", and "Notes".

- FABRIC:** Contains three dropdown menus: "Manufacturer:" (Art Gallery Fabrics), "Line:" (Maker), and "Fabric:" (MKR-2880-make-the-cut-straight-). To the right is a small fabric pattern preview.
- DETAILS:** Contains four fields: "Amount:" (3), "Measurement:" (Meters), "PreCut:" (-- None --), and "Rating:" (4 Stars, represented by four yellow stars).
- Notes:** A text area containing the text: "This is my first test fabric in my first test inventory list. Now the data has been changed."

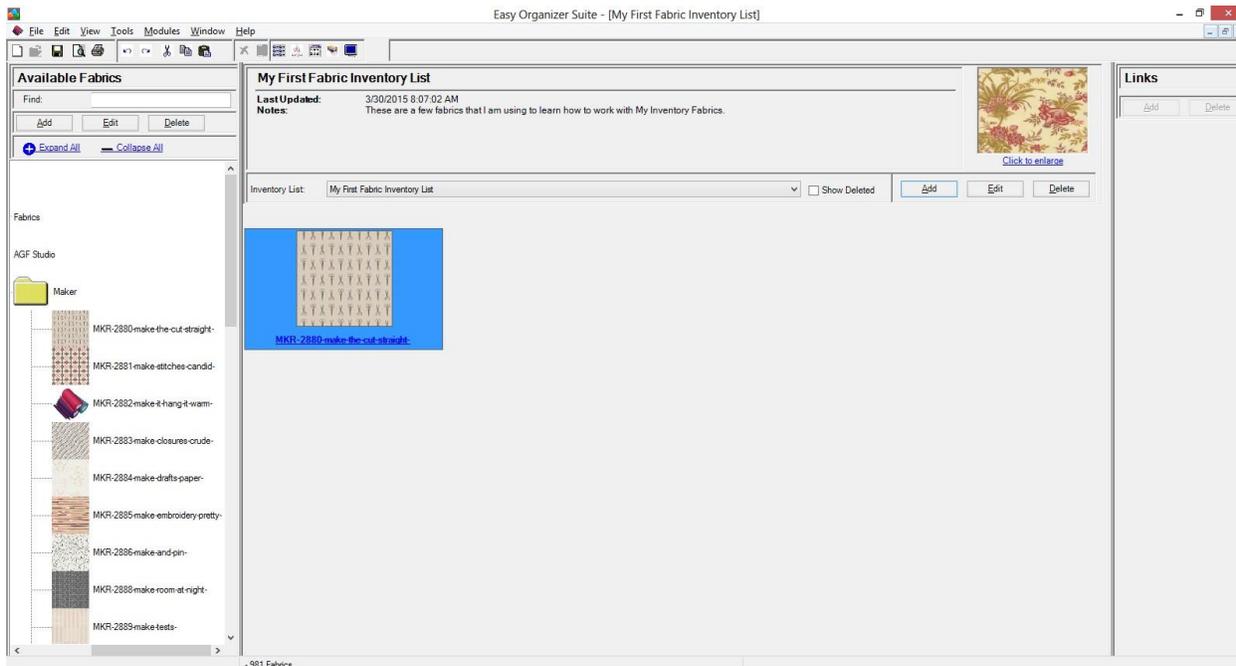
At the bottom left, there is a red asterisk and the text "* Required Field". At the bottom right, there are two buttons: "OK" and "Cancel". The "OK" button is highlighted with a red rectangular box.

4. Although you can't see any of the changes, if you right click and select Edit Fabric again, you will see the changes in the form.

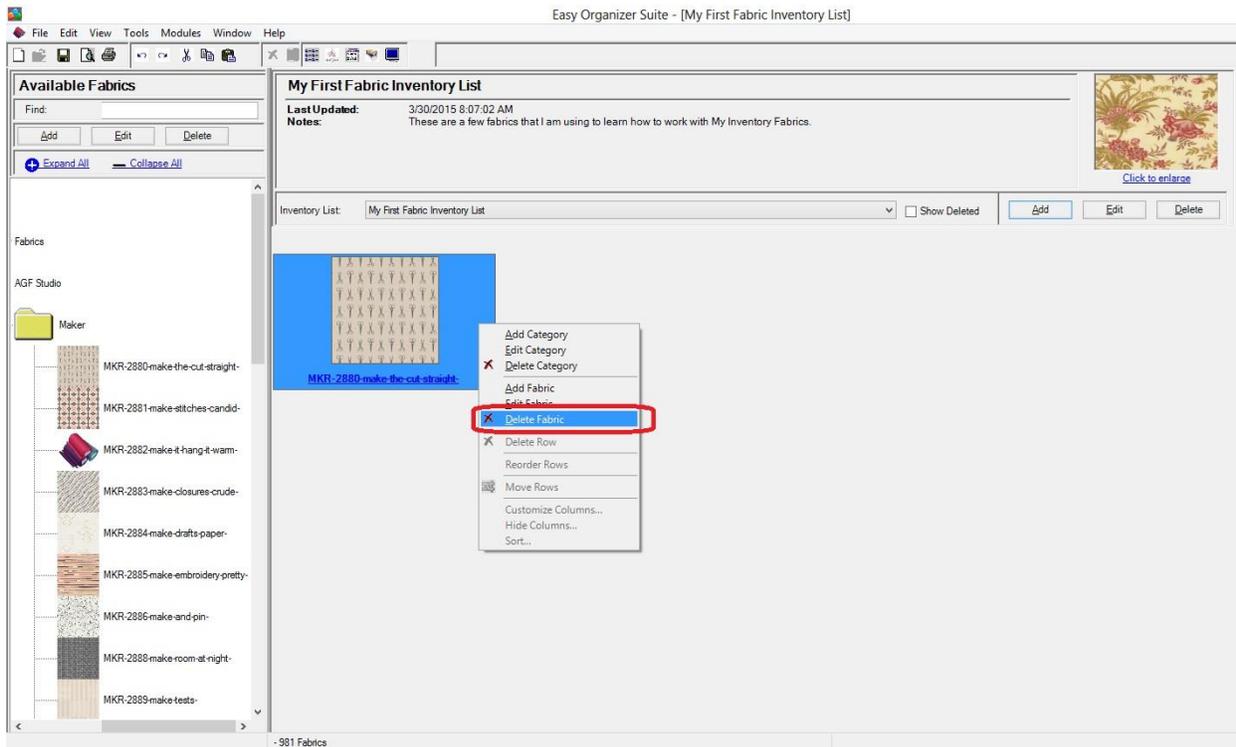
Click on the Save icon in the toolbar to save your changes.

Deleting a Fabric from an Inventory List

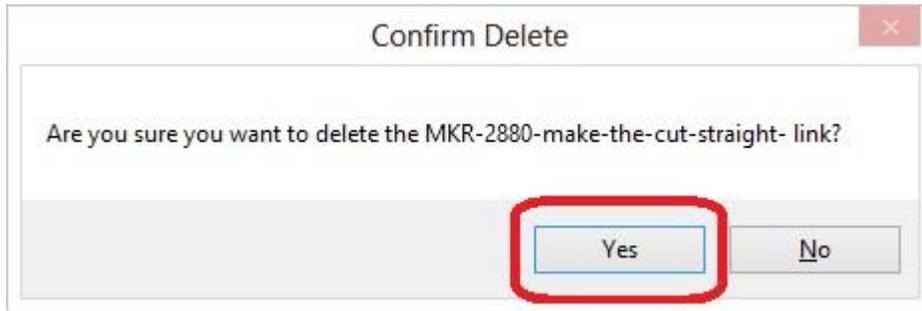
5. To delete a fabric from an inventory list, select the fabric by clicking on it.



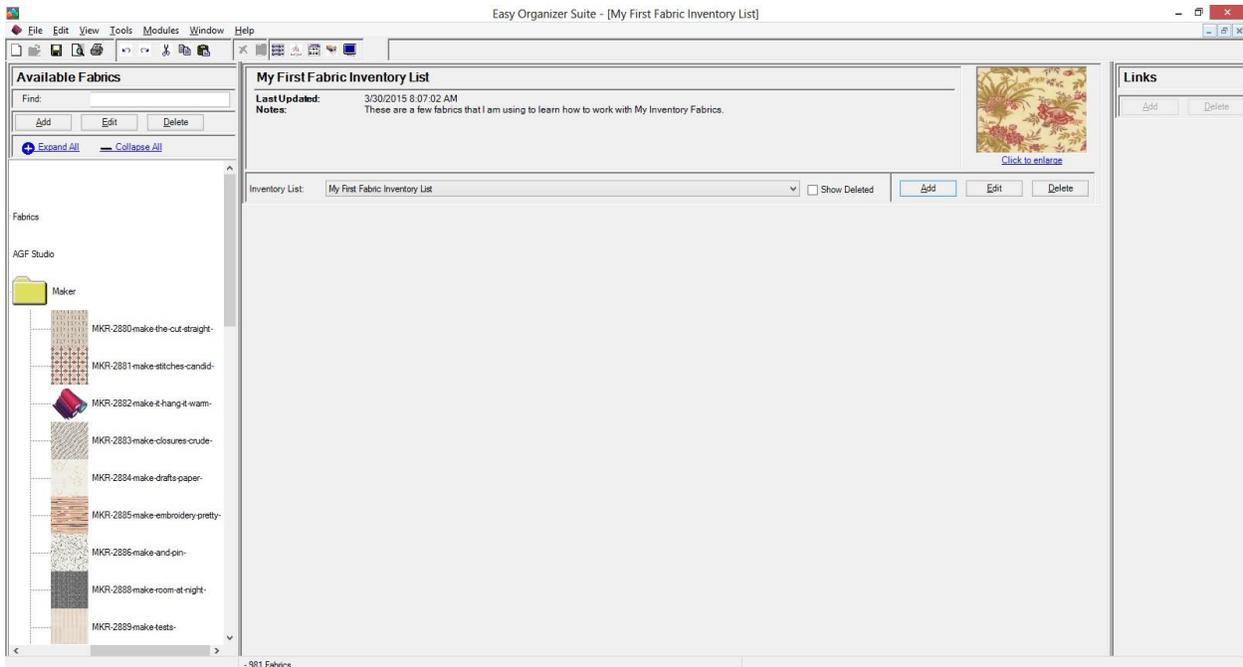
6. Right click and select Delete Fabric.



- The system will ask you if you are sure, and if so, click on the Yes button to delete the Fabric. Otherwise, click on the No button.

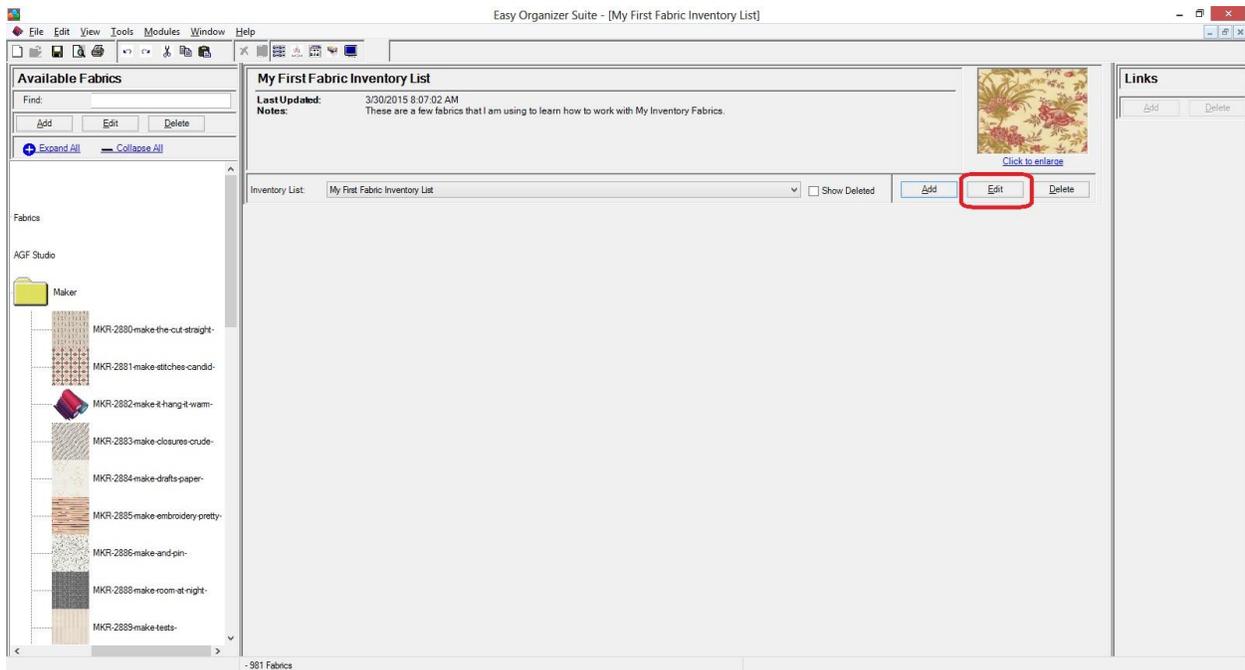


- If you selected Yes, then you will no longer see the fabric in the My Inventory List pane.

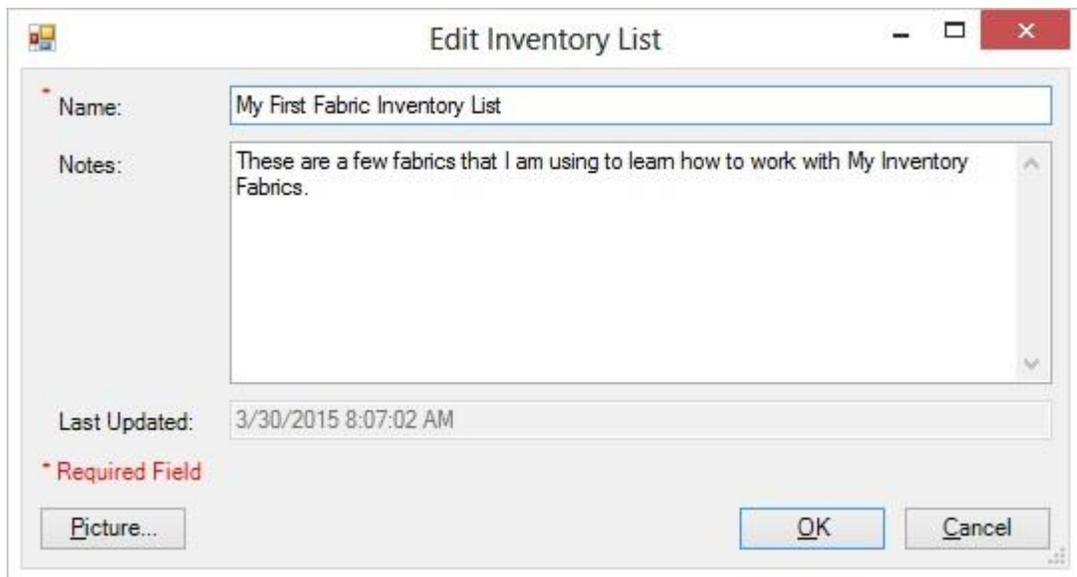


Editing an Inventory List

1. To edit an inventory list, click on the Edit button.



2. The Edit Inventory List form will open.

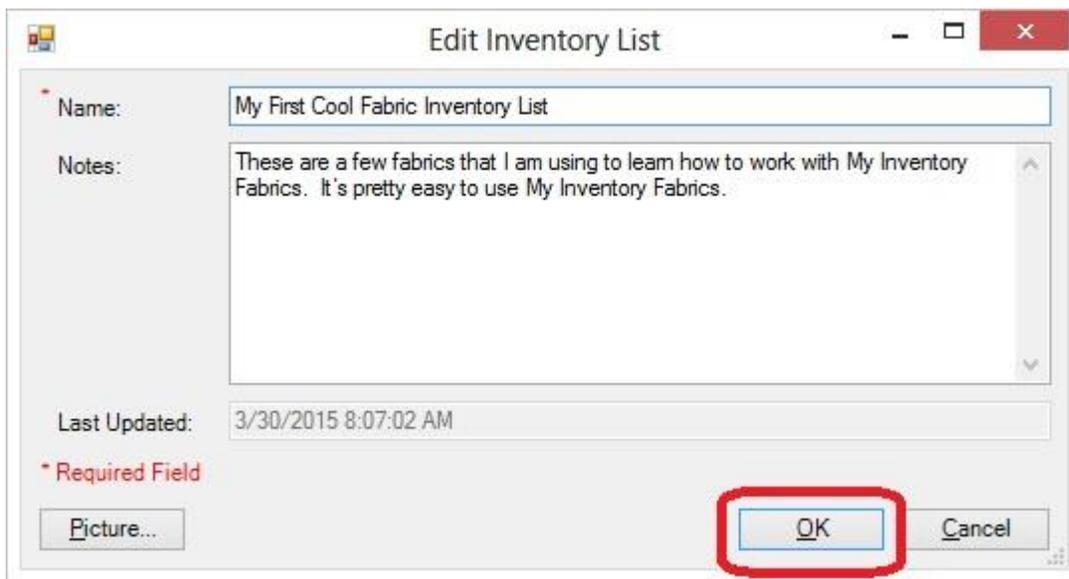


For this lesson, we'll enter this information in the Edit Inventory List form:

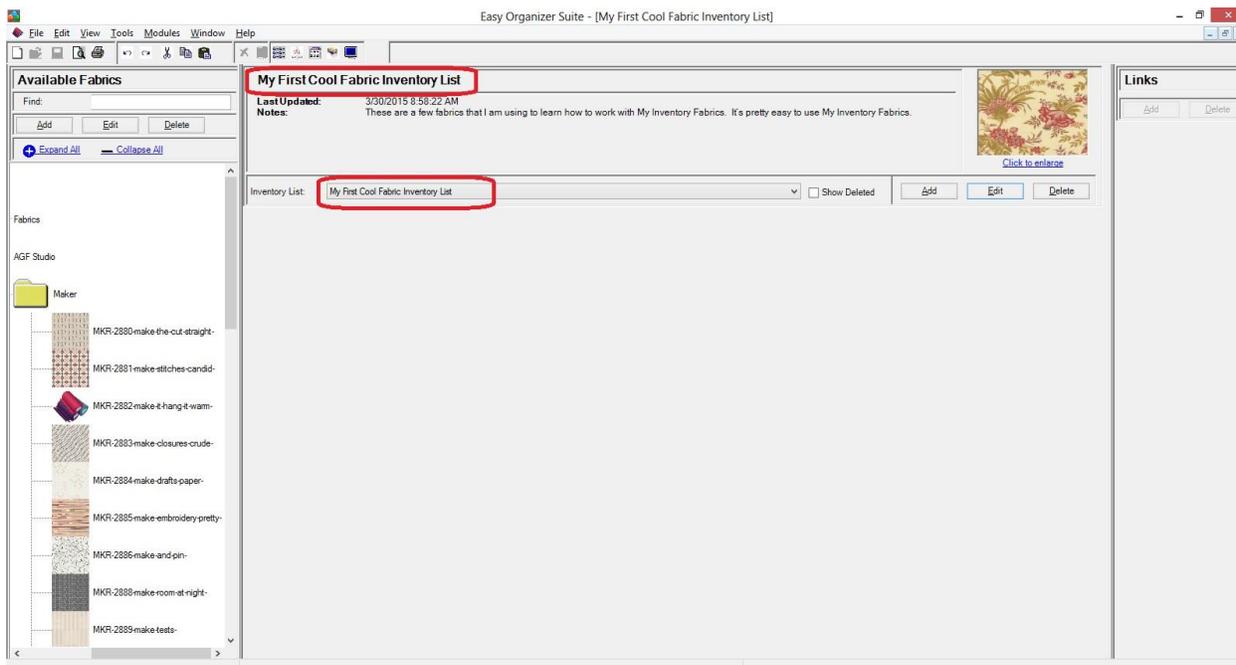
Name: My First Cool Fabric Inventory List

Notes: These are a few fabrics that I am using to learn how to work with My Inventory Fabrics. It's pretty easy to use My Inventory Fabrics.

Click on the OK button to accept your changes.

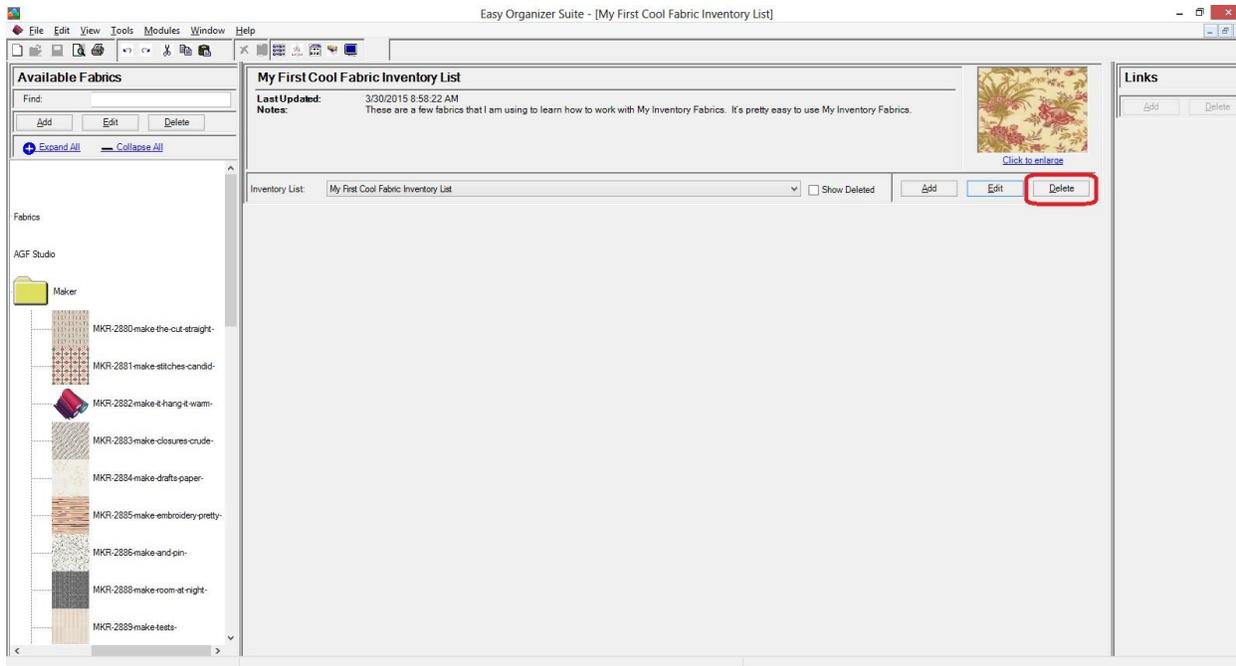


3. You will see the inventory list in the drop down as well as the title to the form has changed.

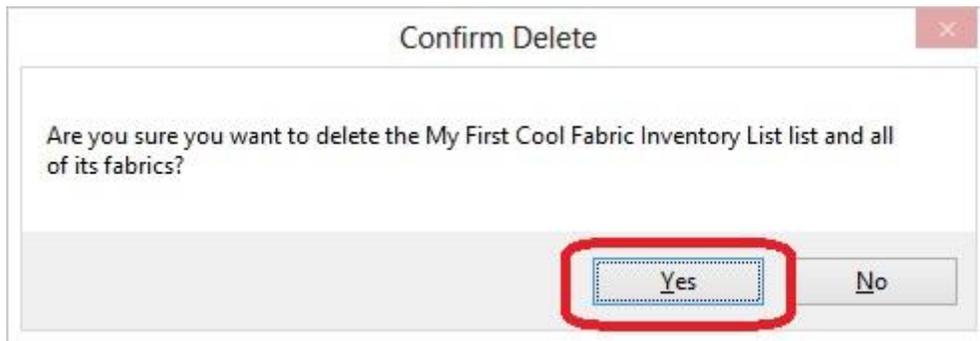


Deleting an Inventory List

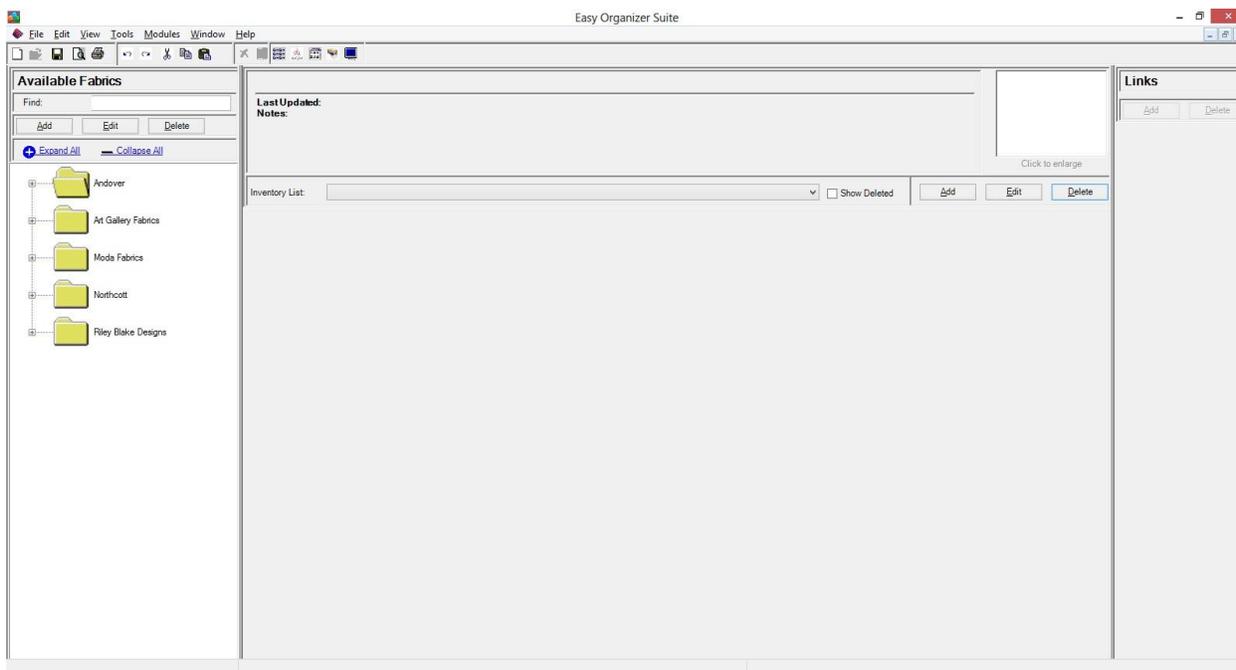
1. To delete an inventory list, select the inventory list in the inventory list drop down and click on the Delete button.



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



3. If you selected Yes, then you will no longer see the inventory list in the My Inventory List pane.



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

Congratulations! You have now finished the How to Work With My Inventory List Lesson.