

**Easy Organizer Suite™
Threads Organizer™ Module Pack
easythreads™ Module**

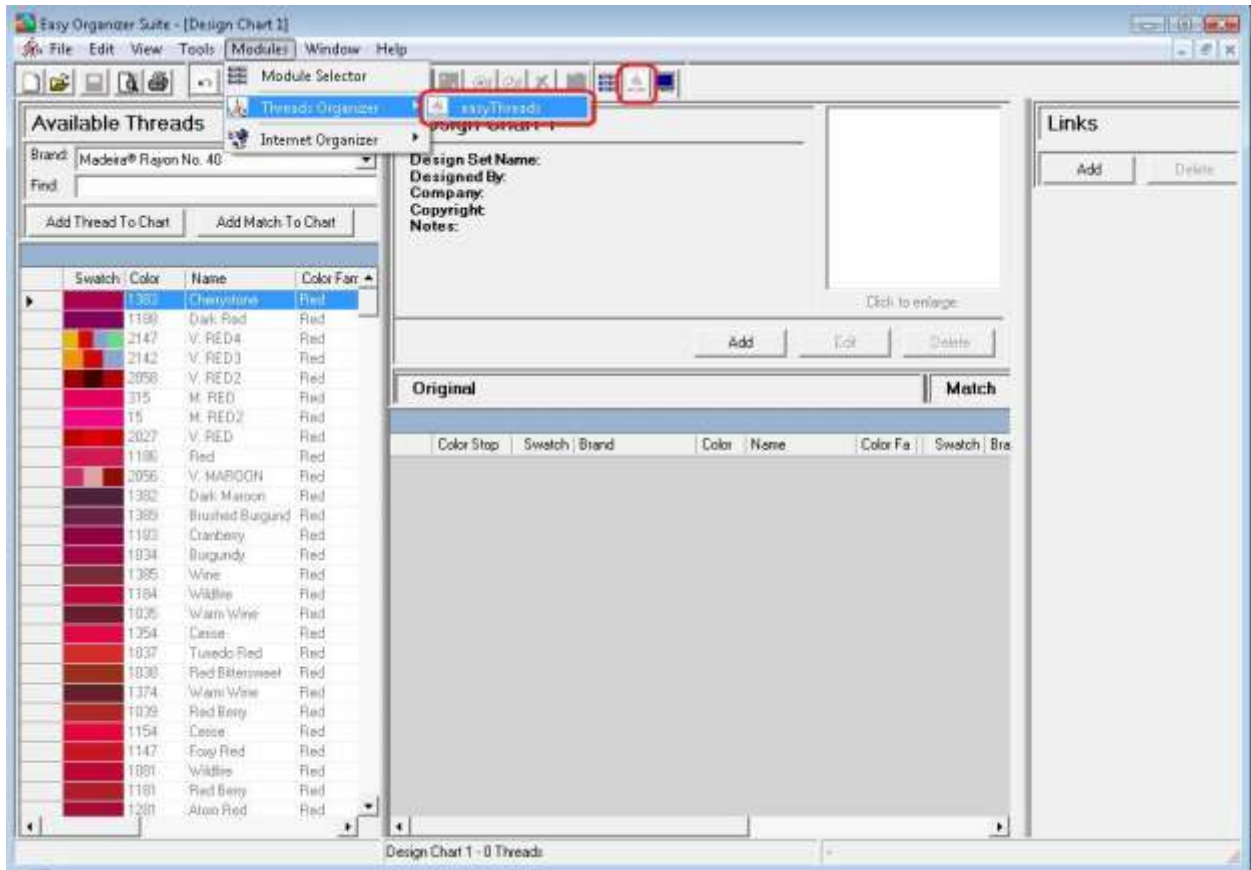
Lesson 11 - How to Work With the Threads System Table

Welcome to the **easythreads™** Lessons series. As you follow through each lesson, you will learn new and exciting aspects of the **easythreads™** 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 eleventh lesson will show you how to add, edit and delete system threads.

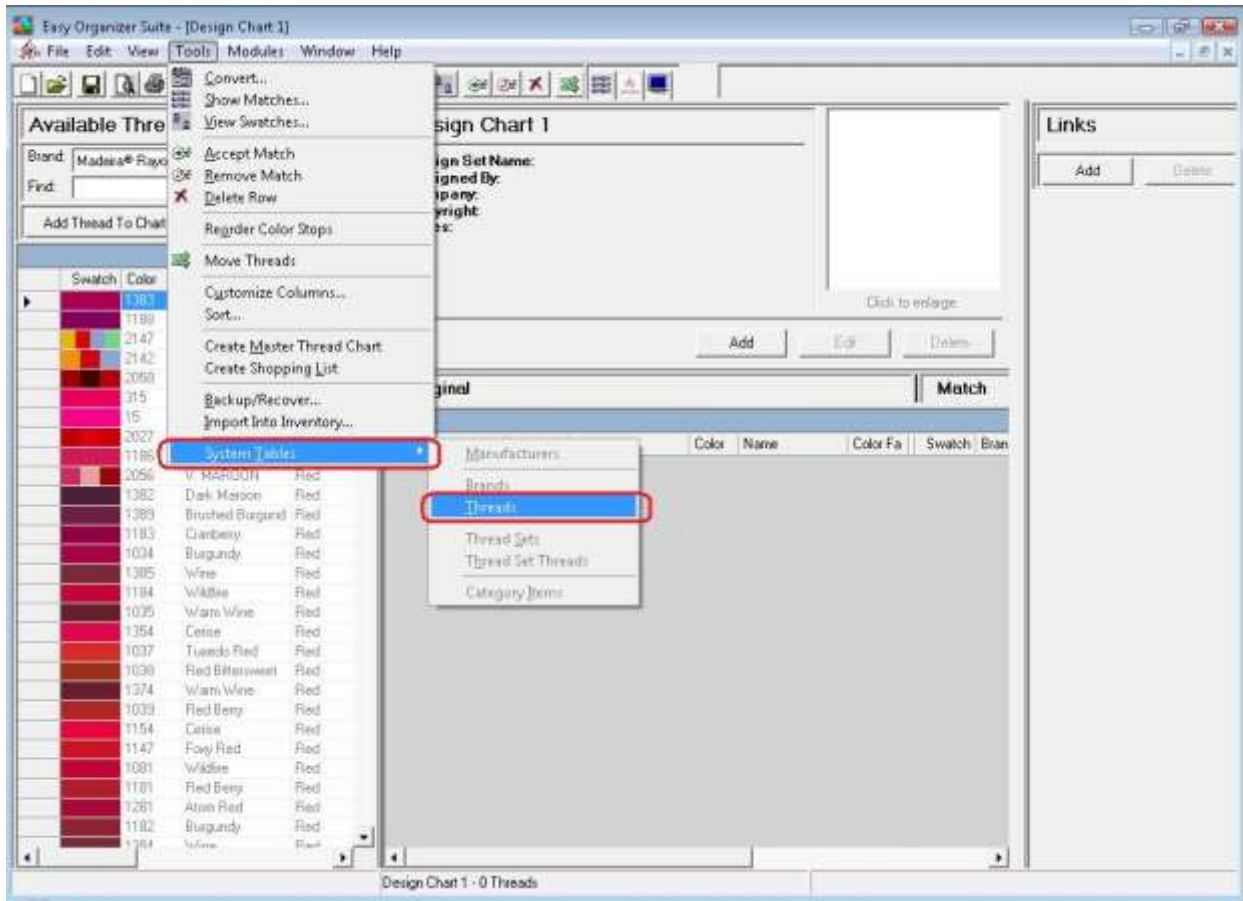
The threads that are in the easythreads database are available to be viewed in the Threads System Table. You can add new threads, change the existing values, or delete the threads.

Threads System Table

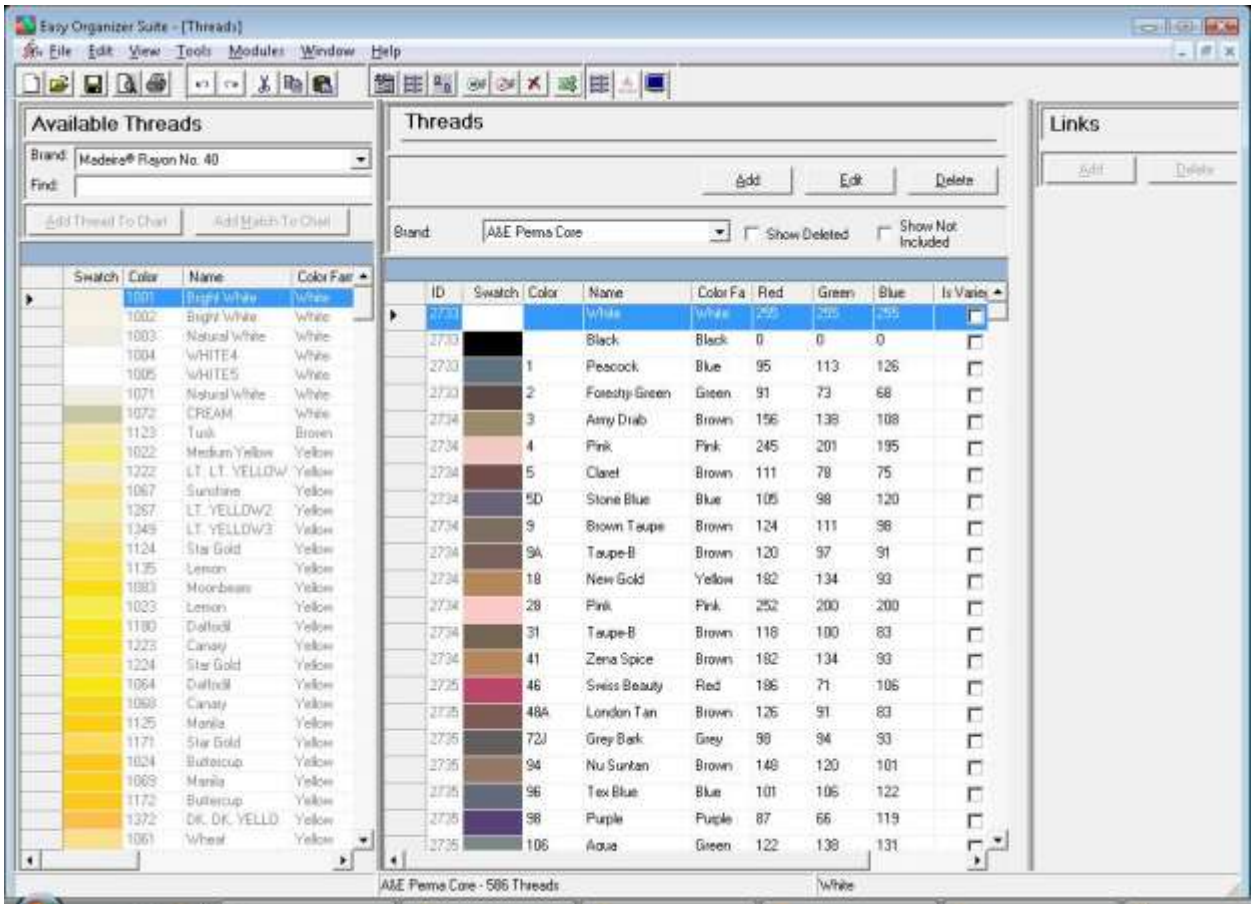
1. To begin, open **Easy Organizer Suite™** and select the **easythreads™** Module. If you are not already in the **easythreads™** Module, then select Modules → Threads Organizer → easythreads from the menu, or you can click on the **easythreads™** icon in the toolbar.



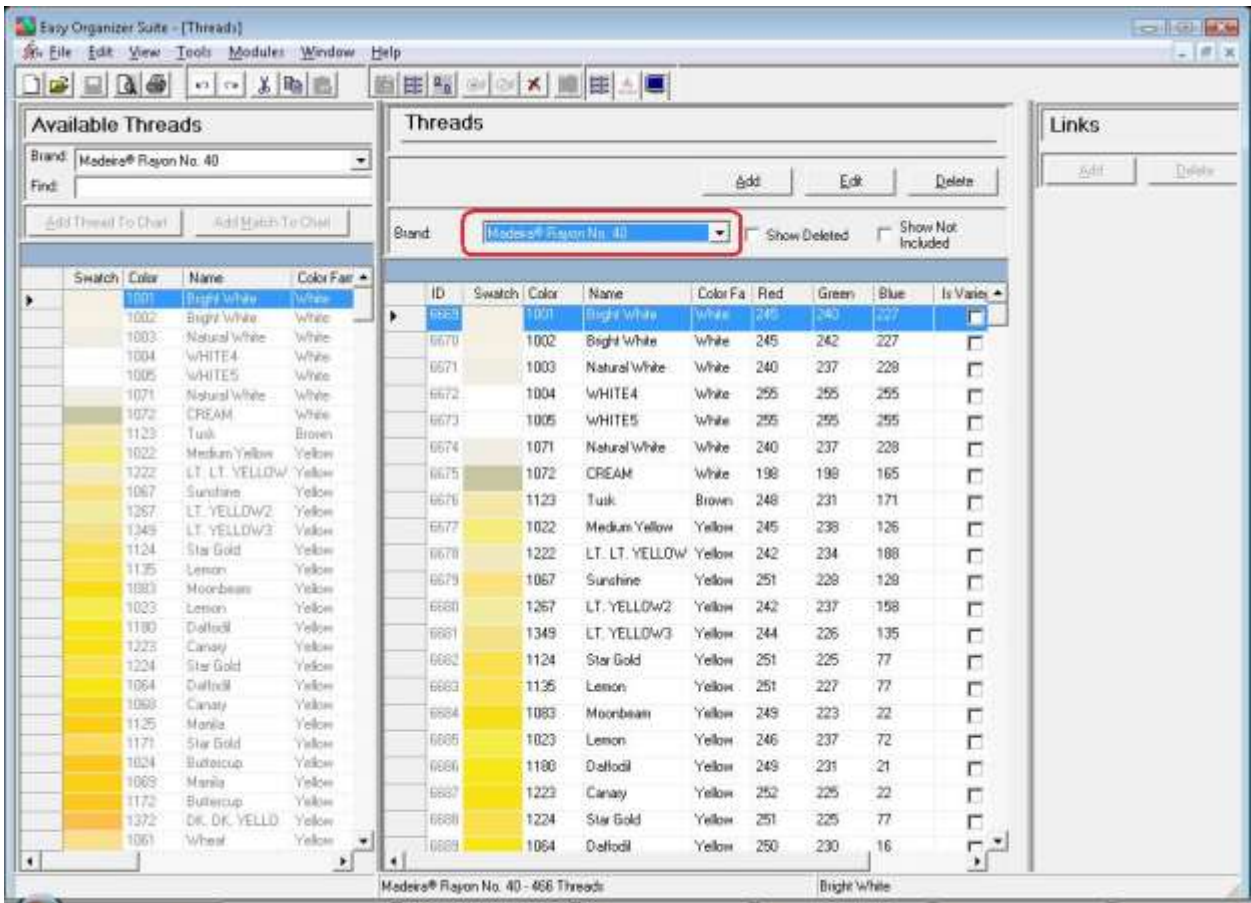
- To view the Threads System Table, select Tools → System Tables → Threads from the menu.



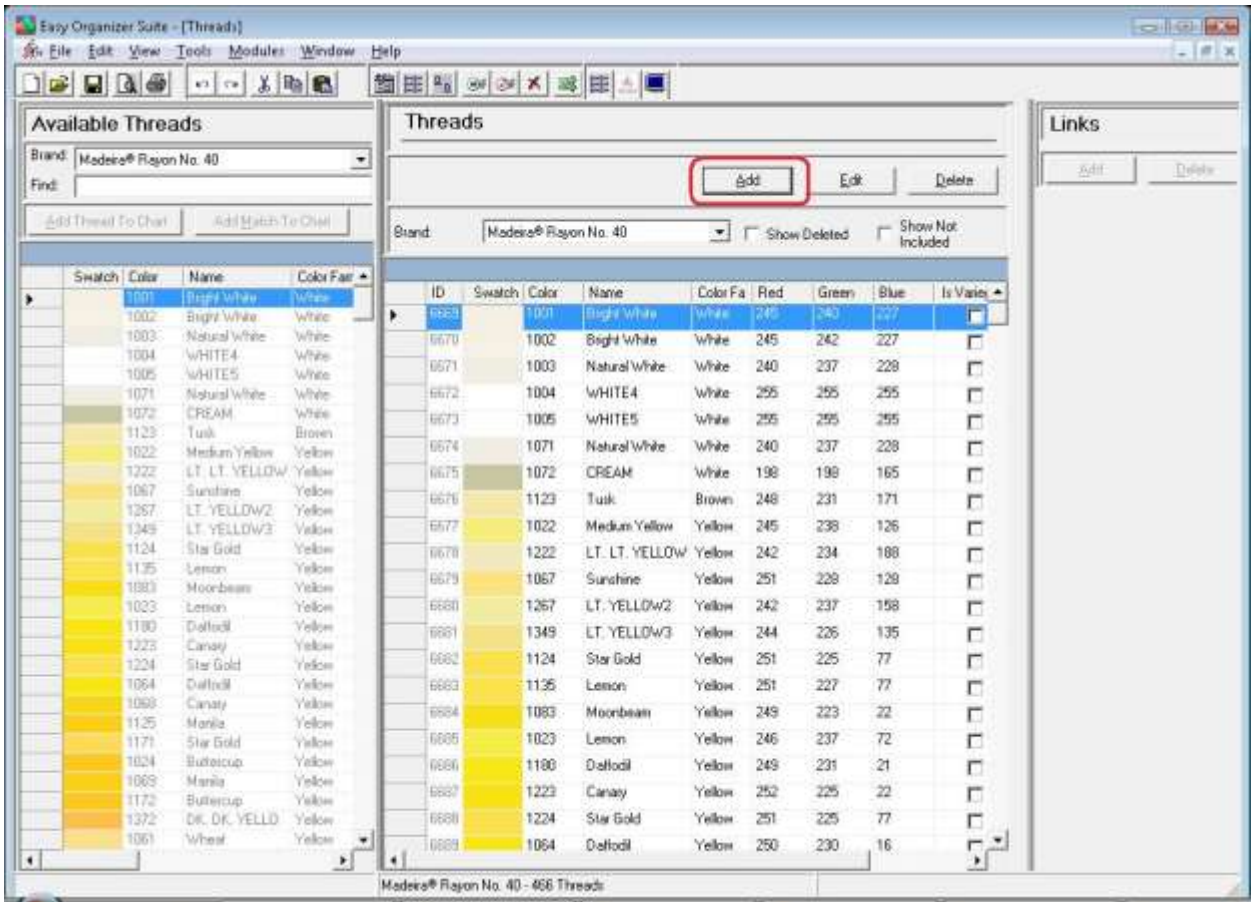
3. The Threads System Table Chart will open.



- You can select which brand of threads you would like to view by selecting the brand in the brand dropdown. For this lesson, let's select Madeira Rayon No. 40. Now you will see all of the threads for the Madeira Rayon No. 40 brand.



5. To add a new thread to the brand, click on the Add button.



6. The Add Thread form will open. You can enter the information about the new thread in this form. If you know the red, green and blue values, you can enter them, or click on the Pick Color... button to select a color.

Swatch:

* Color:

* Name:

* Color Family:

Red: Green: Blue:

Variegated?

Is In Inventory?

Amount:

Location:

Notes:

* Required Field

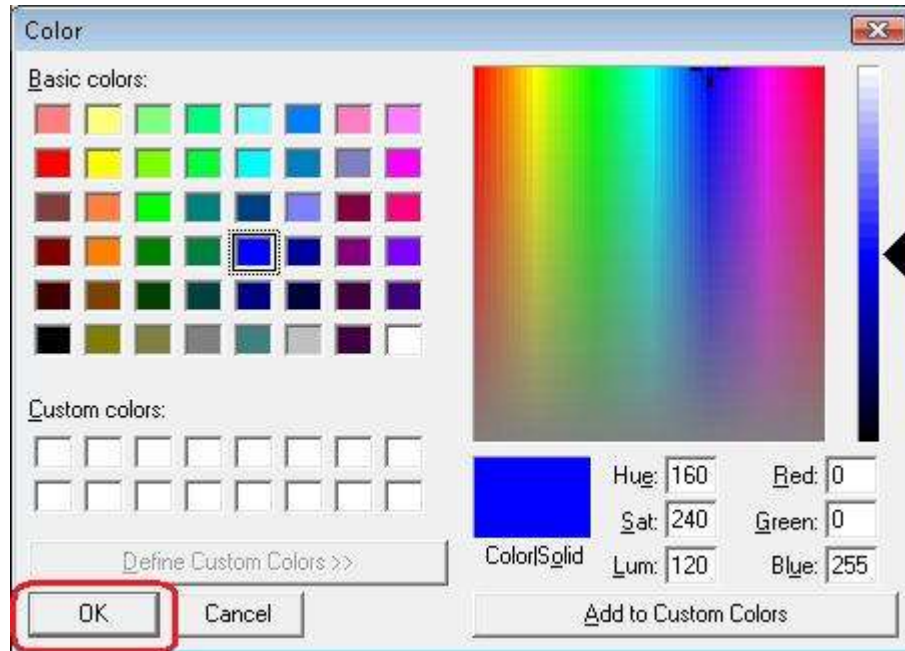
7. Enter the information about the new thread and then click on the OK button. For this lesson, we'll enter this information:

Color: 1111
Name: New Blue
Color Family: Blue
Red: 0
Green: 0
Blue: 255

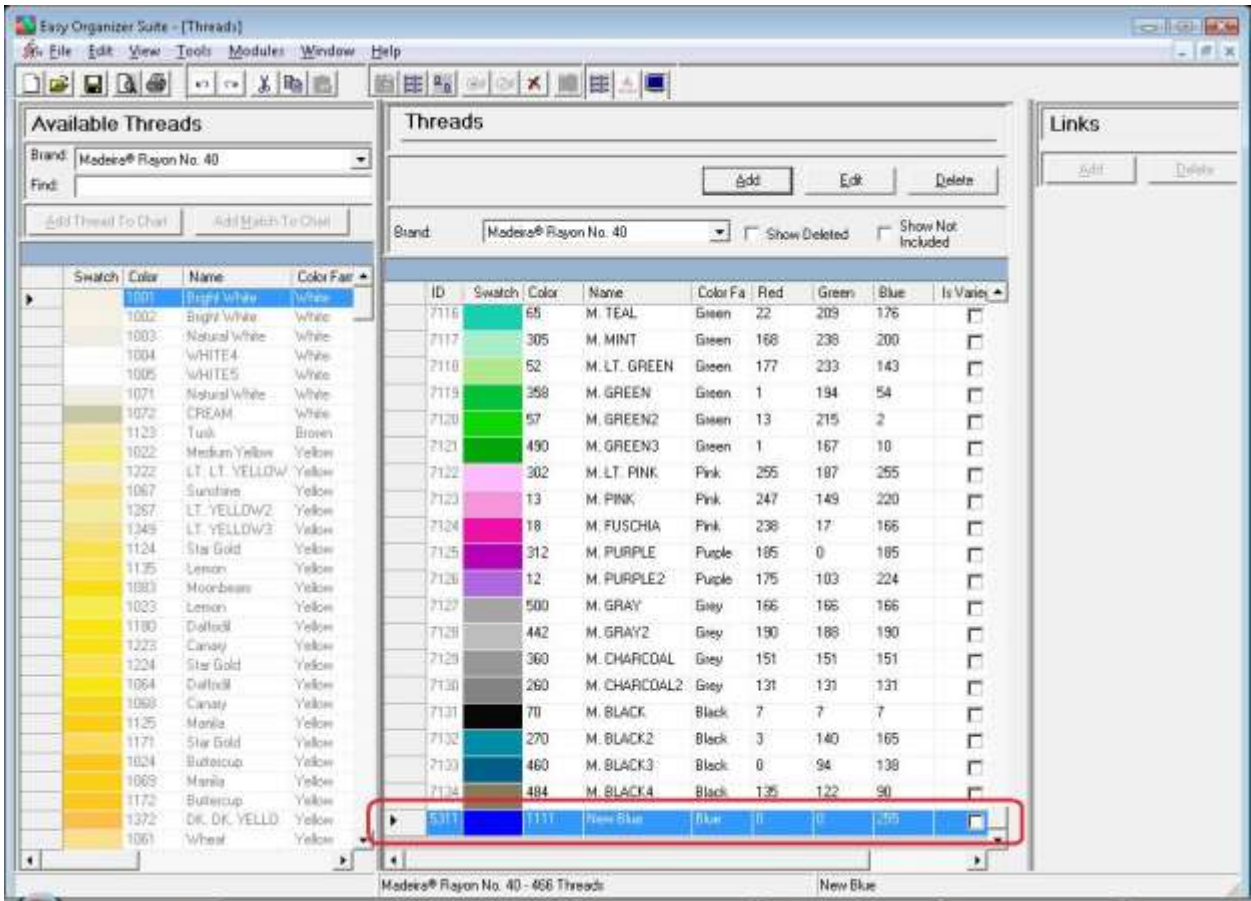
Notice when you enter a value for the red, green or blue fields, the swatch at the top changes.

The screenshot shows a dialog box titled "Add/Edit Thread". At the top, there is a "Swatch:" label followed by a solid blue horizontal bar. Below this are several input fields: "* Color:" with the text "1111", "* Name:" with "New Blue", and "* Color Family:" with a dropdown menu showing "Blue". Underneath are three spinners for "Red:" (0), "Green:" (0), and "Blue:" (255). There are two checkboxes: "Variegated?" and "Is In Inventory?", both currently unchecked. A "Pick Color..." button is located to the right of the "Variegated?" checkbox. At the bottom of the dialog, there are "OK" and "Cancel" buttons. The "OK" button is highlighted with a red rectangular border. A red asterisk and the text "* Required Field" are visible in the bottom left corner of the dialog.

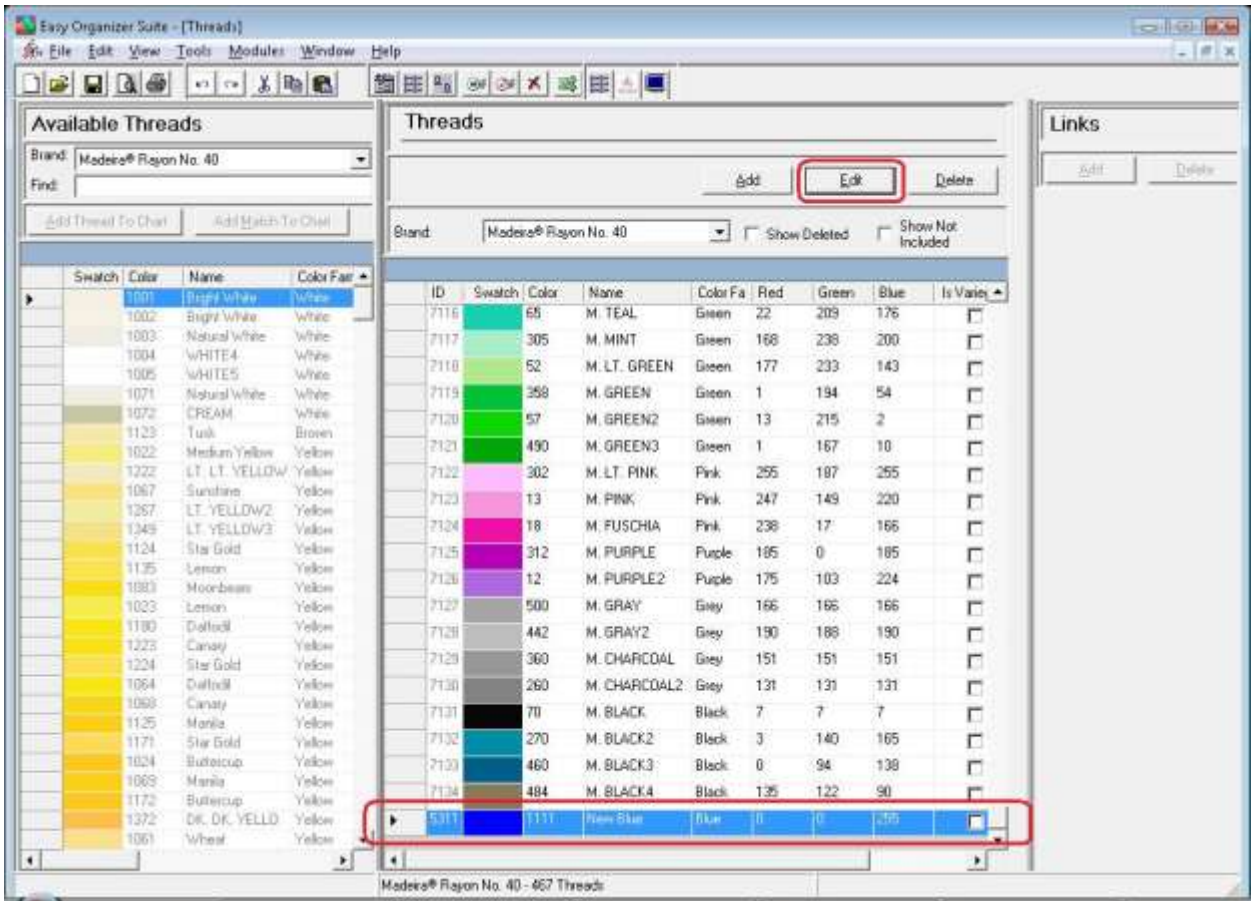
8. If you don't know the red, green or blue values, you can click on the Pick Color... button to open the Color Selector Form. When you have chosen your color, click on the OK button to close this form and put the red, green and blue values into the Add Thread form.



- Click on the OK button in the Add Thread form to add the new thread. You will now see your new thread in the Threads System Table Chart.



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



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

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

- Swatch: A blue color bar.
- *Color: A text box containing "1111".
- *Name: A text box containing "New Blue".
- *Color Family: A dropdown menu showing "Blue".
- Red: A spin box with "0".
- Green: A spin box with "0".
- Blue: A spin box with "255".
- Variegated? (with a "Pick Color..." button).
- Is In Inventory?
- Amount: An empty text box.
- Location: An empty text box.
- Notes: A text area with a scroll bar.
- * Required Field (in red text).
- OK and Cancel buttons.

12. Change any of the information you'd like. Let's change the color number, the name and the swatch.

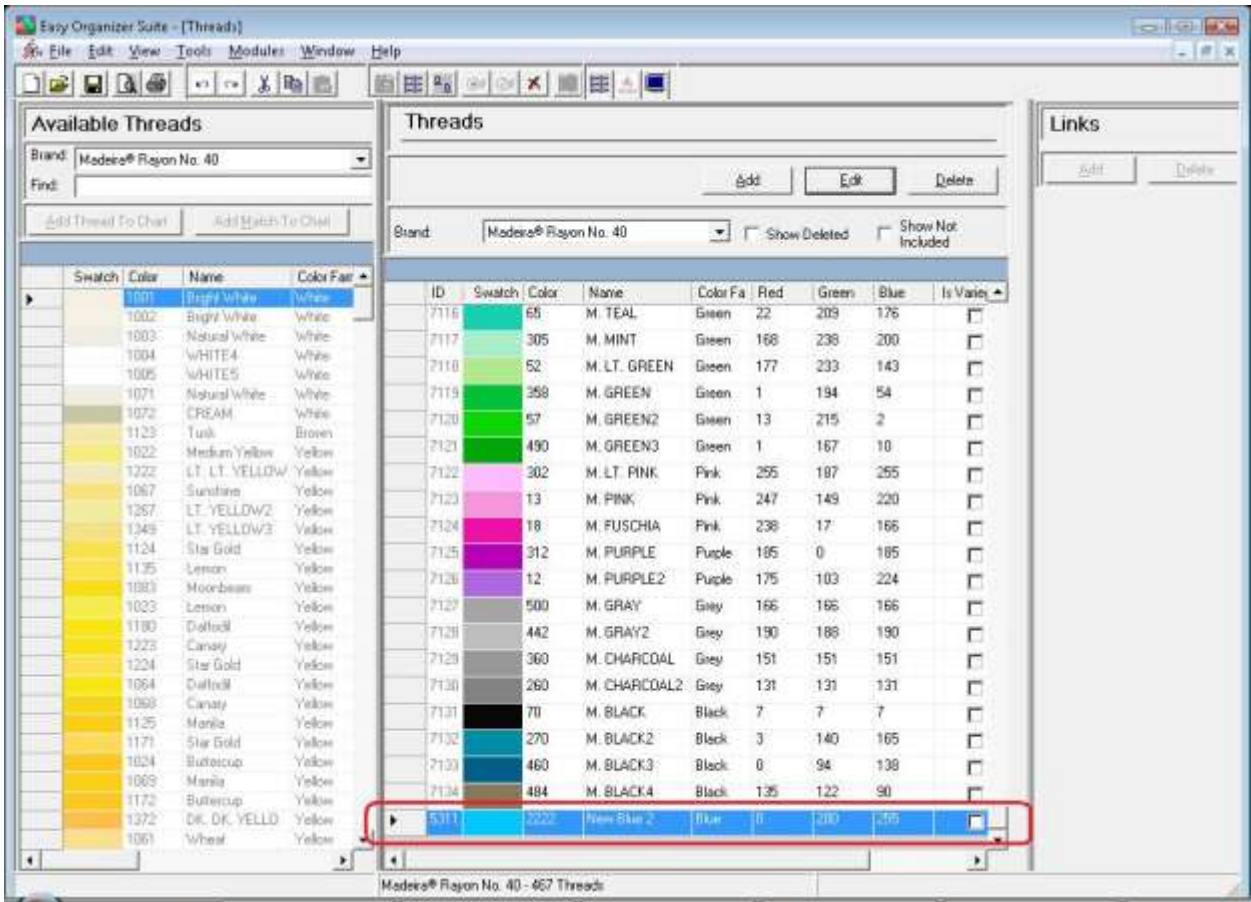
Color: 2222
Name: New Blue 2
Color Family: Blue
Red: 0
Green: 200
Blue: 255

Click on the OK button to accept your changes.

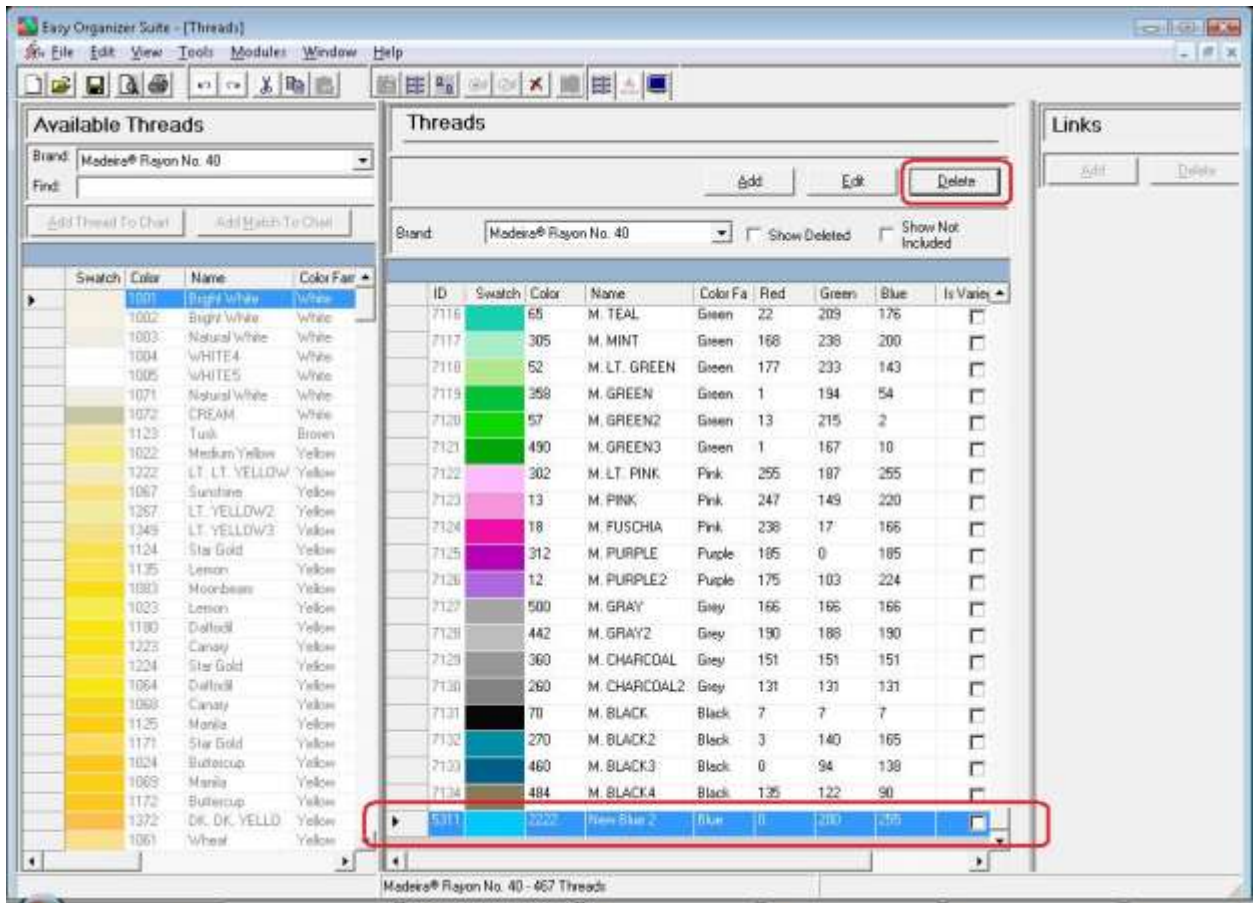
The screenshot shows a dialog box titled "Add/Edit Thread". It contains the following fields and controls:

- Swatch: A color bar showing a bright blue color.
- *Color: A text input field containing "2222".
- *Name: A text input field containing "New Blue 2".
- *Color Family: A dropdown menu showing "Blue".
- Red: A spin box containing "0".
- Green: A spin box containing "200".
- Blue: A spin box containing "255".
- Variegated? (with a "Pick Color..." button to its right)
- Is In Inventory?
- Amount: An empty text input field.
- Location: An empty text input field.
- Notes: A text area with a vertical scrollbar.
- * Required Field (text in red)
- OK (button, highlighted with a red rectangle)
- Cancel (button)

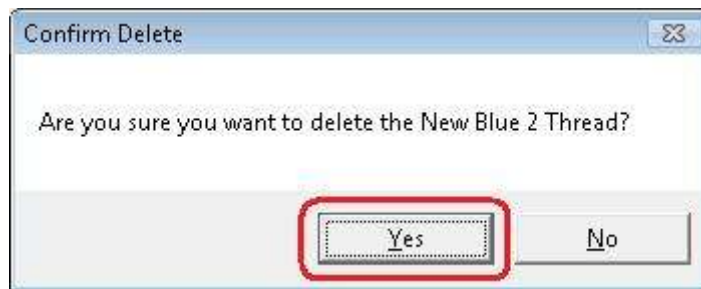
13. You will now see the thread with the changed information.



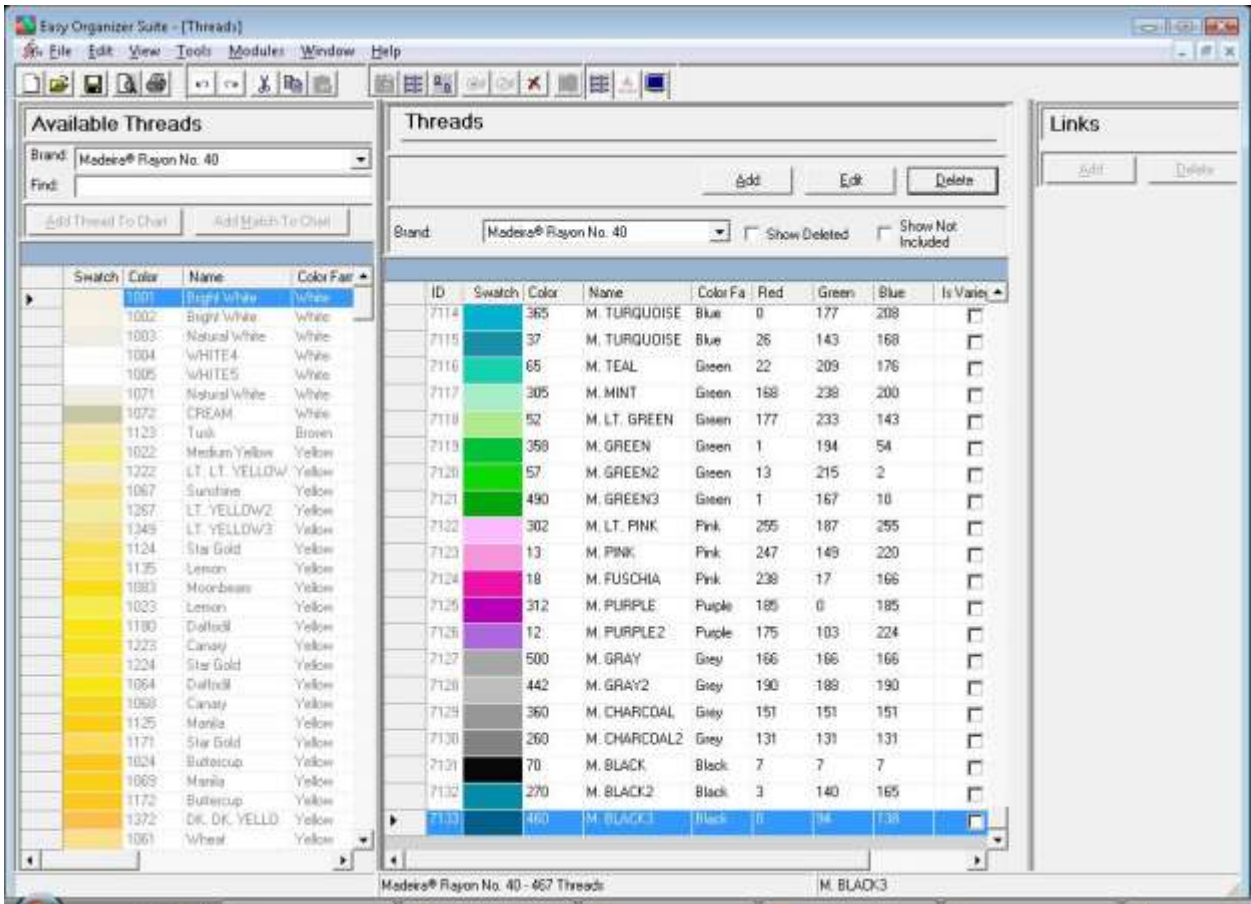
14. You can delete a thread by selecting the thread and then clicking on the Delete button. Let's delete our new thread. Select the 2222 – New Blue 2 thread and click on the Delete button.



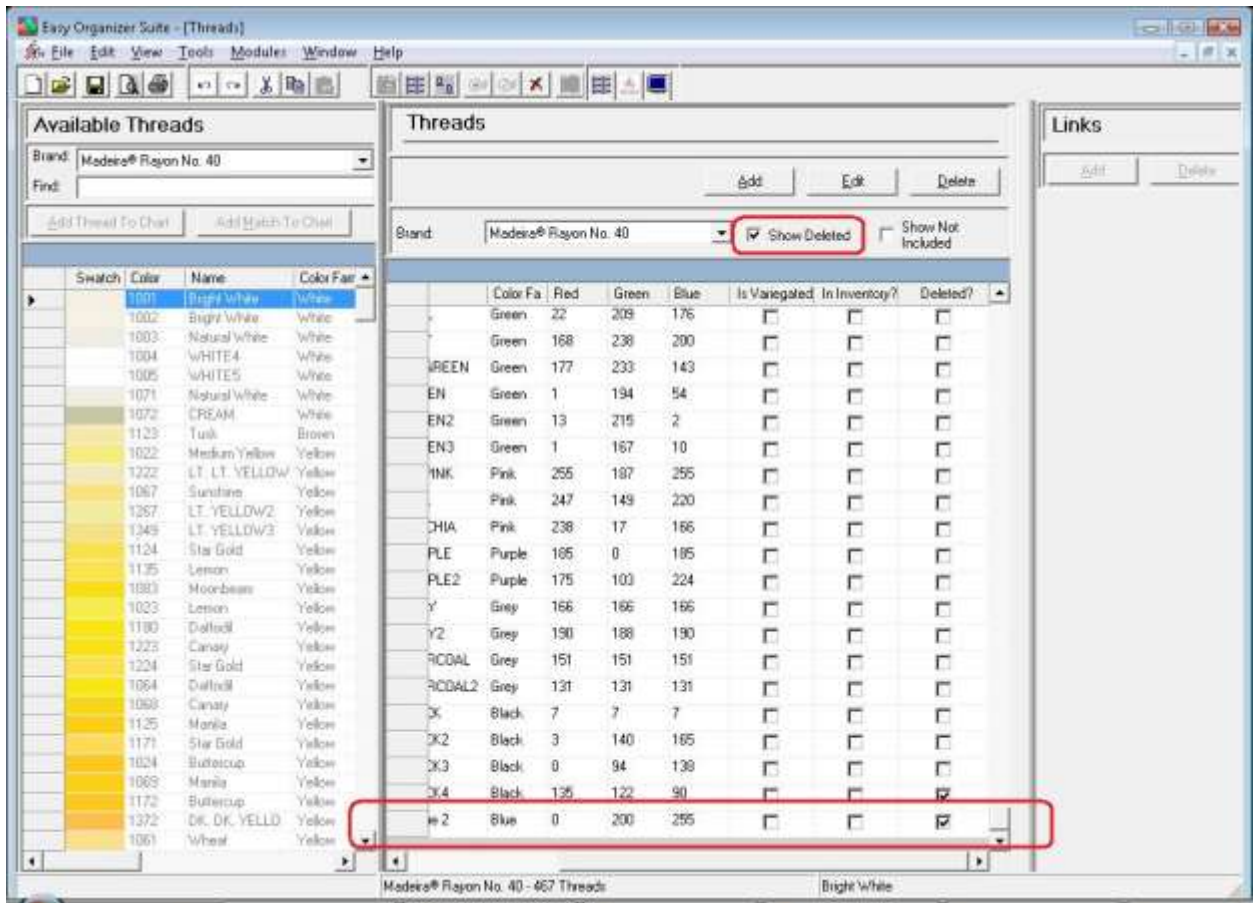
15. The system will ask if you are sure. Click on the Yes button to delete the thread, or click on the No button to cancel the delete. For this lesson, click on the Yes button.



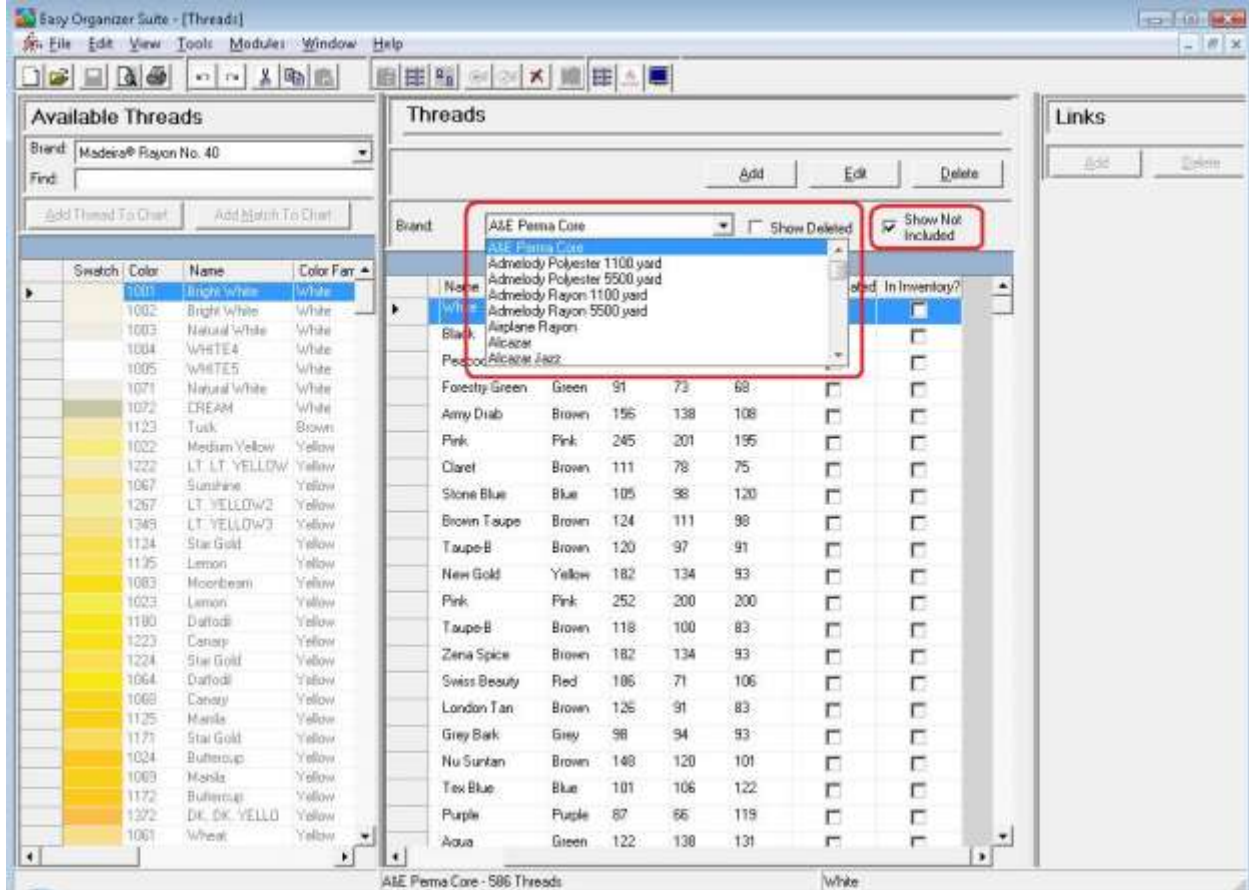
16. The thread will no longer be visible in the Threads System Table.



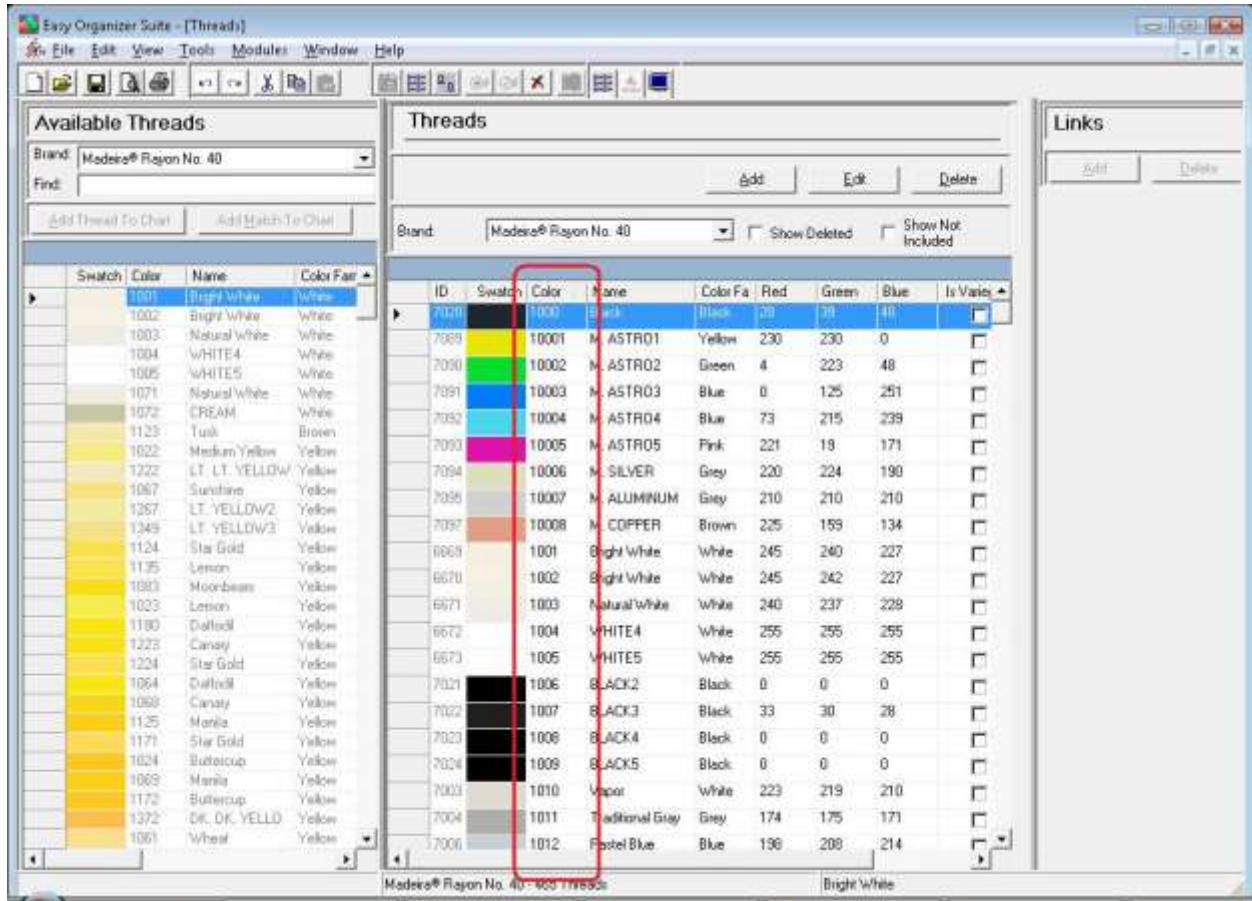
17. To filter the list of threads that are displayed, you can check the Show Deleted checkbox. This will show the deleted threads. You can now see the our new thread that we just deleted.



18. The Show Not Included checkbox affects the Brand dropdown. The brands that are not included (in the Preferences /Brands form) are not displayed in the Brands dropdown in the Threads System Table. If you check the Show Not Included checkbox, then the Brands dropdown will contain all of the Brands, whether they are included or not.

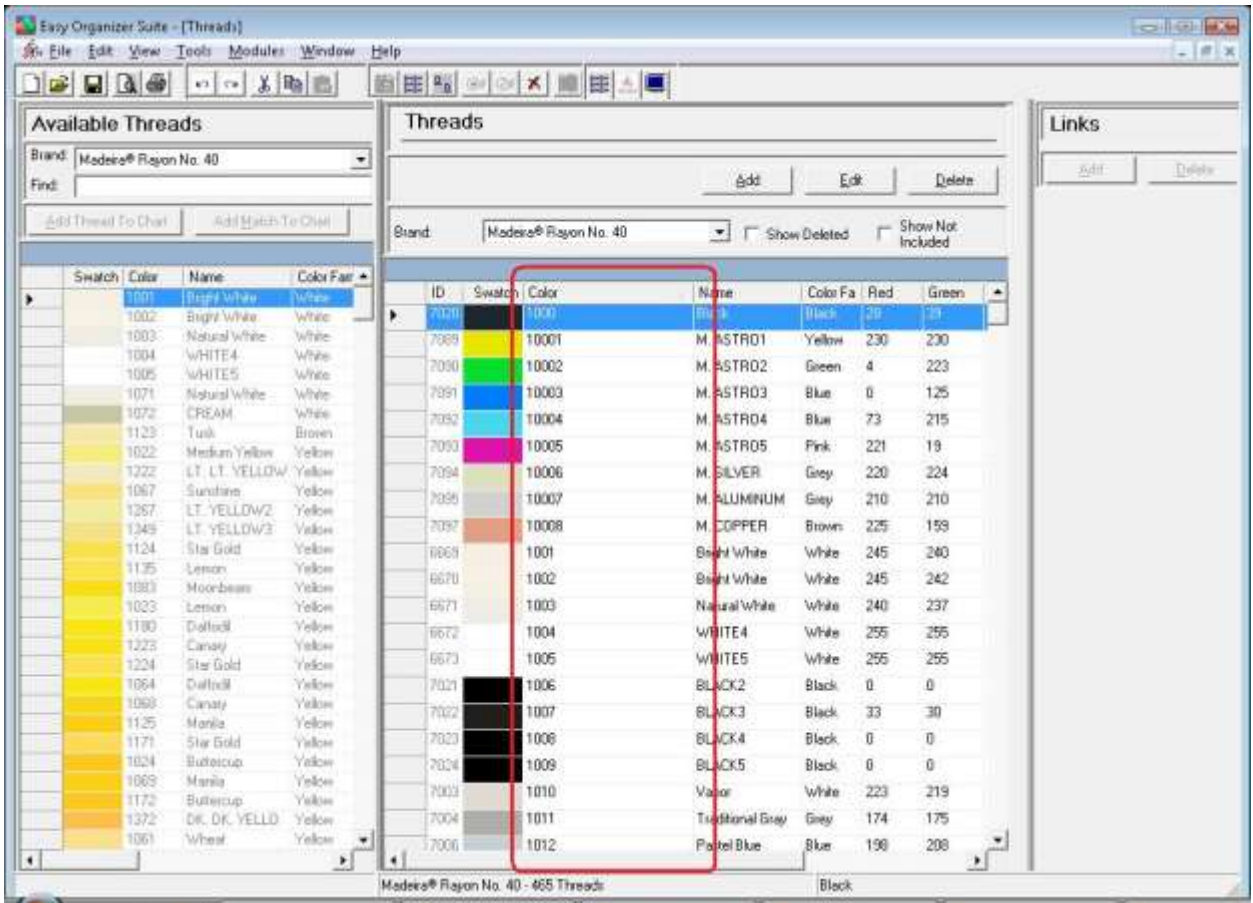


19. In any chart, including the Threads System Table Chart, you can sort the grid by clicking on the column heading. So, if you want to sort the grid by the Color column in ascending order, click on the Color column heading. If you click it again, the program will sort the grid in descending order.

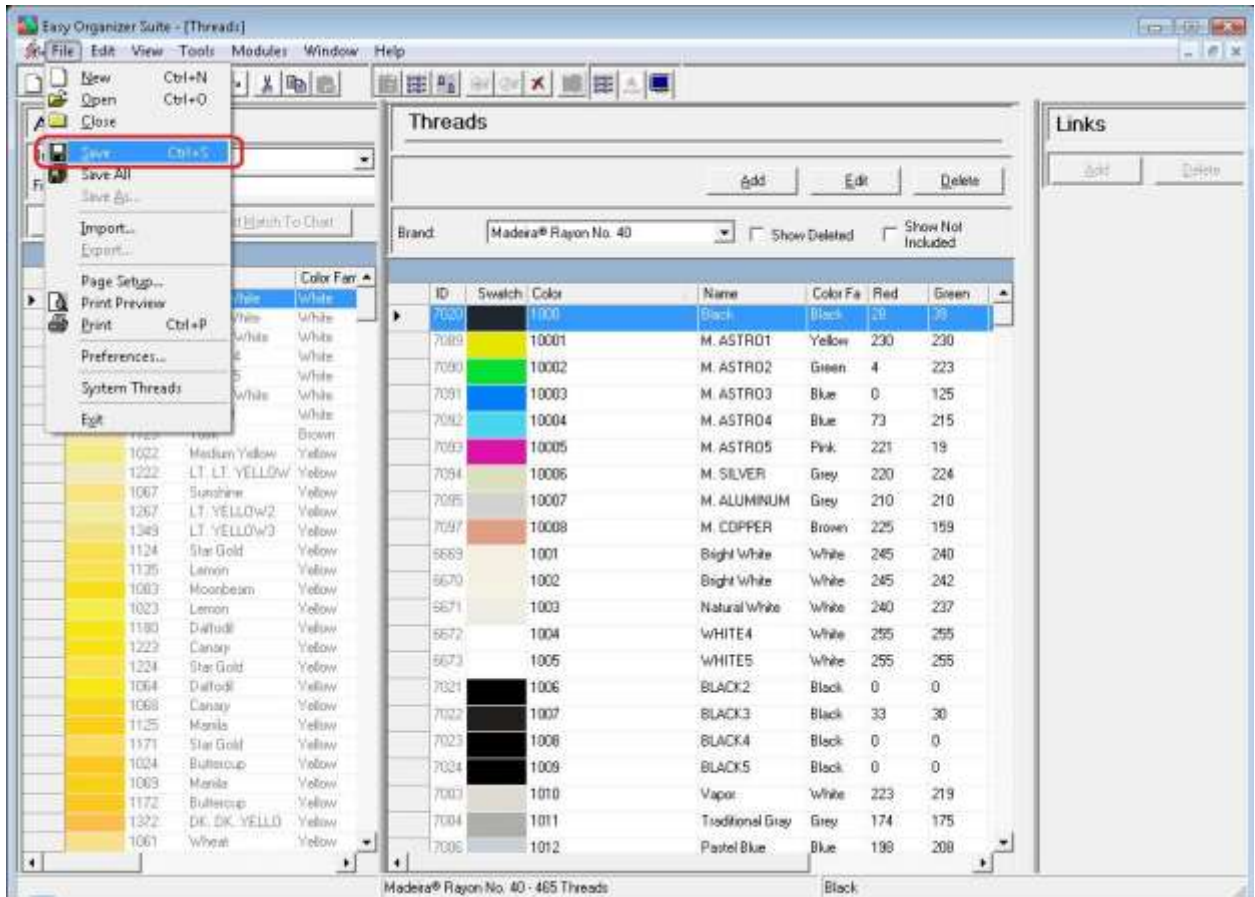


20. To resize the columns of a grid, hover the mouse over end of the column you would like to resize until the mouse becomes a resize cursor. Then click and drag the column either to the left to make the column smaller or to the right to make the column larger. When the column is the size you want, let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



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



Congratulations! You have finished Lesson 11. You are now ready to move on to Lesson 12 – How to Work with the Manufacturers System Table.