

# Easy Organizer Suite™ easyFabrics Organizer™ Module

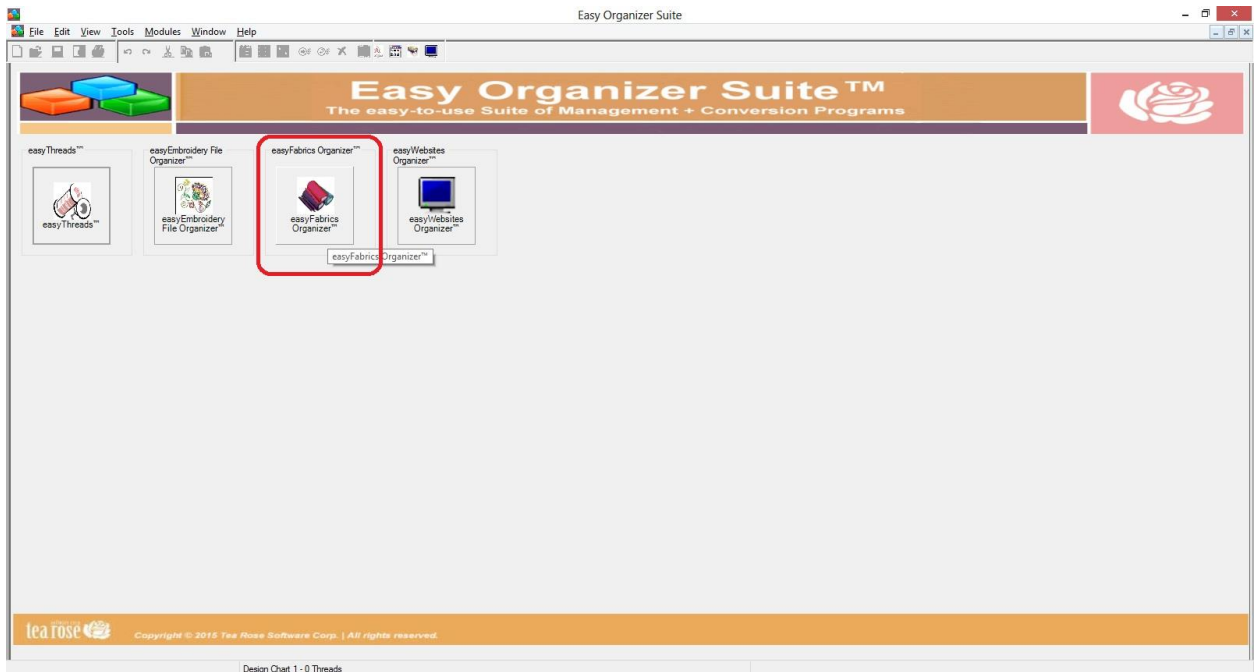
## How to Work With the Fabrics System Table

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!

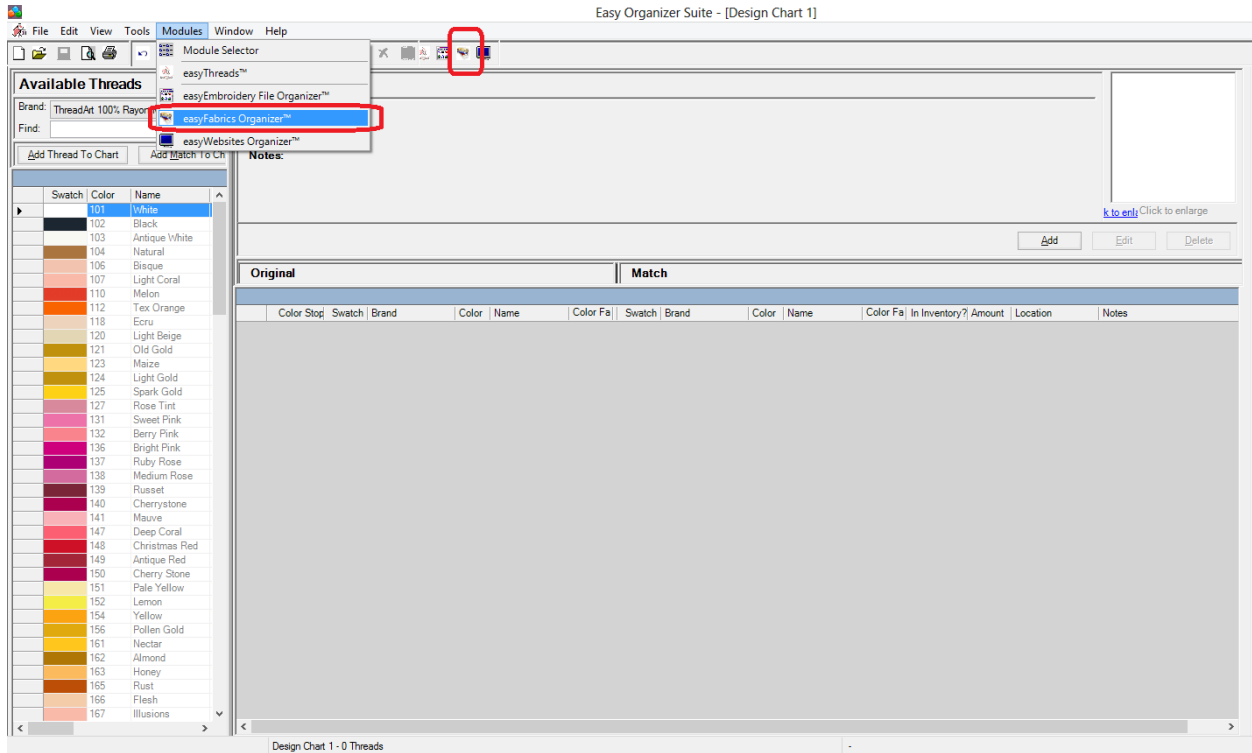
Manufacturers have Lines, and Lines have fabrics. You can view all of the fabrics in the system. You can add new fabrics, change the existing values of fabrics, or delete the fabrics.

### ***Opening the Fabrics System Table***

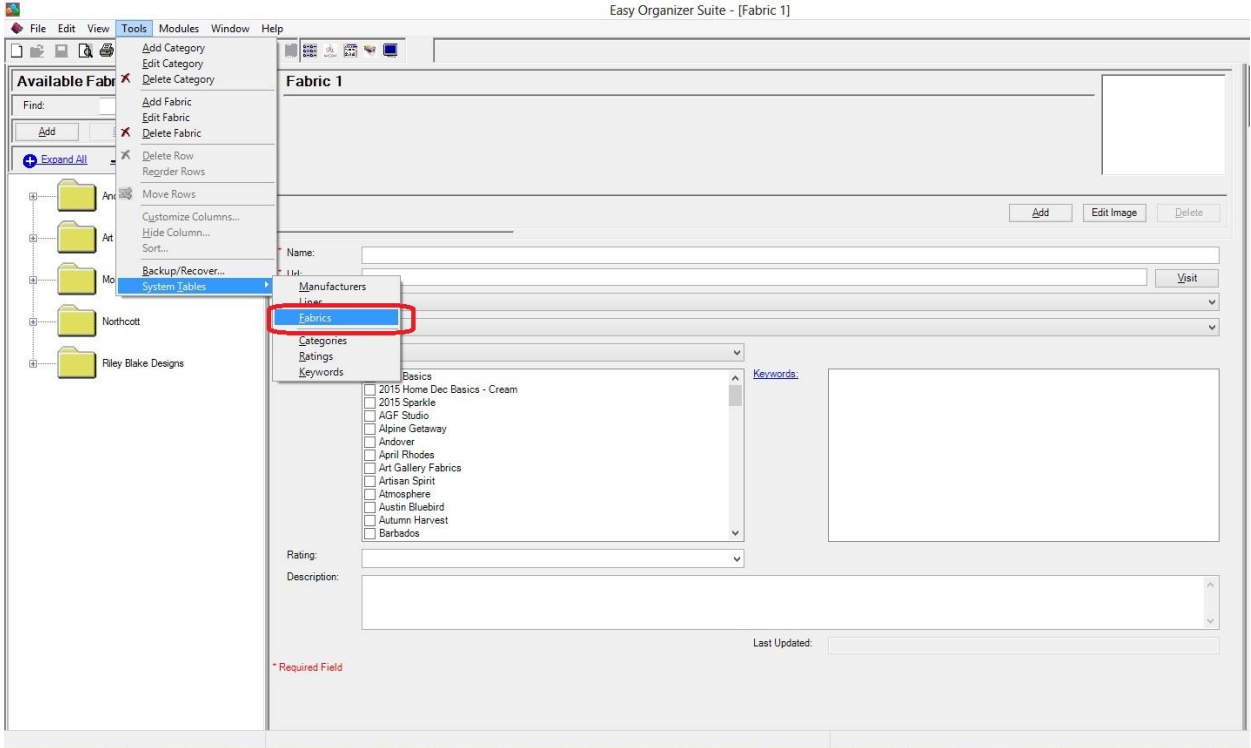
1. To begin, open **Easy Organizer Suite™** and select the **easyFabrics Organizer™** Module from the Module Selector.



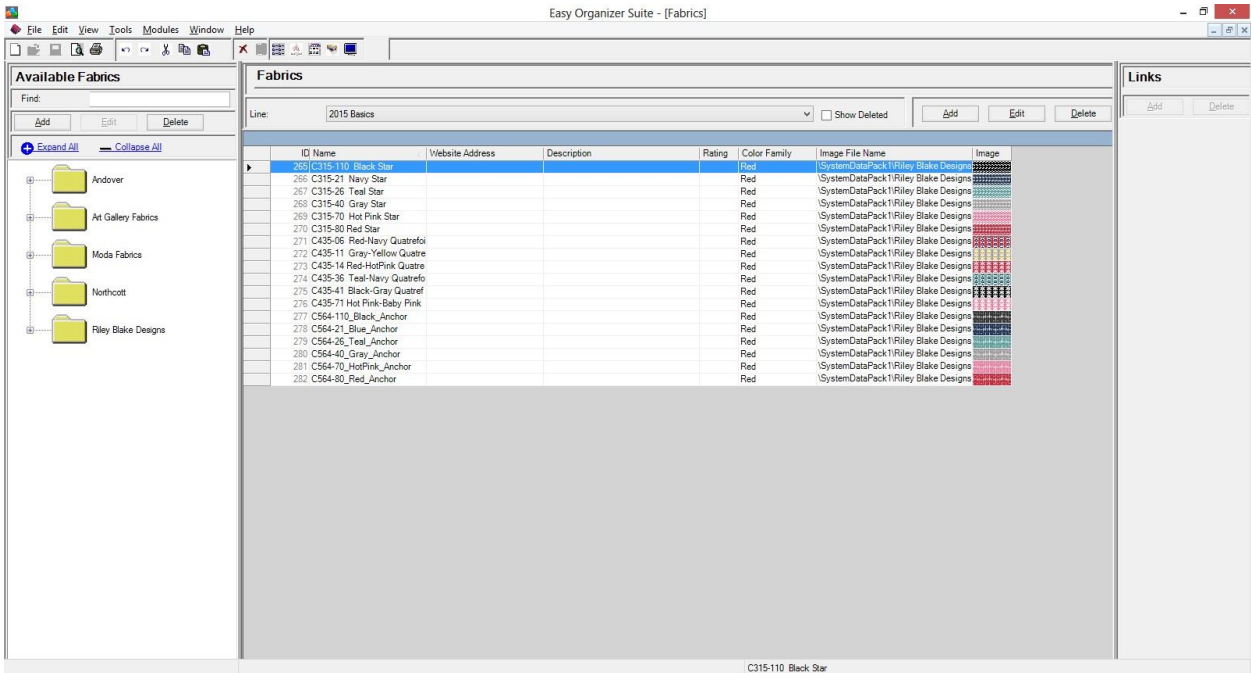
2. If you are in another module, select Modules → easyFabrics Organizer™ from the menu, or you can click on the **easyFabrics Organizer™** icon in the toolbar.



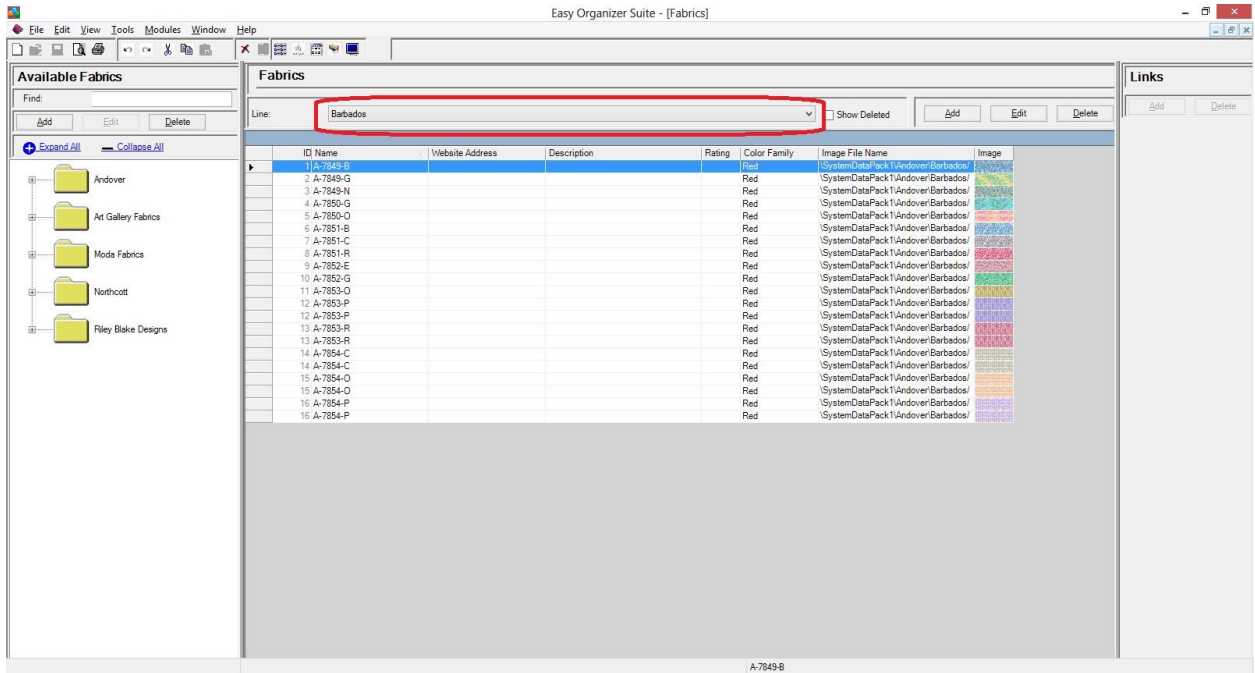
- To view the Fabrics System Table, select Tools → System Tables → Fabrics from the menu.



- The Fabrics System Table Chart will open.

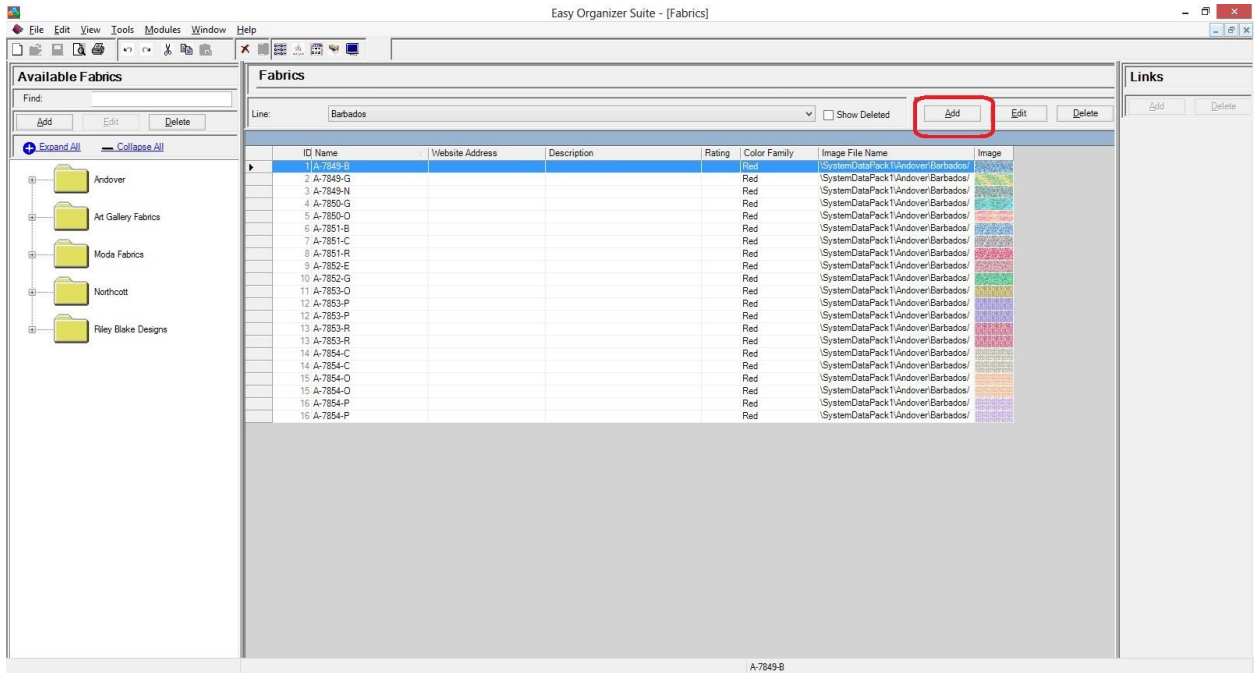


5. You can select which line you would like to view by selecting the line in the line dropdown. For this lesson, let's select Barbados. Now you will see all of the fabrics for the Barbados line.



## Adding a New Fabric

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



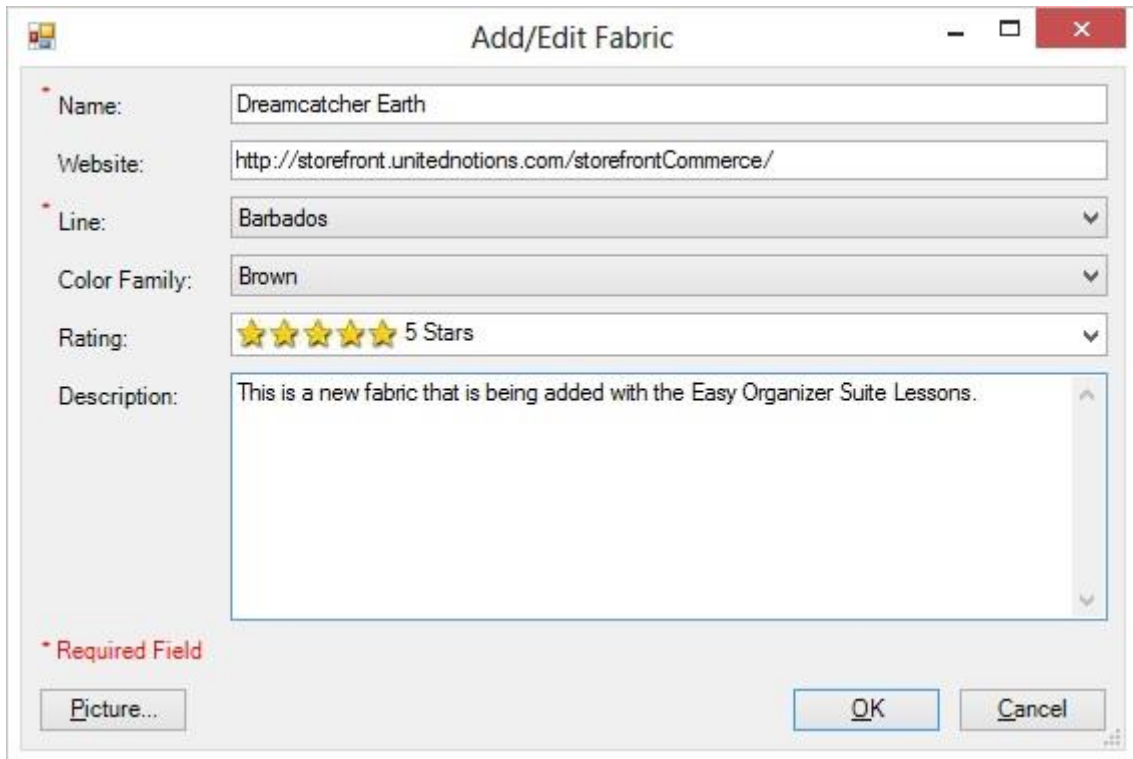
7. The Add Fabric form will open. You can enter the information about the new fabric in this form.

The screenshot shows a window titled "Add/Edit Fabric" with a standard Windows-style title bar (minimize, maximize, close buttons). The window contains the following fields and controls:

- Name:** A text input field with a red asterisk indicating it is a required field.
- Website:** A text input field.
- Line:** A dropdown menu with "Barbados" selected.
- Color Family:** A dropdown menu with "Black" selected.
- Rating:** A dropdown menu.
- Description:** A large text area with a vertical scrollbar.
- Buttons:** "Picture..." (left), "OK" (right), and "Cancel" (right).
- Legend:** A red asterisk followed by the text "\* Required Field" is located at the bottom left of the form area.

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

Name: Dreamcatcher Earth  
Website: <http://storefront.unitednotions.com/storefrontCommerce/>  
Line: Barbados  
Color Family: Brown  
Rating: 5 Stars  
Description: This is a new fabric that is being added with the Easy Organizer Suite Lessons.



The screenshot shows a dialog box titled "Add/Edit Fabric" with the following fields and values:

- Name: Dreamcatcher Earth (marked as a required field)
- Website: <http://storefront.unitednotions.com/storefrontCommerce/>
- Line: Barbados
- Color Family: Brown
- Rating: 5 Stars
- Description: This is a new fabric that is being added with the Easy Organizer Suite Lessons.

At the bottom of the dialog box, there is a "Picture..." button on the left, and "OK" and "Cancel" buttons on the right. A legend indicates that a red asterisk (\*) denotes a required field.

9. Click on the Picture button to open the Add/Edit Picture Form.

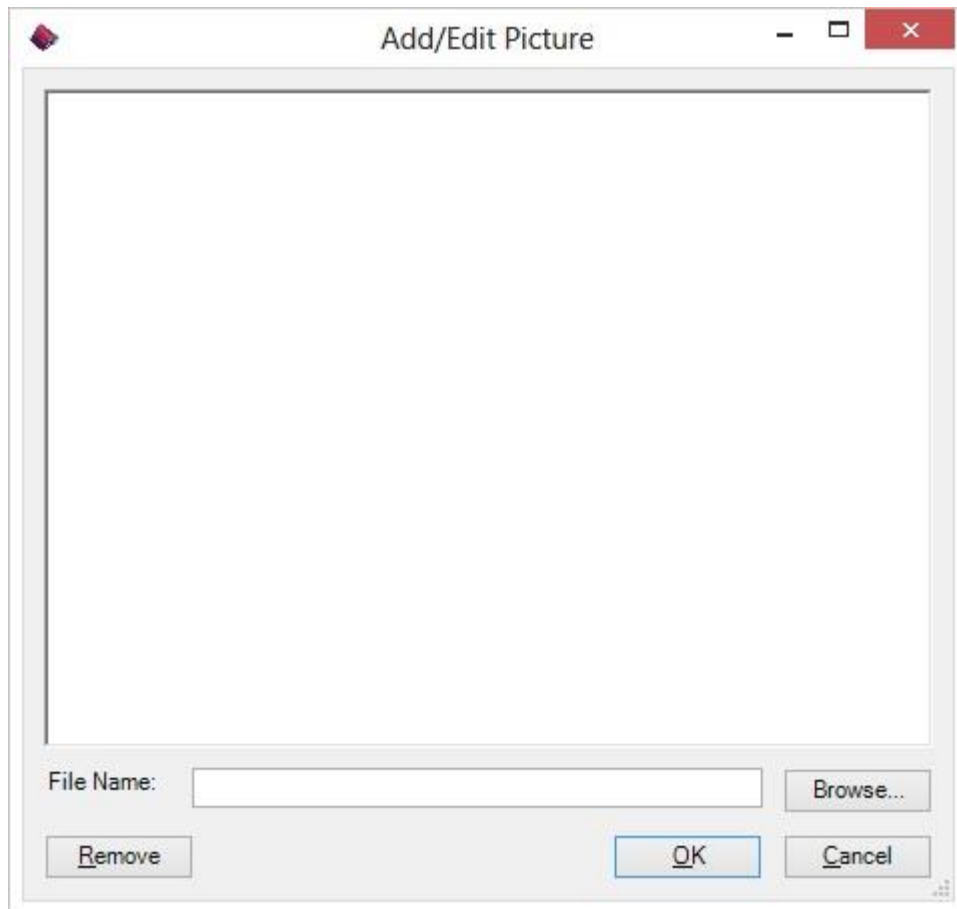
The screenshot shows a dialog box titled "Add/Edit Fabric" with the following fields and values:

- Name: Dreamcatcher Earth
- Website: http://storefront.unitednotions.com/storefrontCommerce/
- Line: Barbados
- Color Family: Brown
- Rating: 5 Stars
- Description: This is a new fabric that is being added with the Easy Organizer Suite Lessons.

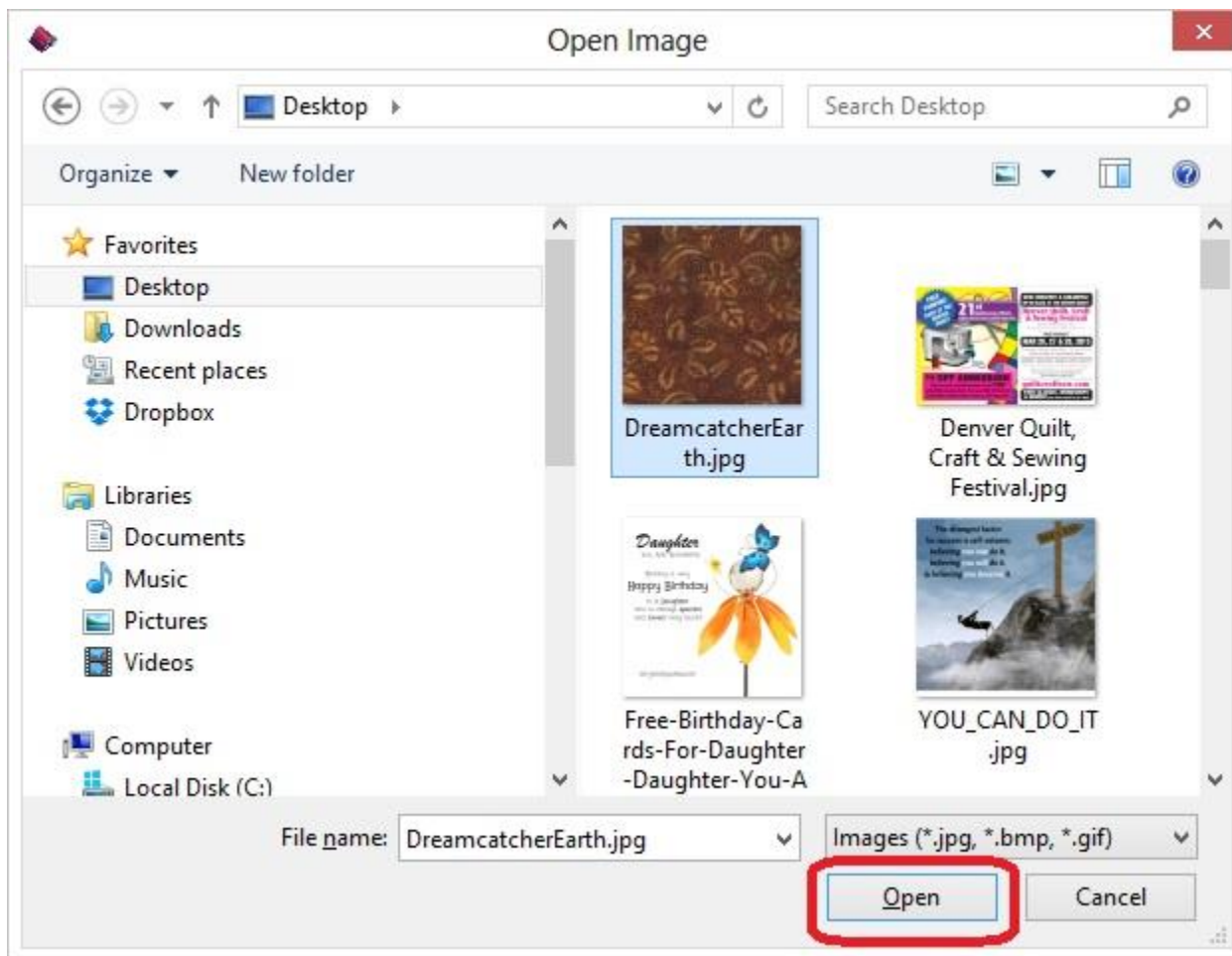
A red circle highlights the "Picture..." button at the bottom left of the dialog. A legend below the description field indicates that a red asterisk (\*) denotes a "Required Field".



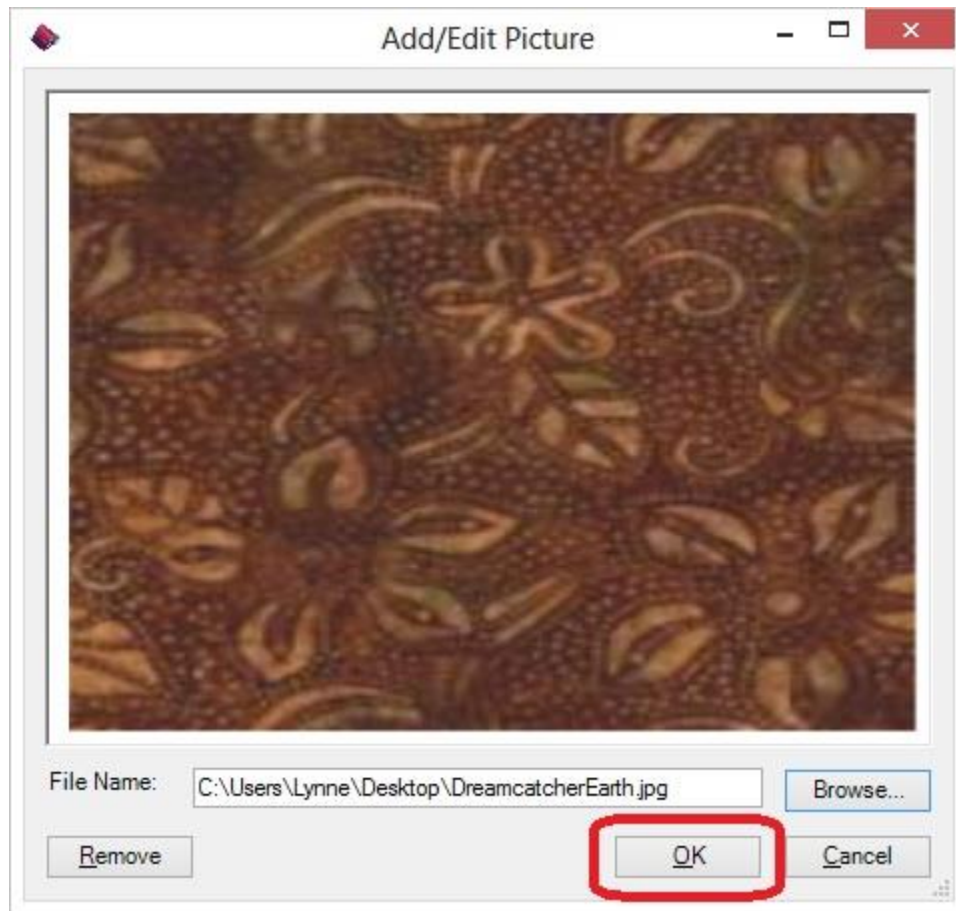
10. The Add/Edit Picture form will open. Click on the Browse button to select an image.



11. Click on the Browse button to select an image. Once you have selected an image, click on the Open button.



12. Click on the OK button to accept the image.



13. Click on the OK button to add the new fabric to the line.

**Add/Edit Fabric**

Name: Dreamcatcher Earth

Website: http://storefront.unitednotions.com/storefrontCommerce/

Line: Barbados

Color Family: Brown

Rating: ★★★★★ 5 Stars

Description: This is a new fabric that is being added with the Easy Organizer Suite Lessons.

\* Required Field

Picture... OK Cancel

14. You will now see your new fabric in the Fabrics System Table Chart.

Easy Organizer Suite - [Fabrics]

Available Fabrics

Find: Add Edit Delete

Expand All Collapse All

- Andover
- Art Gallery Fabrics
- Moda Fabrics
- Nothcott
- Riley Blake Designs

Line: Barbados  Show Deleted Add Edit Delete

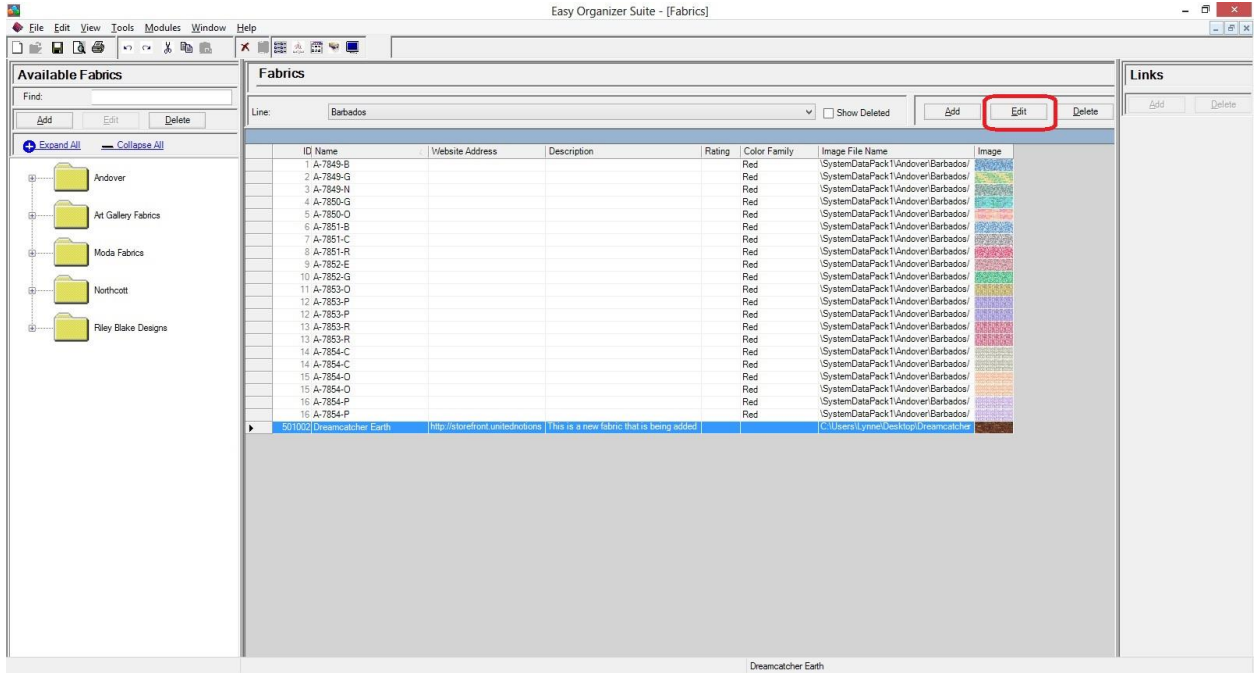
ID	Name	Website Address	Description	Rating	Color Family	Image File Name	Image
1	A-7849-B				Red	SystemDataPack1\Andover\Barbados\	
2	A-7849-G				Red	SystemDataPack1\Andover\Barbados\	
3	A-7849-N				Red	SystemDataPack1\Andover\Barbados\	
4	A-7850-G				Red	SystemDataPack1\Andover\Barbados\	
5	A-7850-O				Red	SystemDataPack1\Andover\Barbados\	
6	A-7851-B				Red	SystemDataPack1\Andover\Barbados\	
7	A-7851-C				Red	SystemDataPack1\Andover\Barbados\	
8	A-7851-R				Red	SystemDataPack1\Andover\Barbados\	
9	A-7852-E				Red	SystemDataPack1\Andover\Barbados\	
10	A-7852-G				Red	SystemDataPack1\Andover\Barbados\	
11	A-7853-O				Red	SystemDataPack1\Andover\Barbados\	
12	A-7853-P				Red	SystemDataPack1\Andover\Barbados\	
12	A-7853-P				Red	SystemDataPack1\Andover\Barbados\	
13	A-7853-R				Red	SystemDataPack1\Andover\Barbados\	
13	A-7853-R				Red	SystemDataPack1\Andover\Barbados\	
14	A-7854-C				Red	SystemDataPack1\Andover\Barbados\	
14	A-7854-C				Red	SystemDataPack1\Andover\Barbados\	
14	A-7854-C				Red	SystemDataPack1\Andover\Barbados\	
14	A-7854-C				Red	SystemDataPack1\Andover\Barbados\	
15	A-7854-O				Red	SystemDataPack1\Andover\Barbados\	
15	A-7854-O				Red	SystemDataPack1\Andover\Barbados\	
16	A-7854-P				Red	SystemDataPack1\Andover\Barbados\	
16	A-7854-P				Red	SystemDataPack1\Andover\Barbados\	
501002	Dreamcatcher Earth	http://storefront.unitednotions.com	This is a new fabric that is being added			C:\Users\Lynne\Desktop\Dreamcatcher	

Dreamcatcher Earth

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

## Editing a Fabric

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



16. The Edit fabric form will open with the information about the selected fabric.

The screenshot shows a dialog box titled "Add/Edit Fabric" with the following fields and values:

- Name:** Dreamcatcher Earth
- Website:** http://storefront.unitednotions.com/storefrontCommerce/
- Line:** Barbados
- Color Family:** Brown
- Rating:** 5 Stars (represented by five yellow stars)
- Description:** This is a new fabric that is being added with the Easy Organizer Suite Lessons.

At the bottom left, there is a "Picture..." button. At the bottom right, there are "OK" and "Cancel" buttons. A red asterisk and the text "\* Required Field" are located at the bottom left of the form area.

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

Name: Dreamcatcher Planet Earth

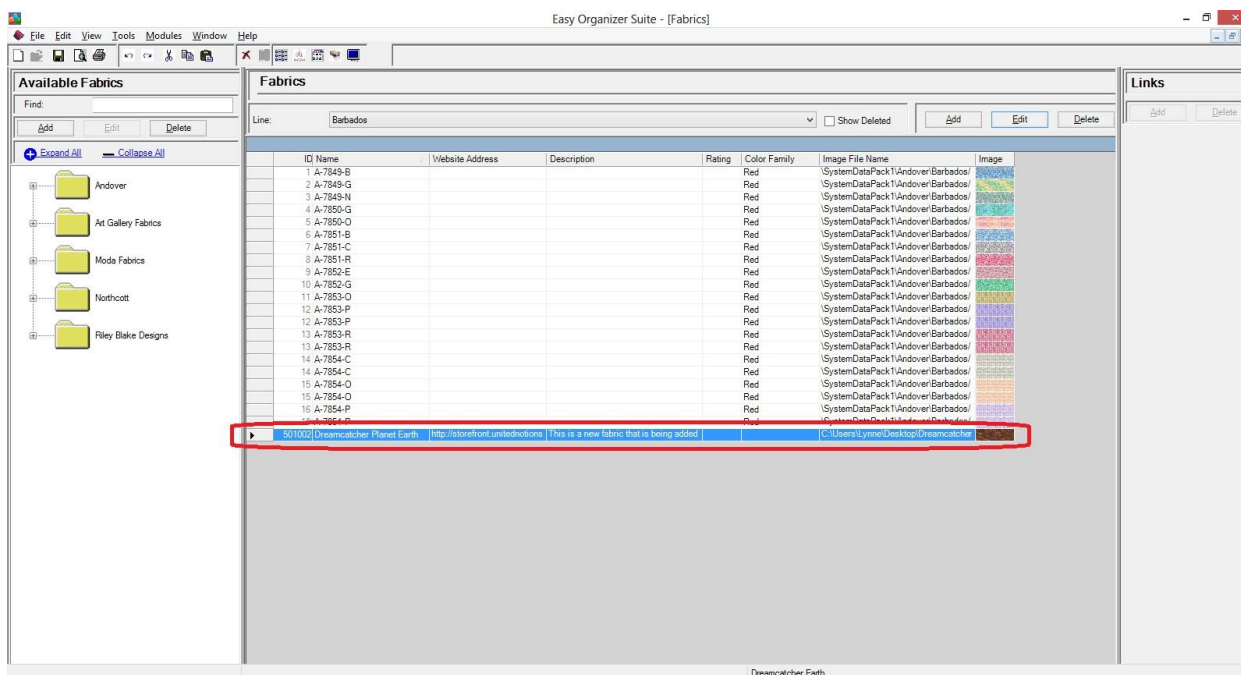
Click on the OK button to accept your changes.

The screenshot shows a dialog box titled "Add/Edit Fabric" with the following fields and values:

- Name:** Dreamcatcher Planet Earth
- Website:** http://storefront.unitednotions.com/storefrontCommerce/
- Line:** Barbados
- Color Family:** Brown
- Rating:** 5 Stars
- Description:** This is a new fabric that is being added with the Easy Organizer Suite Lessons.

At the bottom left, there is a "Picture..." button. At the bottom right, there are "OK" and "Cancel" buttons. The "OK" button is highlighted with a red rectangle.

18. You will now see the fabric with the changed information.

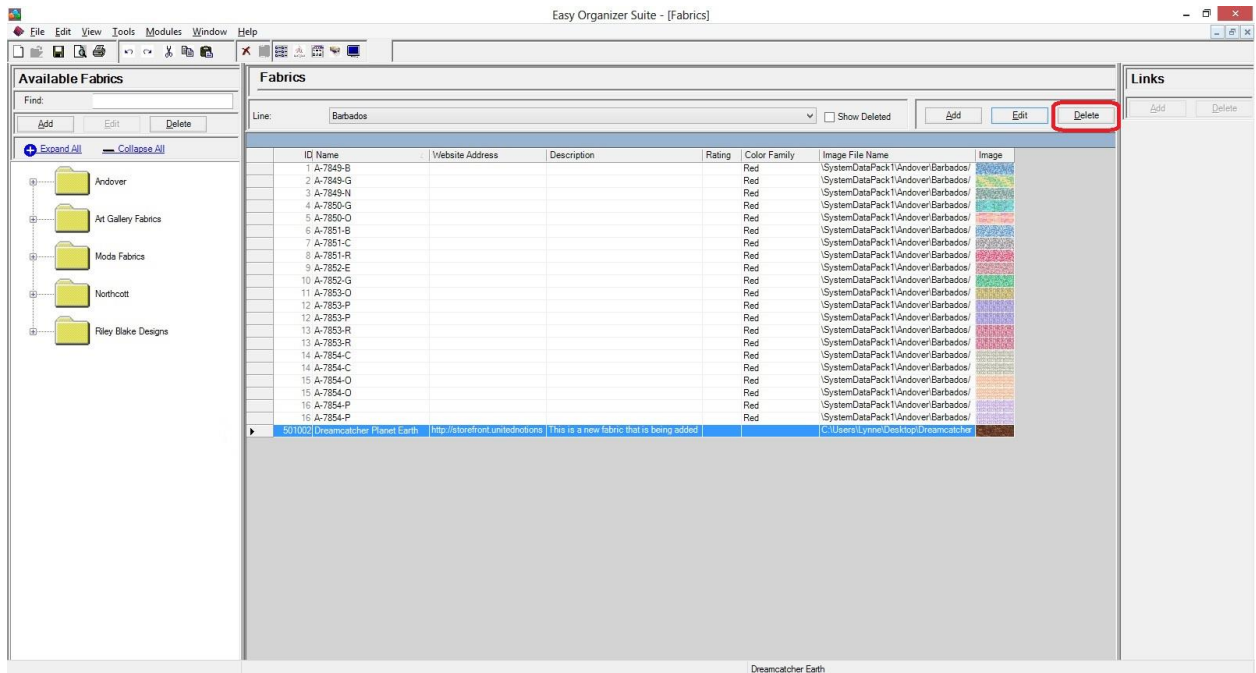


Click on the Save icon in the toolbar to save your changes.



## Deleting a Fabric

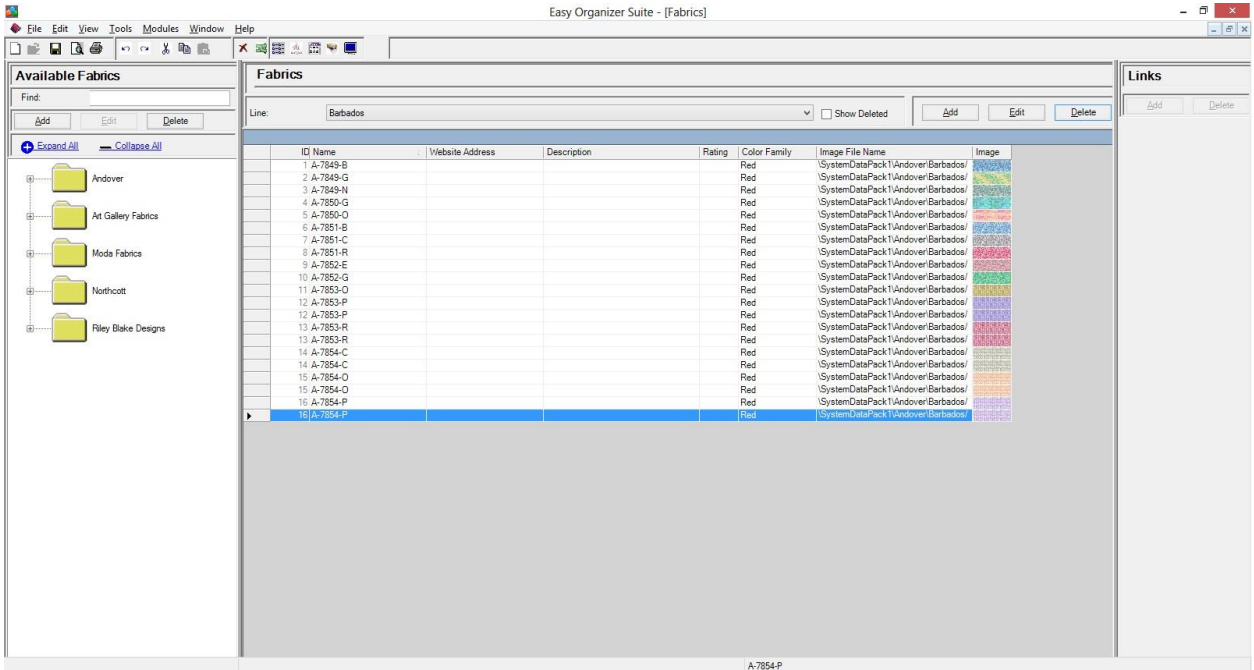
19. You can delete a fabric by selecting the fabric and then clicking on the Delete button. Let's delete our new fabric. Select The Very Best New Fabric row and click on the Delete button.



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



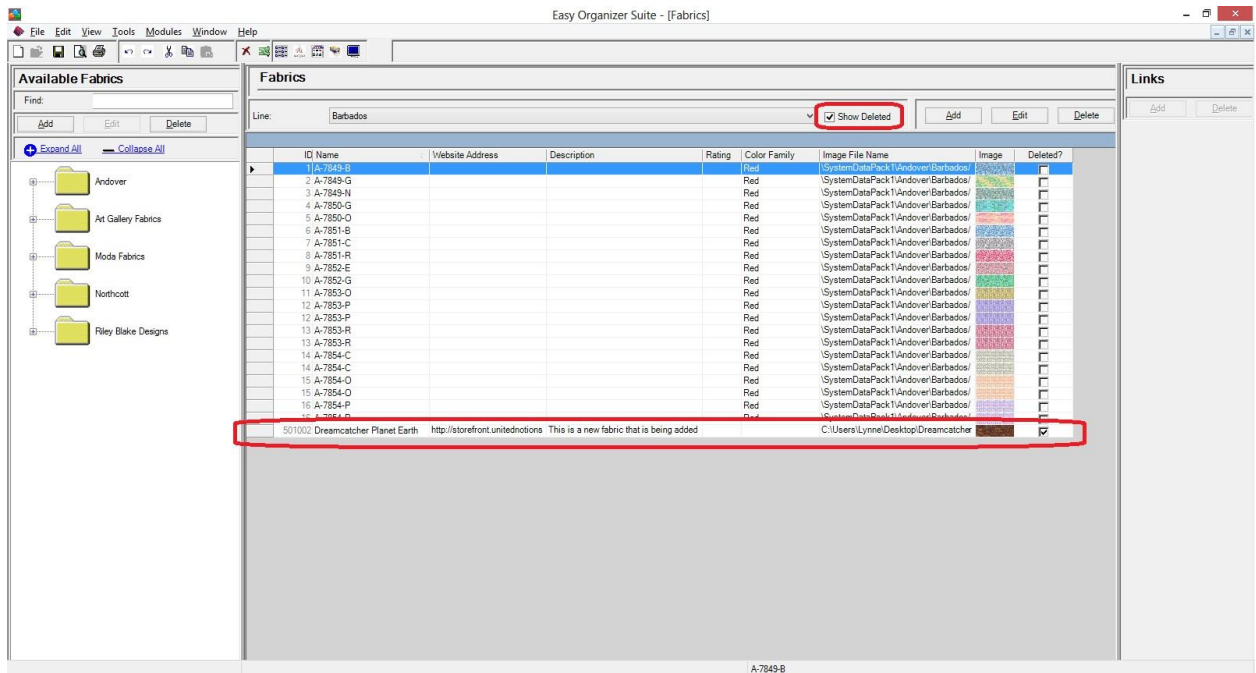
## 21. The fabric will no longer be visible in the Fabrics System Table.



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

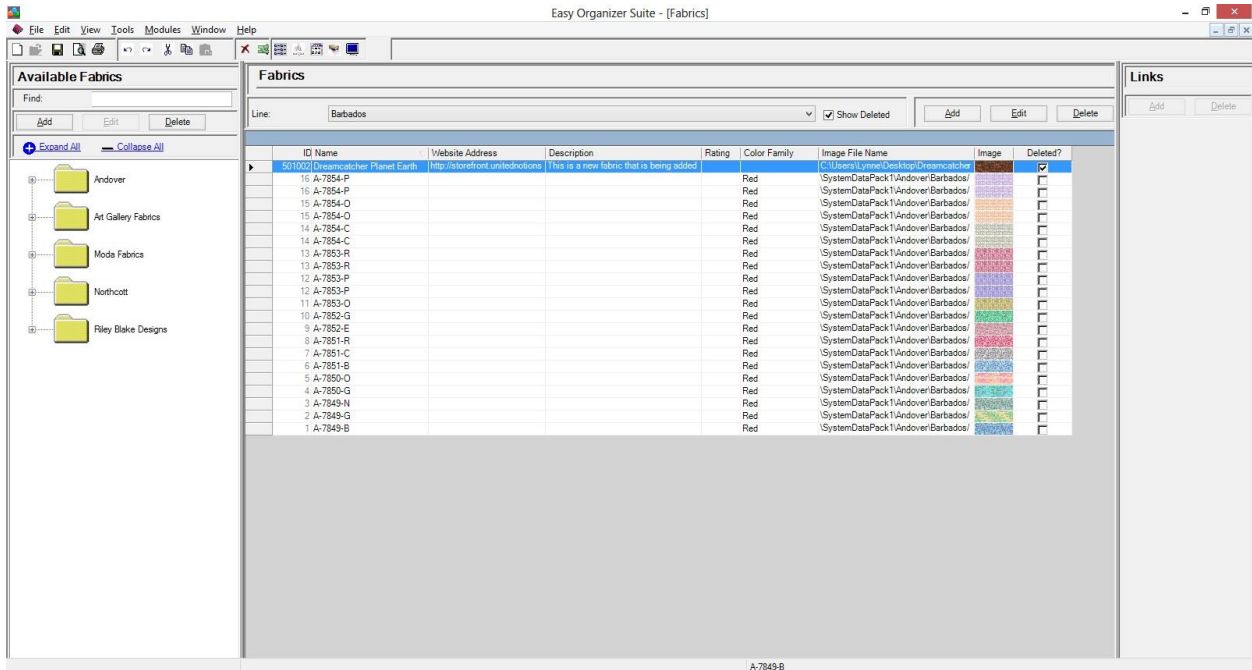
## Filtering Fabrics

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



## Sorting Fabrics

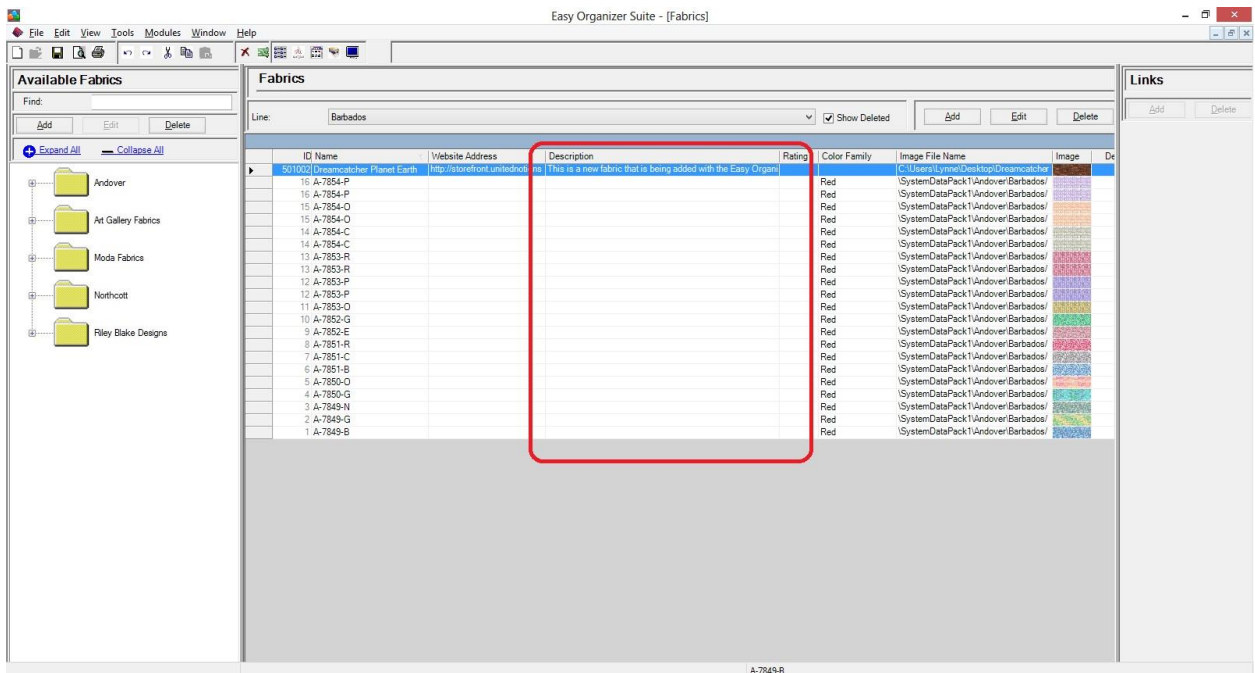
23. In any chart, including the Fabrics System Table Chart, you can sort the grid by clicking on the column heading. So, if you want to sort the grid by the Name column in ascending order, click on the Name column heading. If you click it again, the program will sort the grid in descending order.



## Resizing Columns

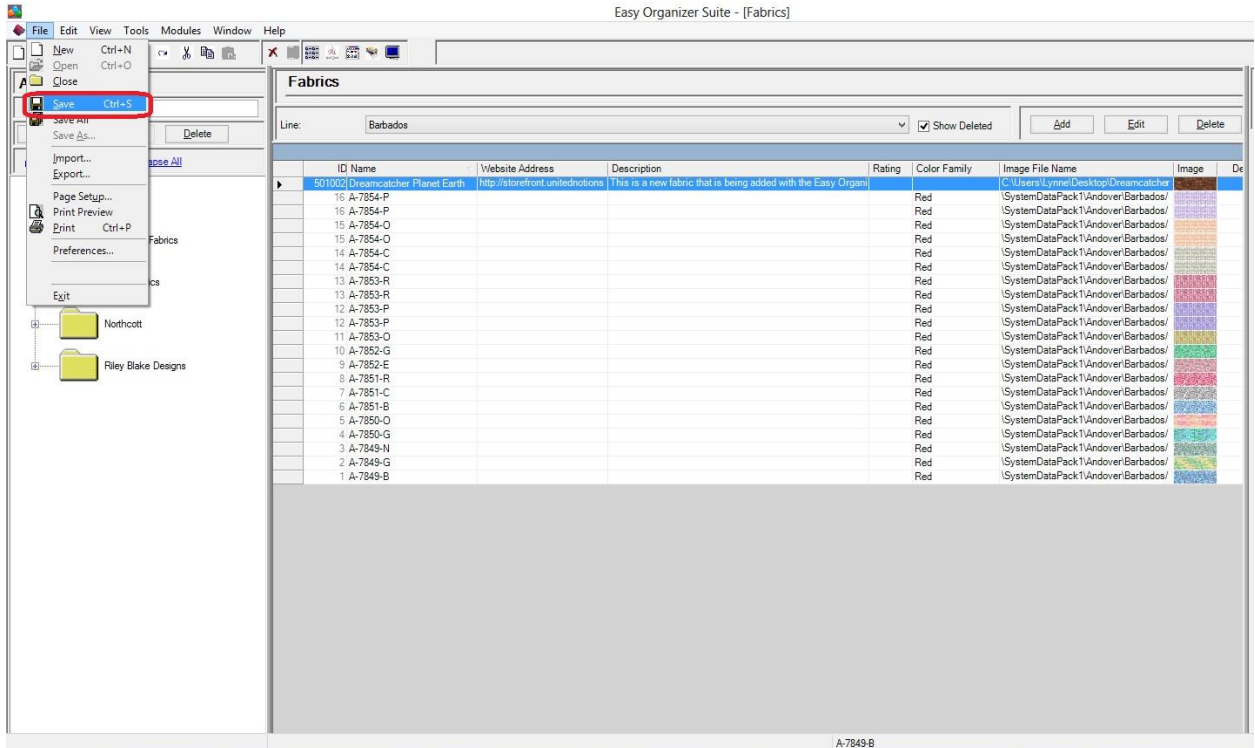
24. To resize the columns of a grid, hover the mouse over end of the column you would like to resize until the mouse becomes a resize cursor. Then click and drag the column either to the left to make the column smaller or to the right to make the column larger. When the column is the size you want, let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

25. Be sure to save the Fabrics 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 Fabrics System Table.