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.
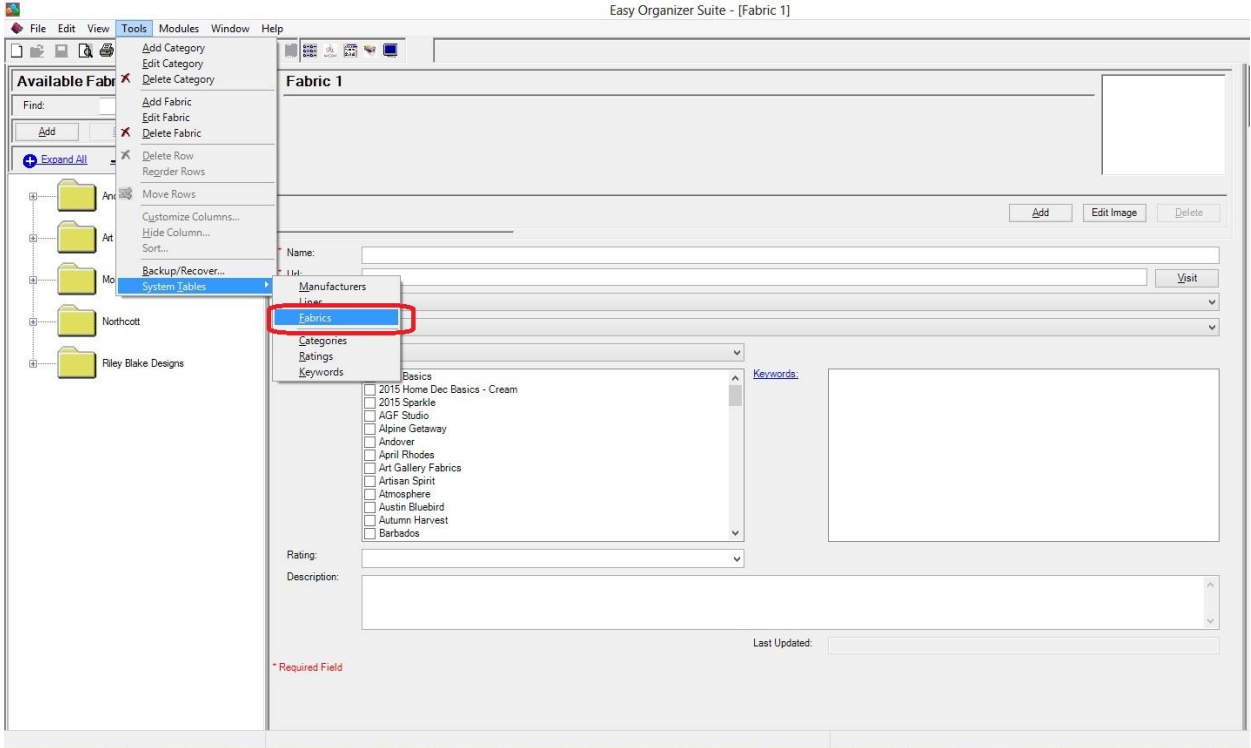
Opening the Fabrics System Table

1. To begin, open **Easy Organizer Suite™** and select the **easyFabrics Organizer™** Module from the Module Selecter.
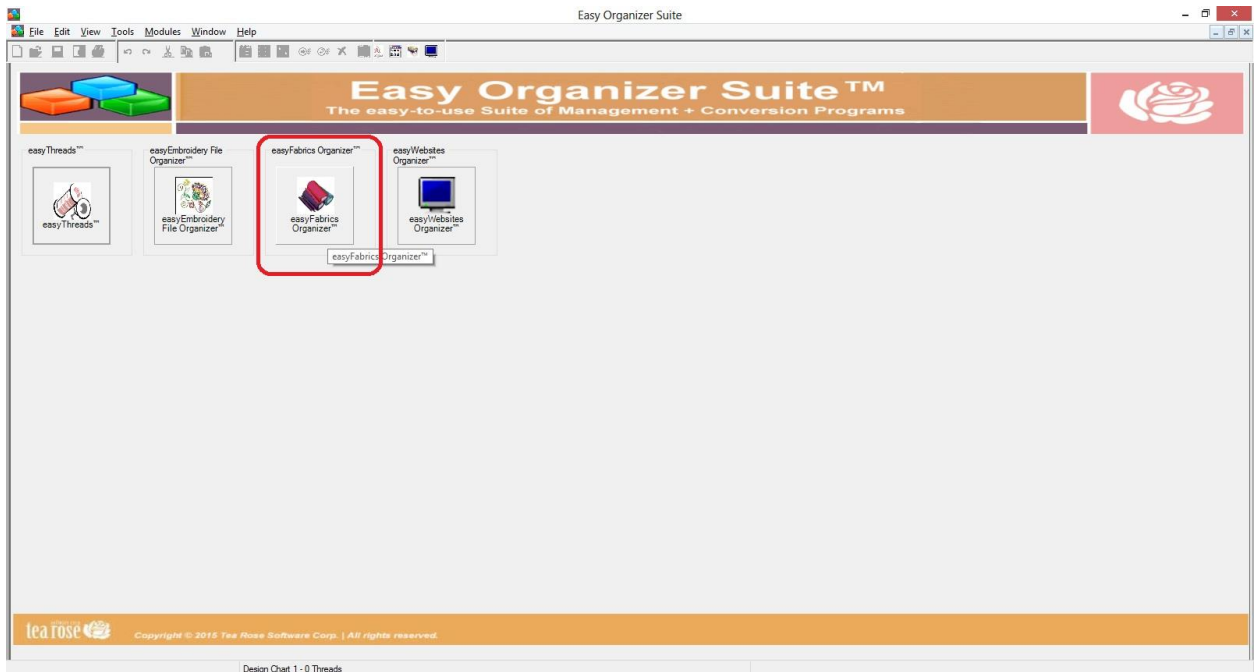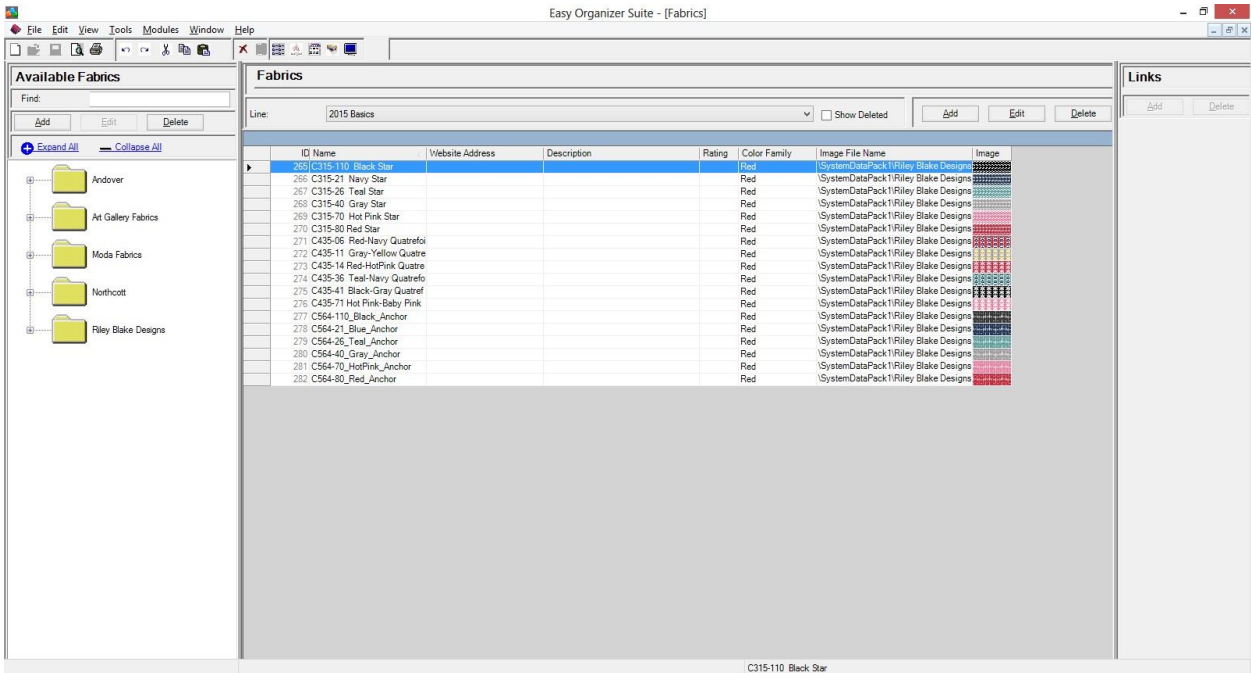
2. If you are in another module, select Modules → easyFabrics Organizer™ from the menu, or you can click on the **easyFabrics Organizer™** icon in the toolbar.
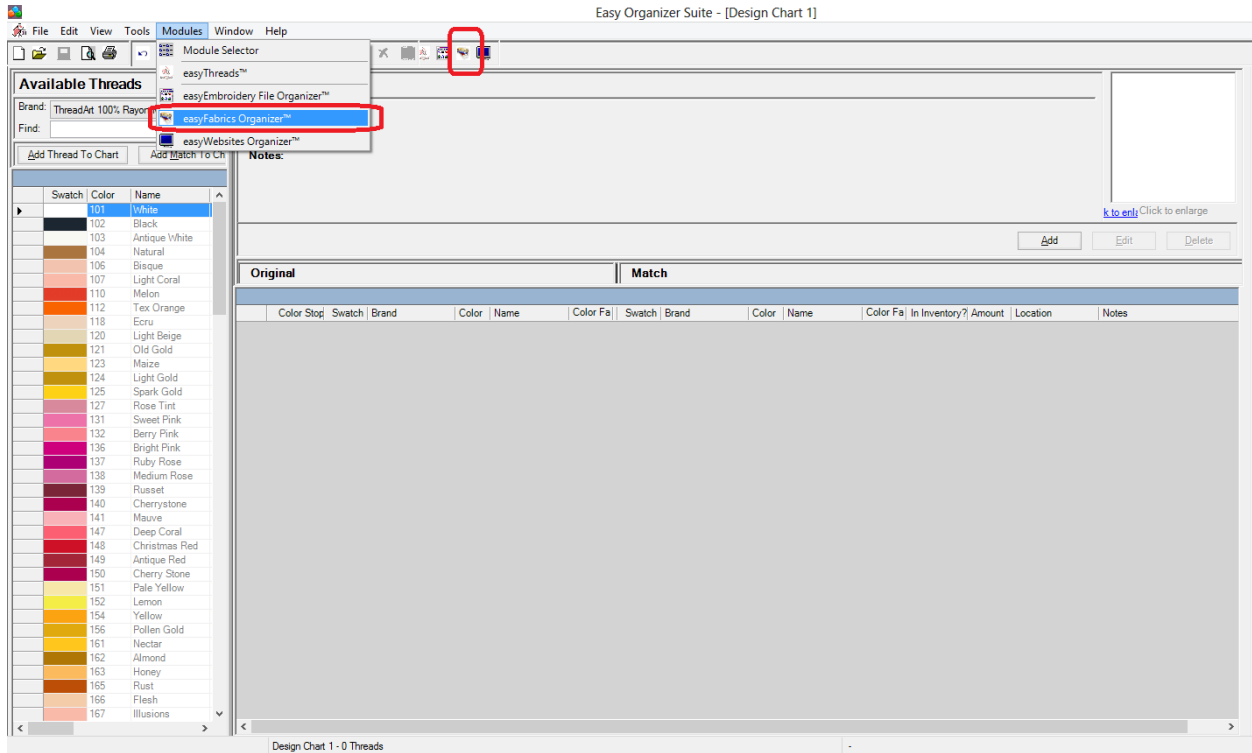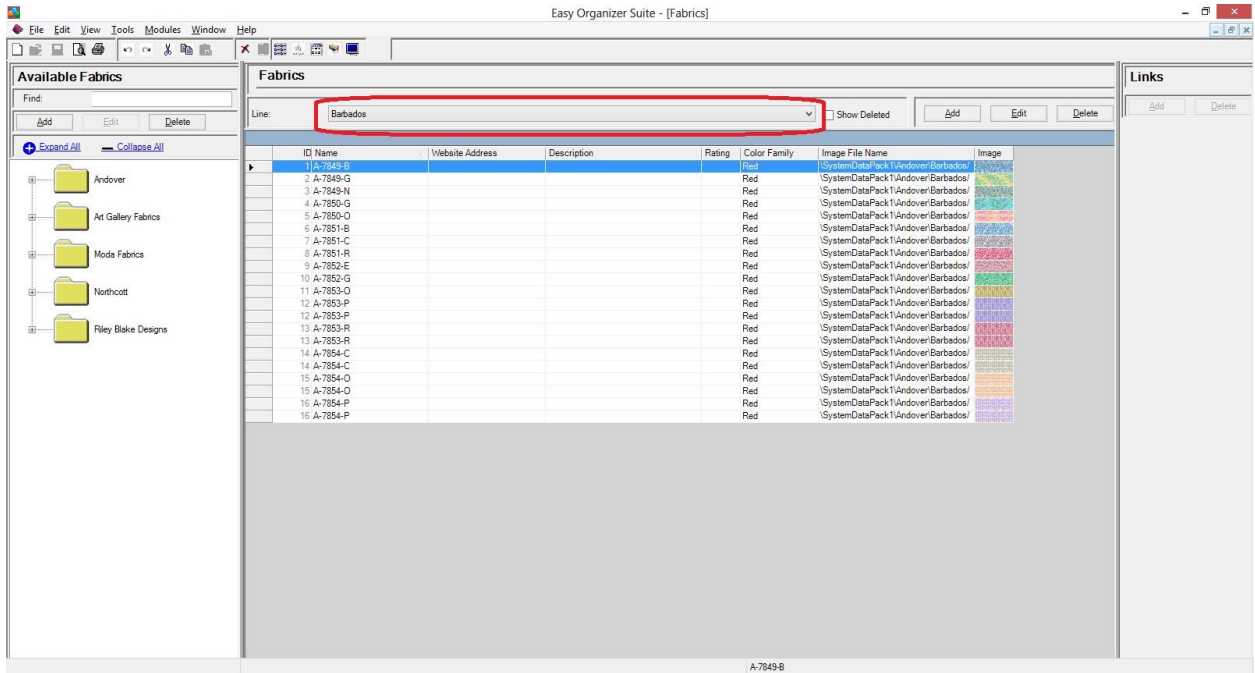
3. To view the Fabrics System Table, select Tools → System Tables → Fabrics from the menu.
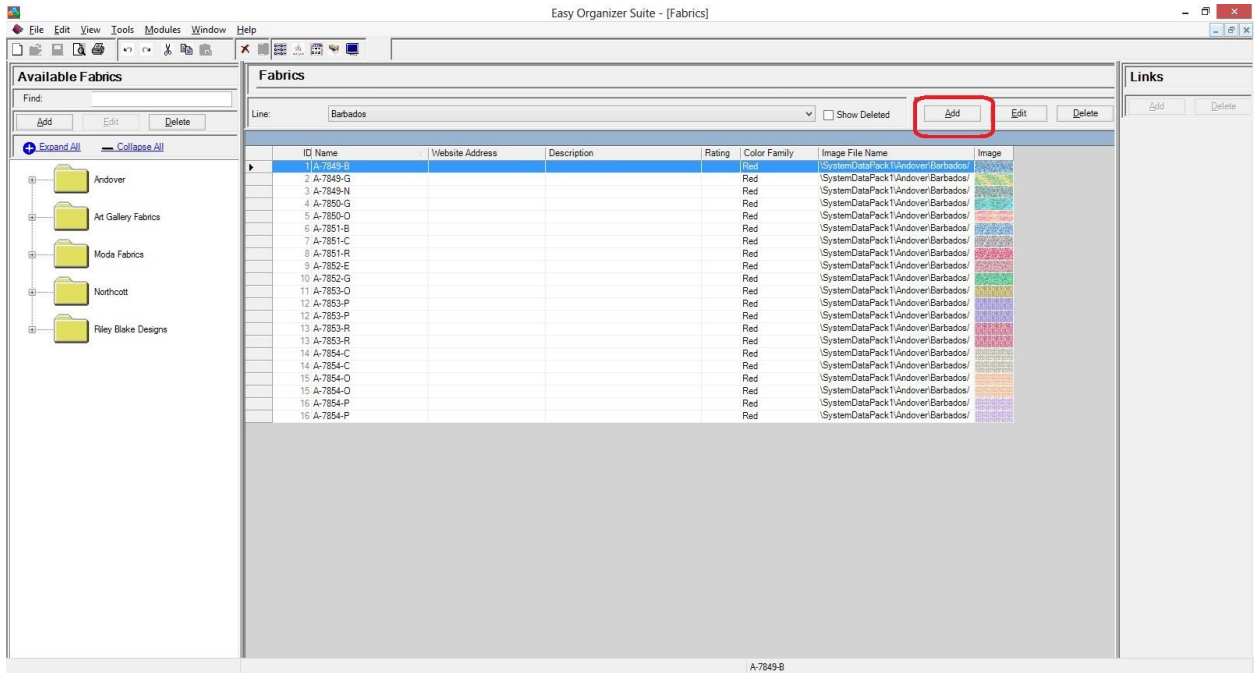

4. The Fabrics System Table Chart will open.

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

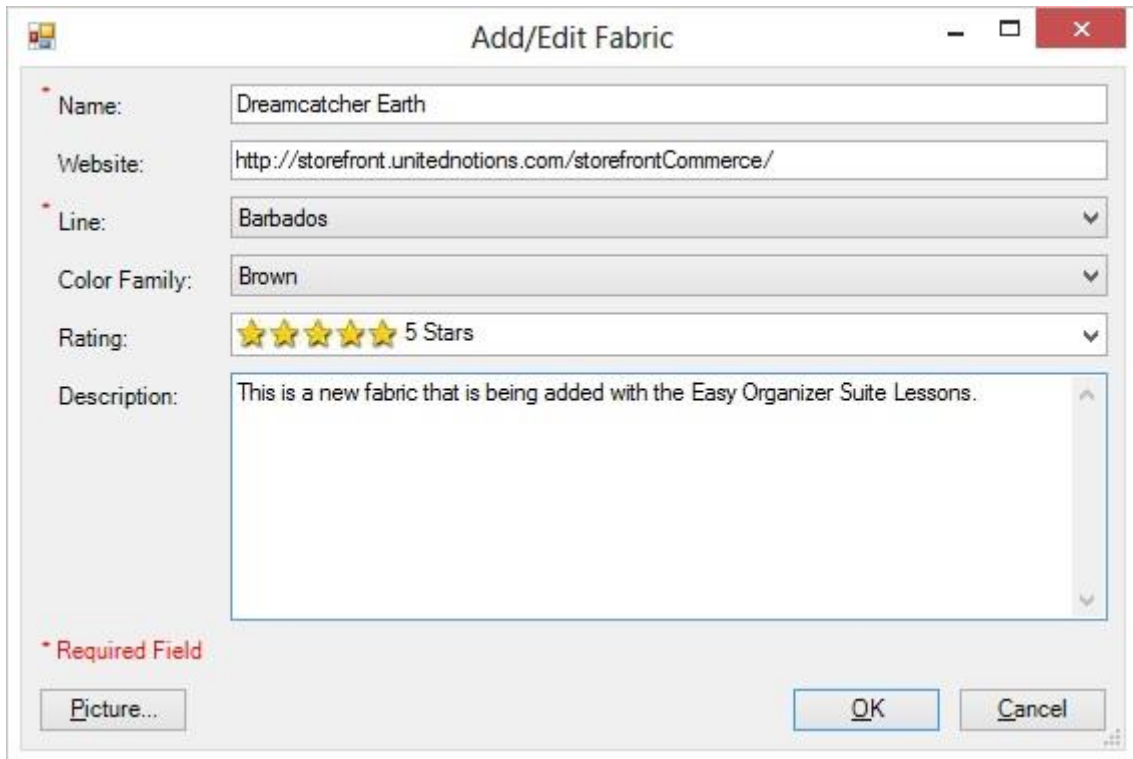6. To add a new fabric, click on the Add button.

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

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.

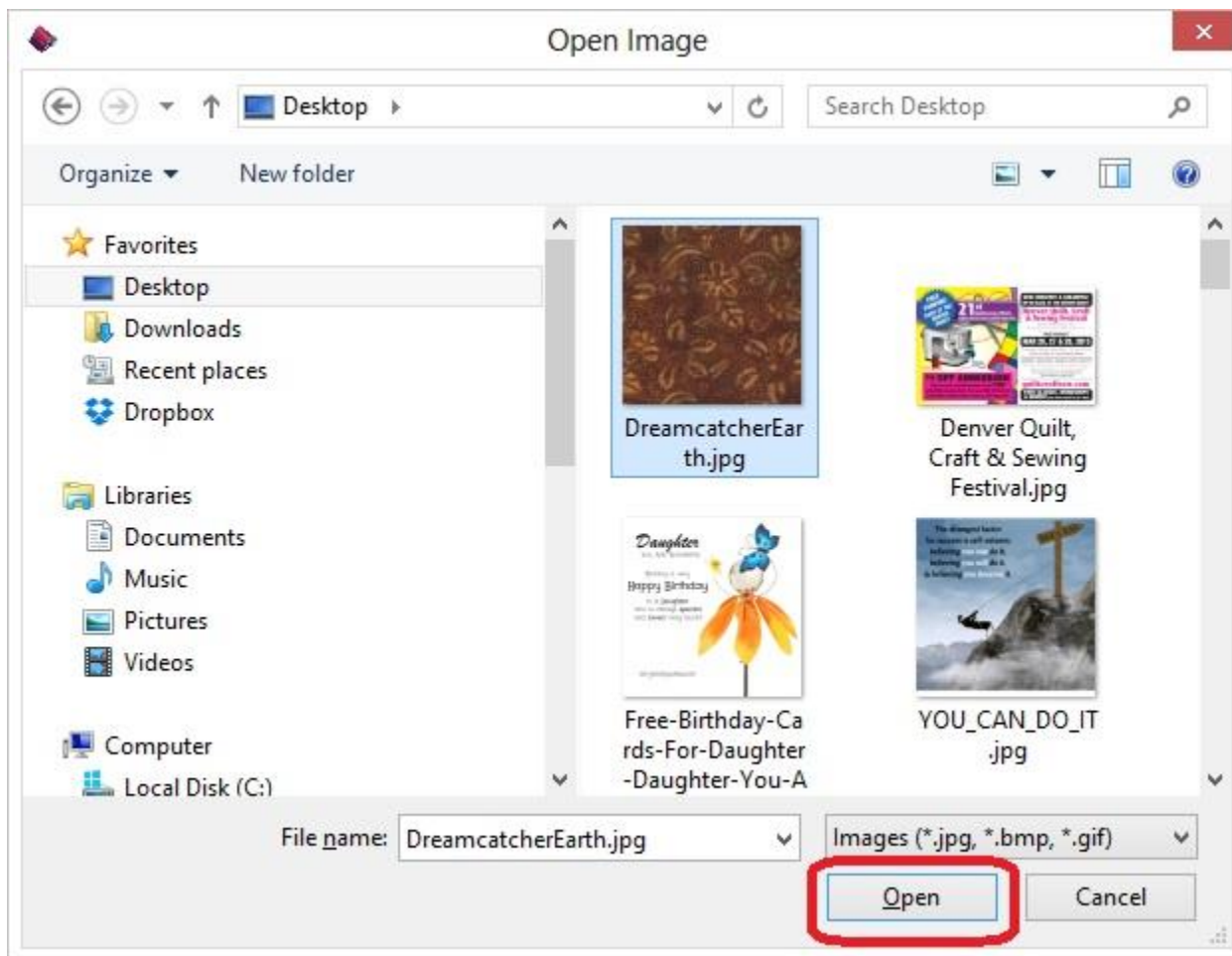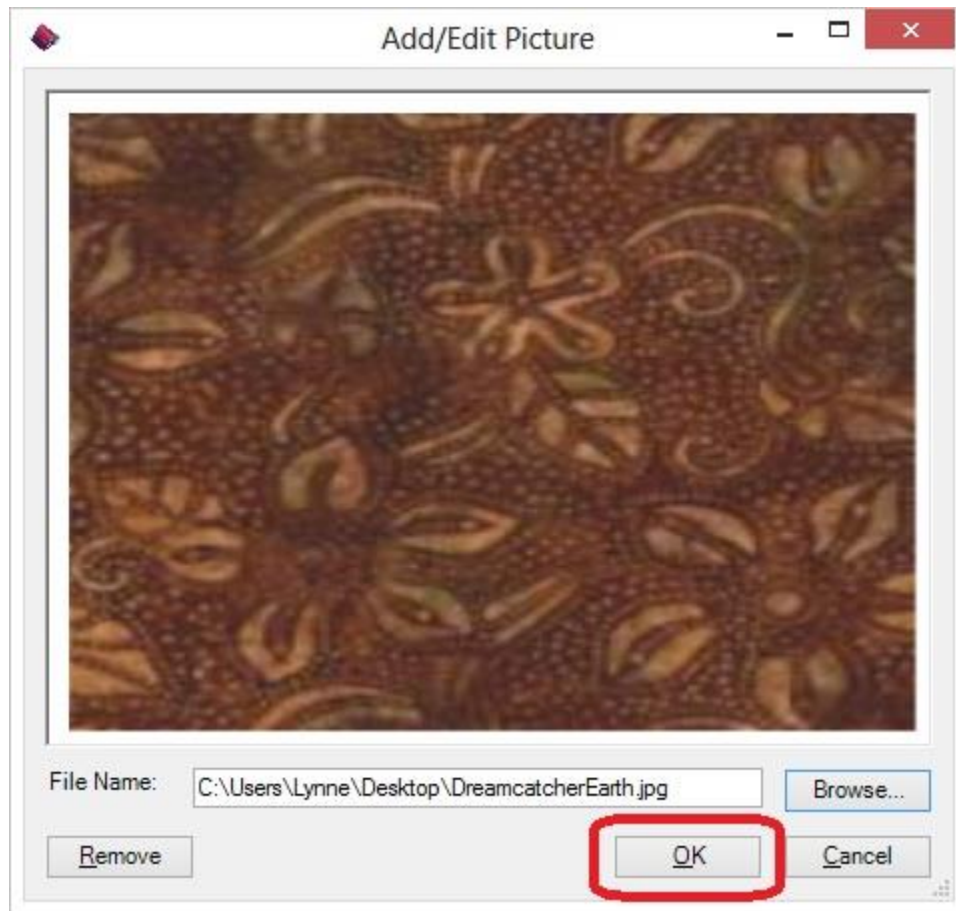9. Click on the Picture button to open the Add/Edit Picture Form.

10. The Add/Edit Picture form will open. Click on the Browse button to select an image.
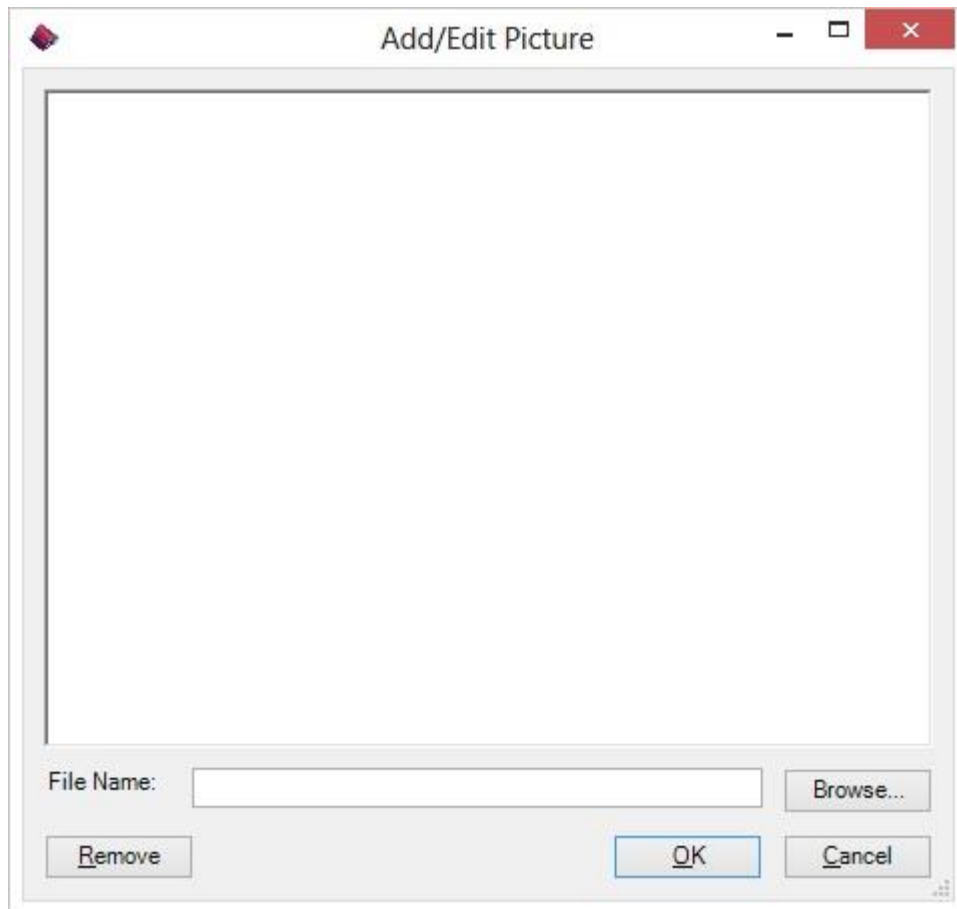
11. Click on the Browse button to select an image. Once you have selected an image, click on the Open button.

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

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

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

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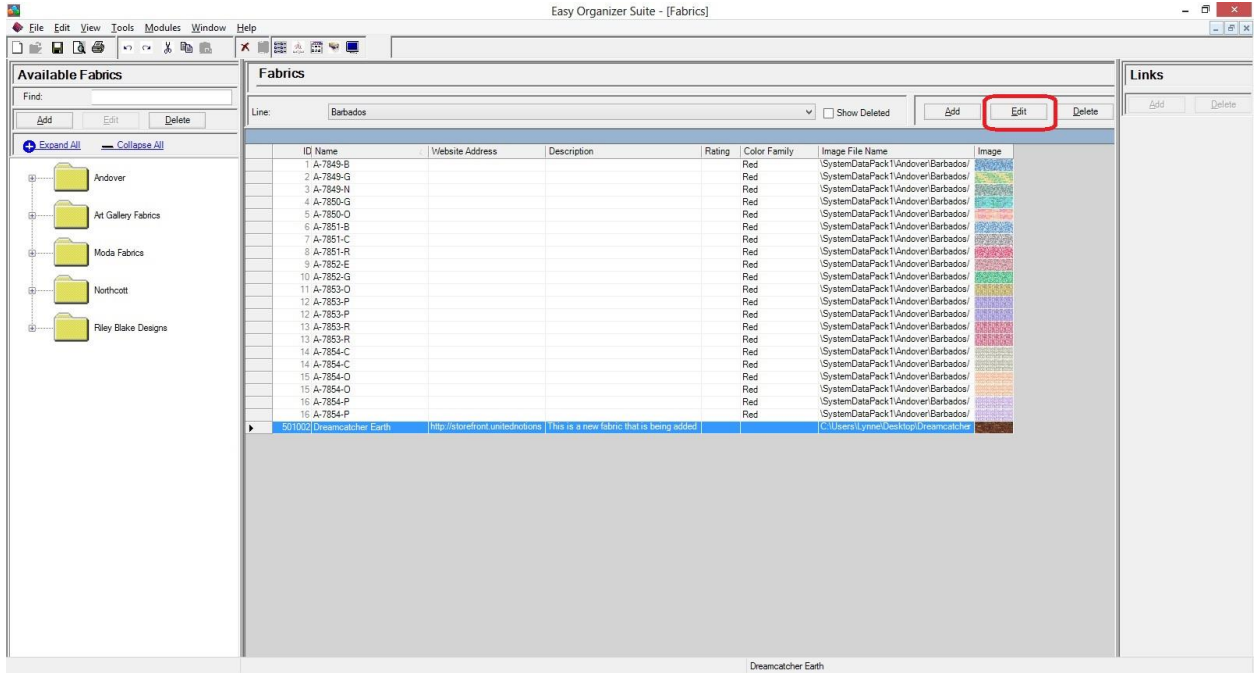
16. The Edit fabric form will open with the information about the selected fabric.

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.

18. You will now see the fabric with the changed information.
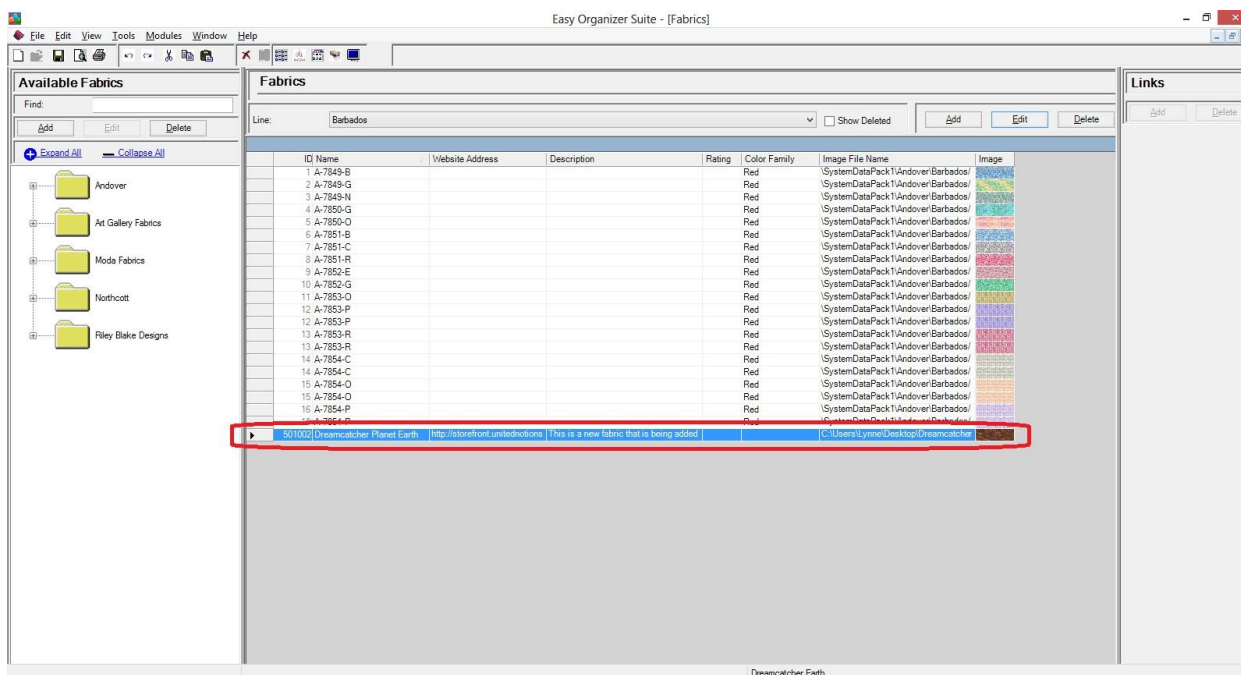
Click on the Save icon in the toolbar to save your changes.

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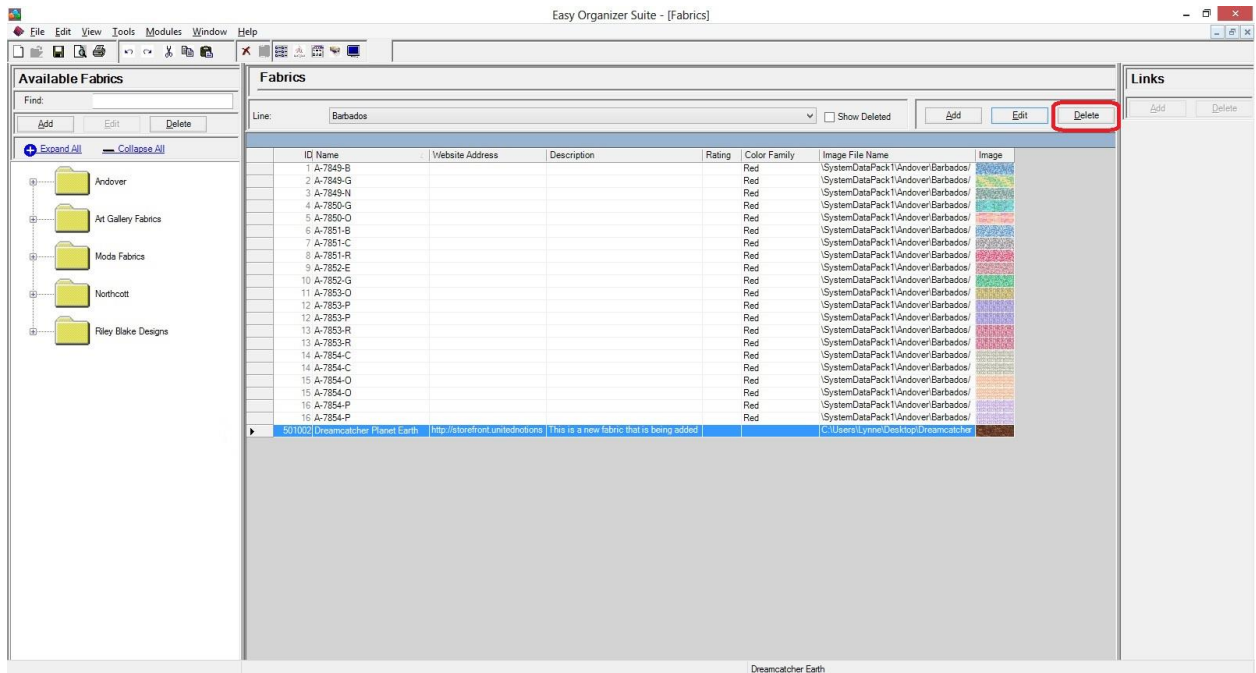
20. The system will ask if you are sure. Click on the Yes button to delete the fabric, or click on the No button to cancel the delete. For this lesson, click on the Yes button.

21. The fabric will no longer be visible in the Fabrics System Table.
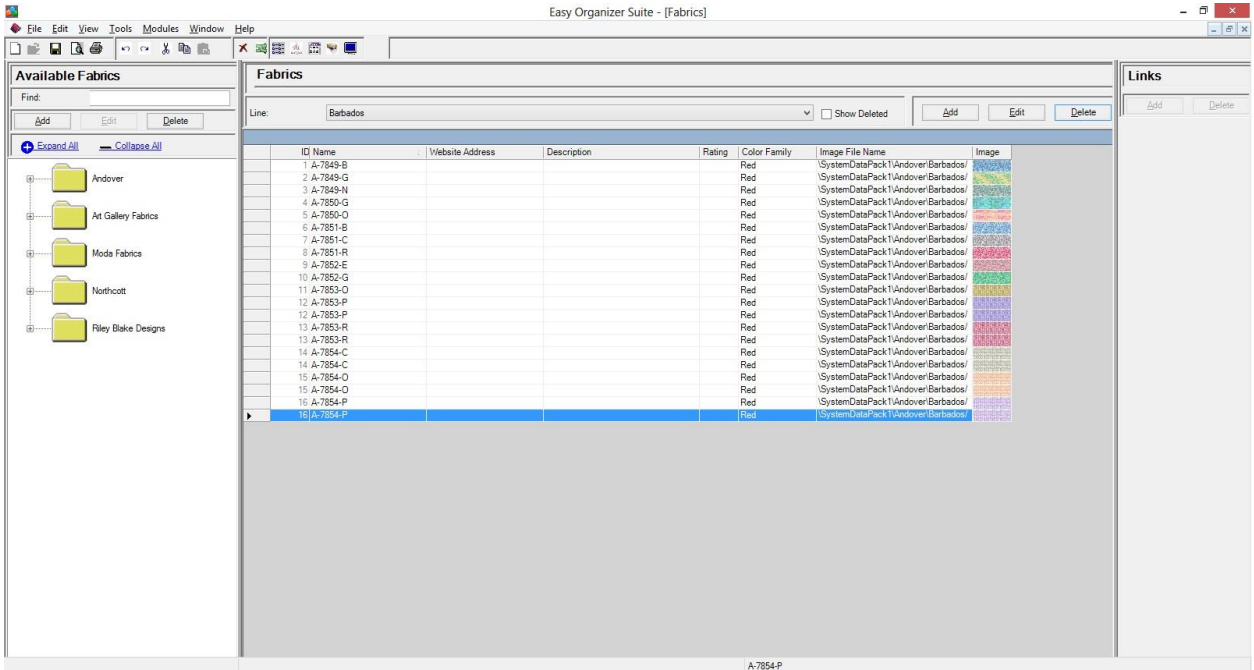
Click on the Save icon in the toolbar to save your changes.

Filtering Fabrics

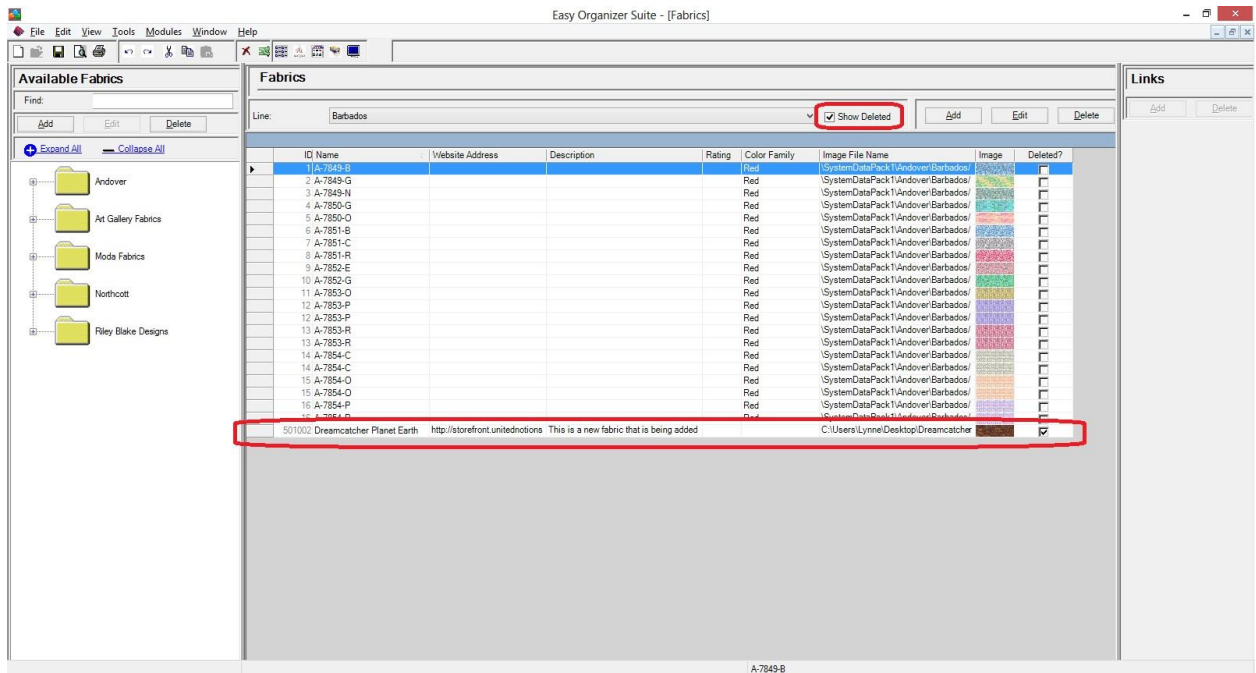22. To filter the list of fabrics that are displayed, you can check the Show Deleted checkbox. This will show the deleted fabrics. You can now see the new fabric that we just deleted, with the Deleted checkbox checked.

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.
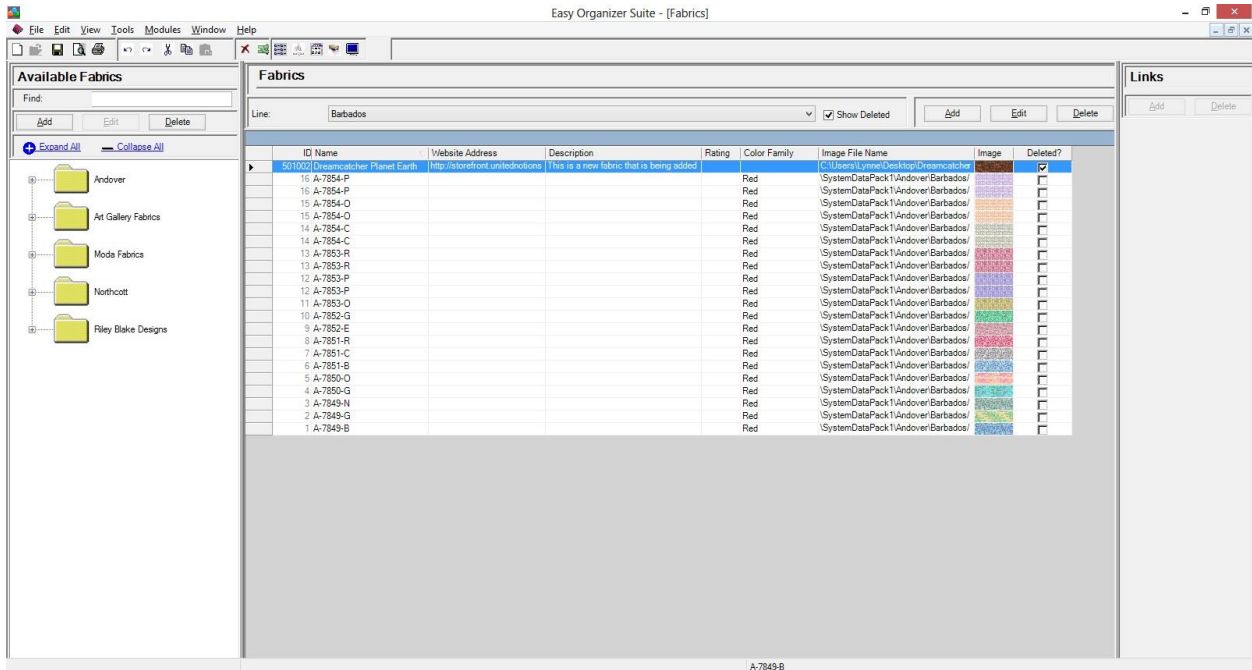
Resizing Columns

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.
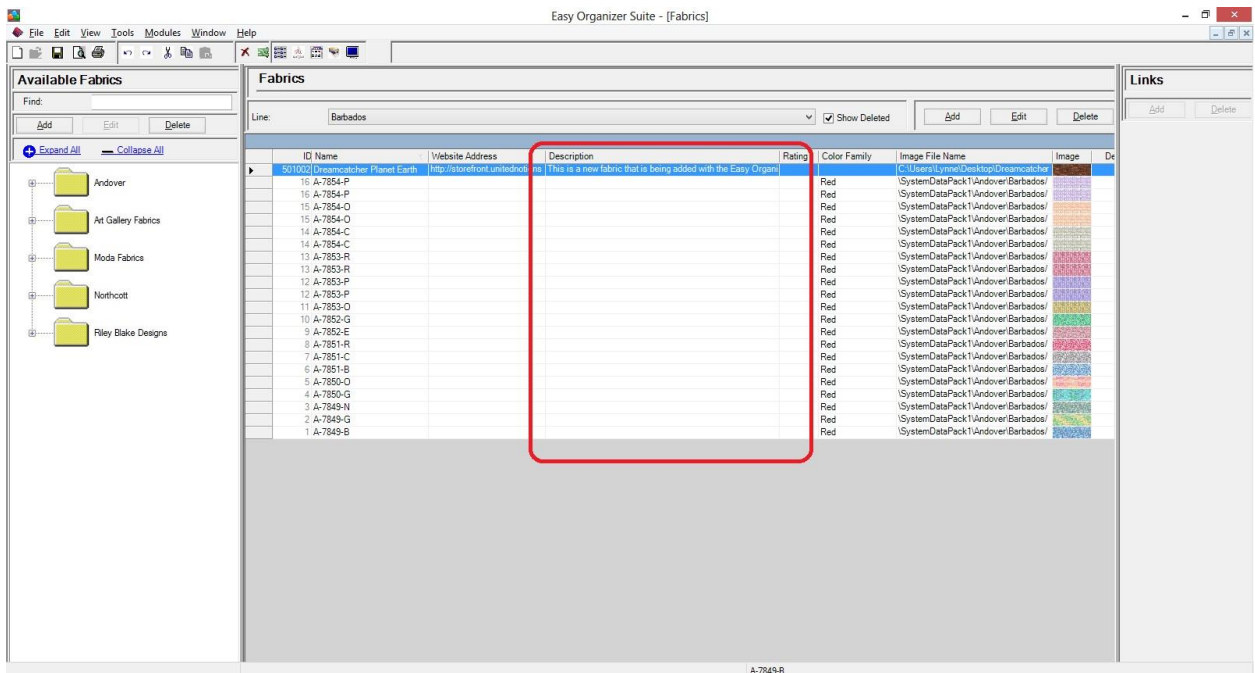
Save

25. Be sure to save the Fabrics System Table Chart. Select File → Save or click on the Save icon in the toolbar.
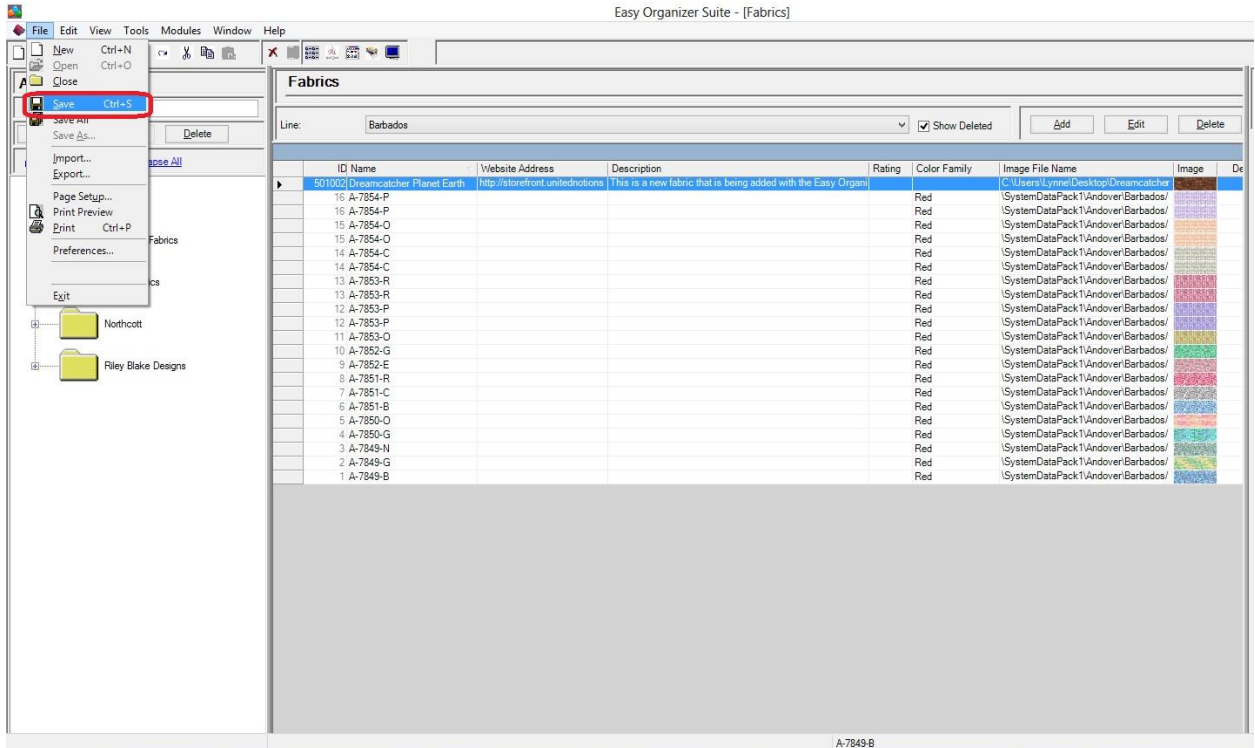
Congratulations! You have finished the How to Work With the Fabrics System Table.