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

Lesson 12 - How to Work With the Manufacturers 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 twelfth lesson will show you how to add, edit and delete system manufacturers.

The manufacturers that are in the easythreads database can have one or more thread brands. You can view all of the manufacturers in the system. This feature is only available in the Pro Edition. You can add new manufacturers, change the existing values, or delete the manufacturers.

## *Manufacturers 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.
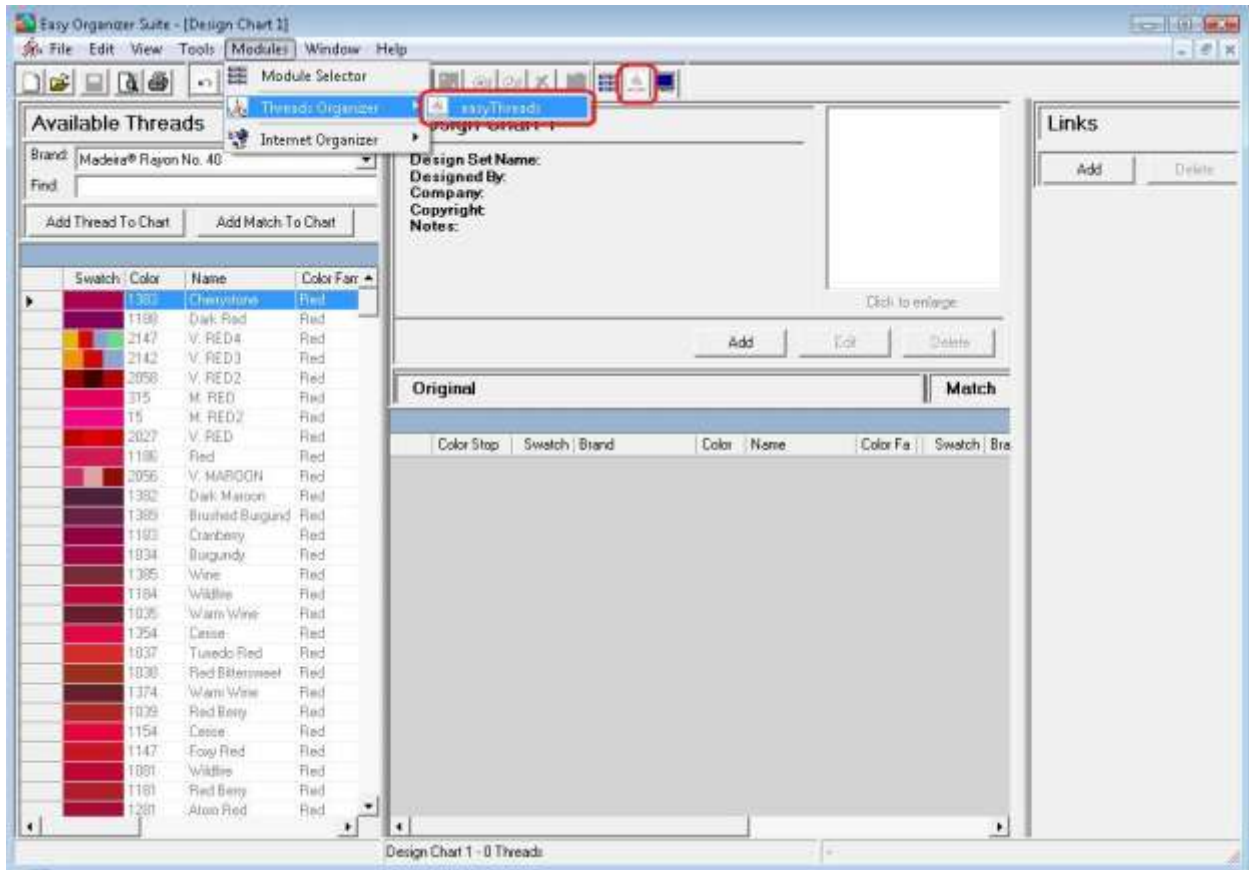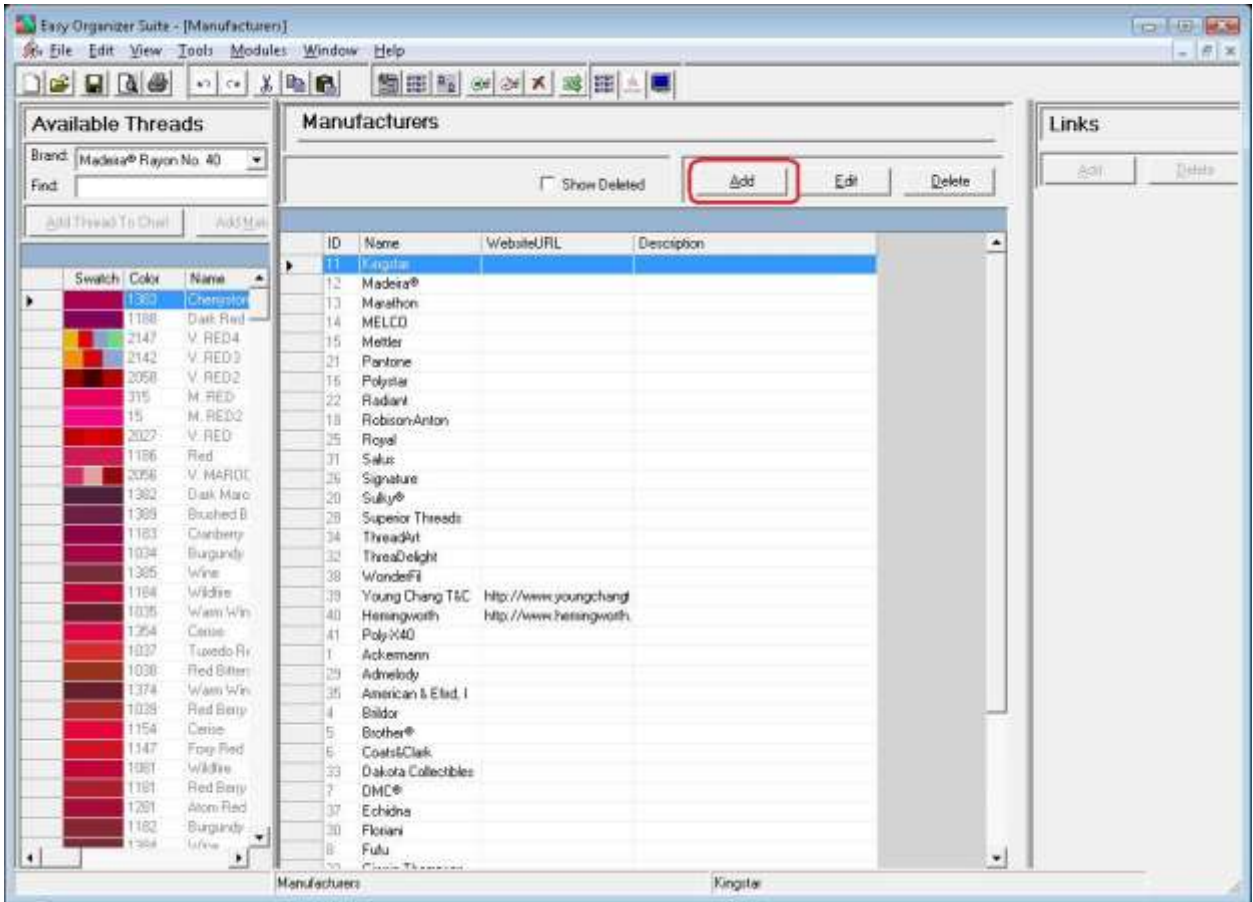
2. To view the Manufacturers System Table, in the Pro Edition only, select Tools →
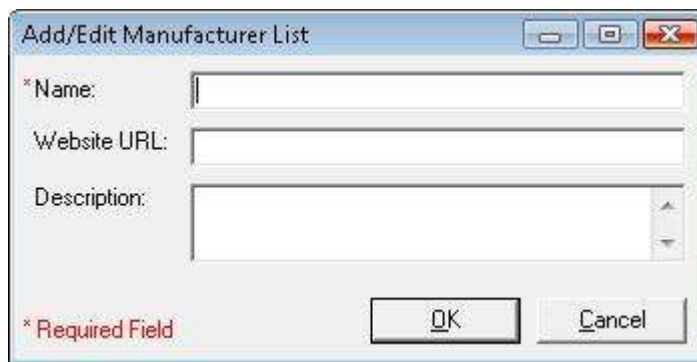   System Tables → Manufacturers from the menu.

3. The Manufacturers System Table Chart will open.
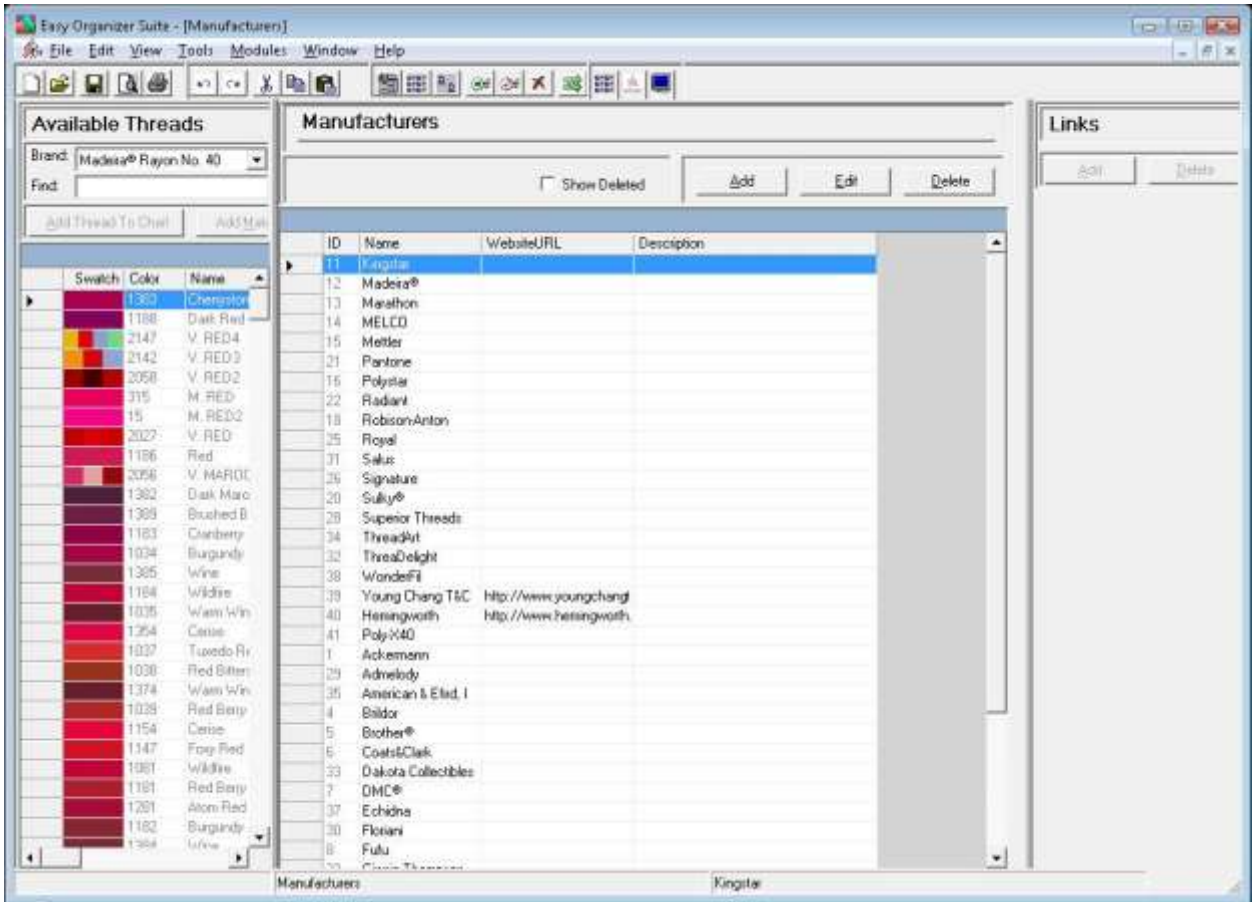
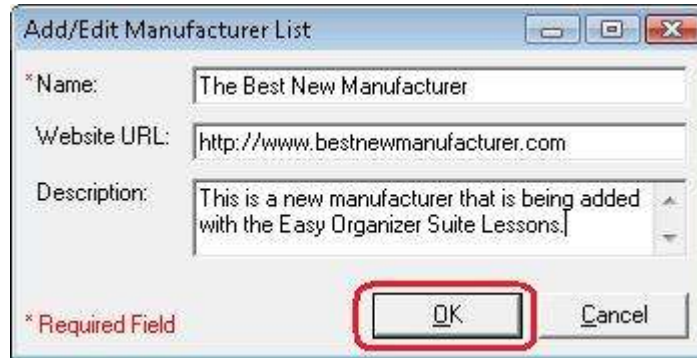4. To add a new manufacturer, click on the Add button.

5. The Add Manufacturer form will open. You can enter the information about the new manufacturer in this form.
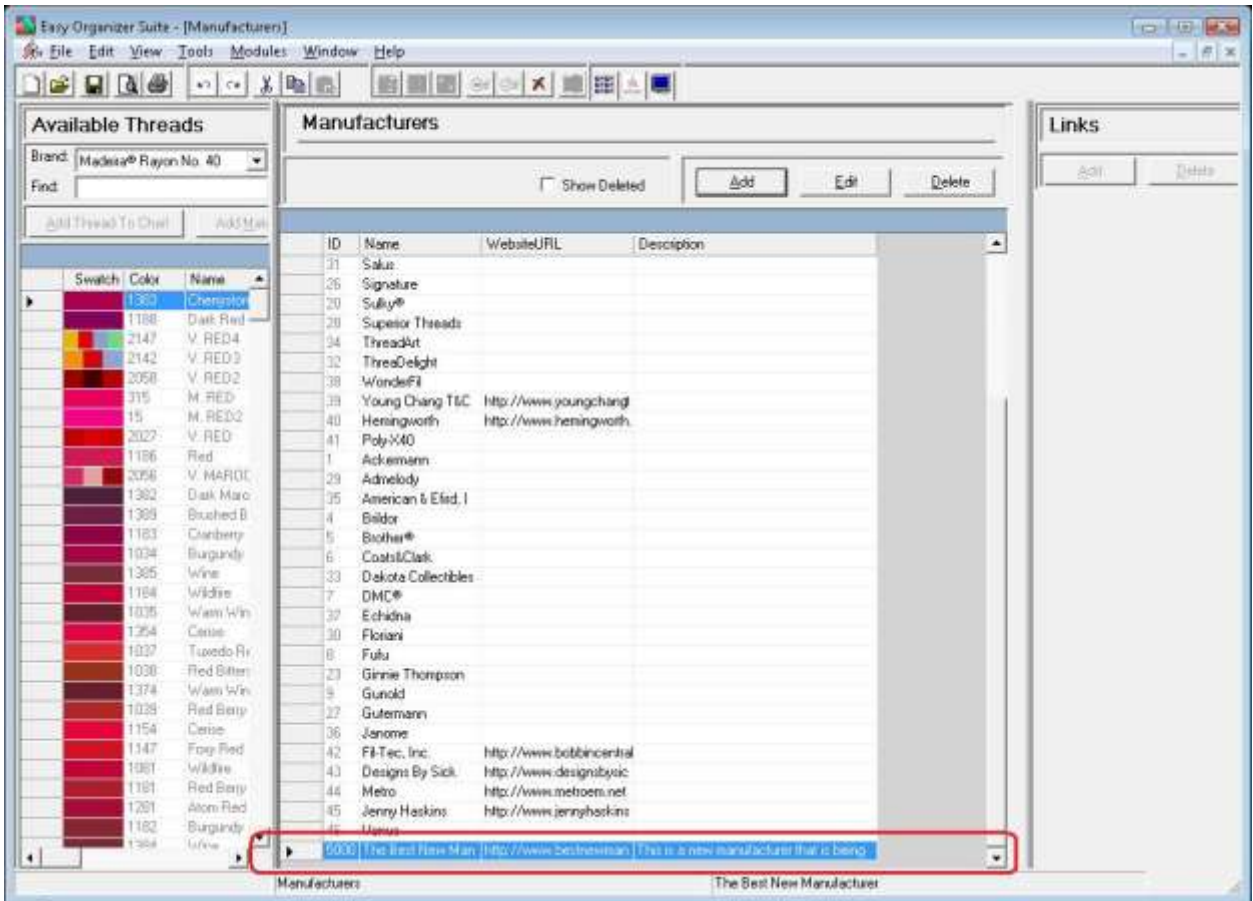
6. Enter the information about the new manufacturer and then click on the OK button. For this lesson, we'll enter this information:

Name: The Best New Manufacturer
Website URL: http://www.bestnewmanufacturer.com
Description: This is a new manufacturer that is being added with the Easy Organizer Suite Lessons.

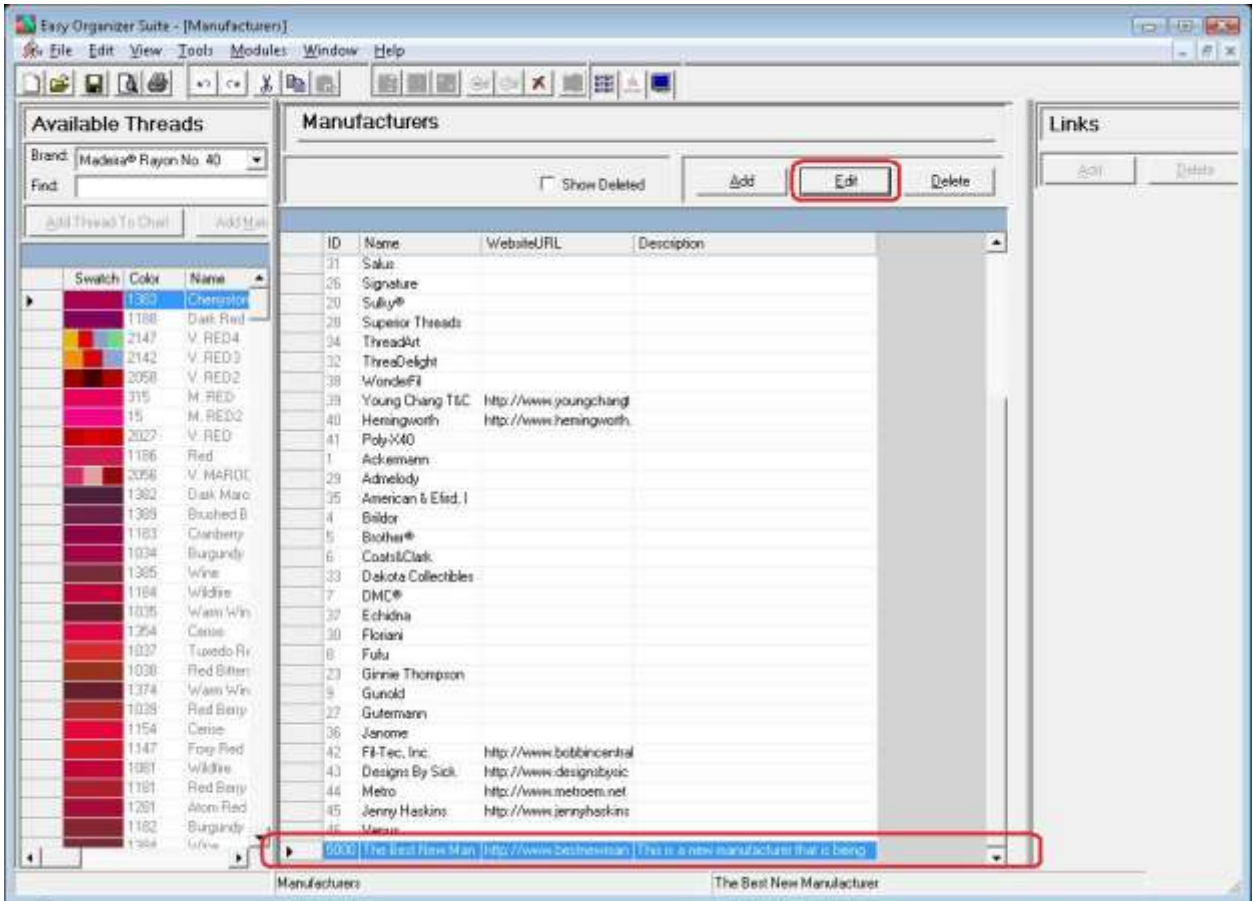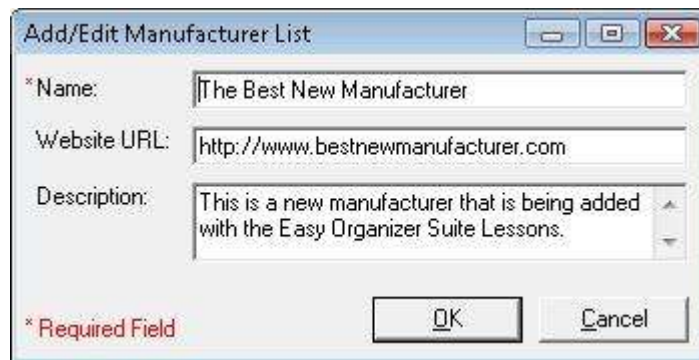7. Click on the OK button in the Add Manufacturer form to add the new manufacturer. You will now see your new manufacturer in the Manufacturers System Table Chart.

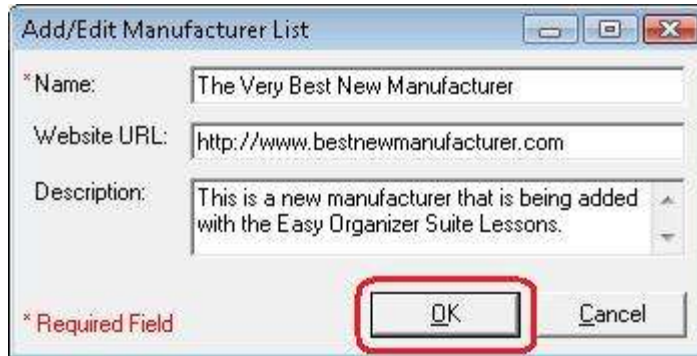8. To edit a manufacturer, select the manufacturer you would like to edit and click on the Edit button.

9. The Edit Manufacturer form will open with the information about the selected manufacturer.
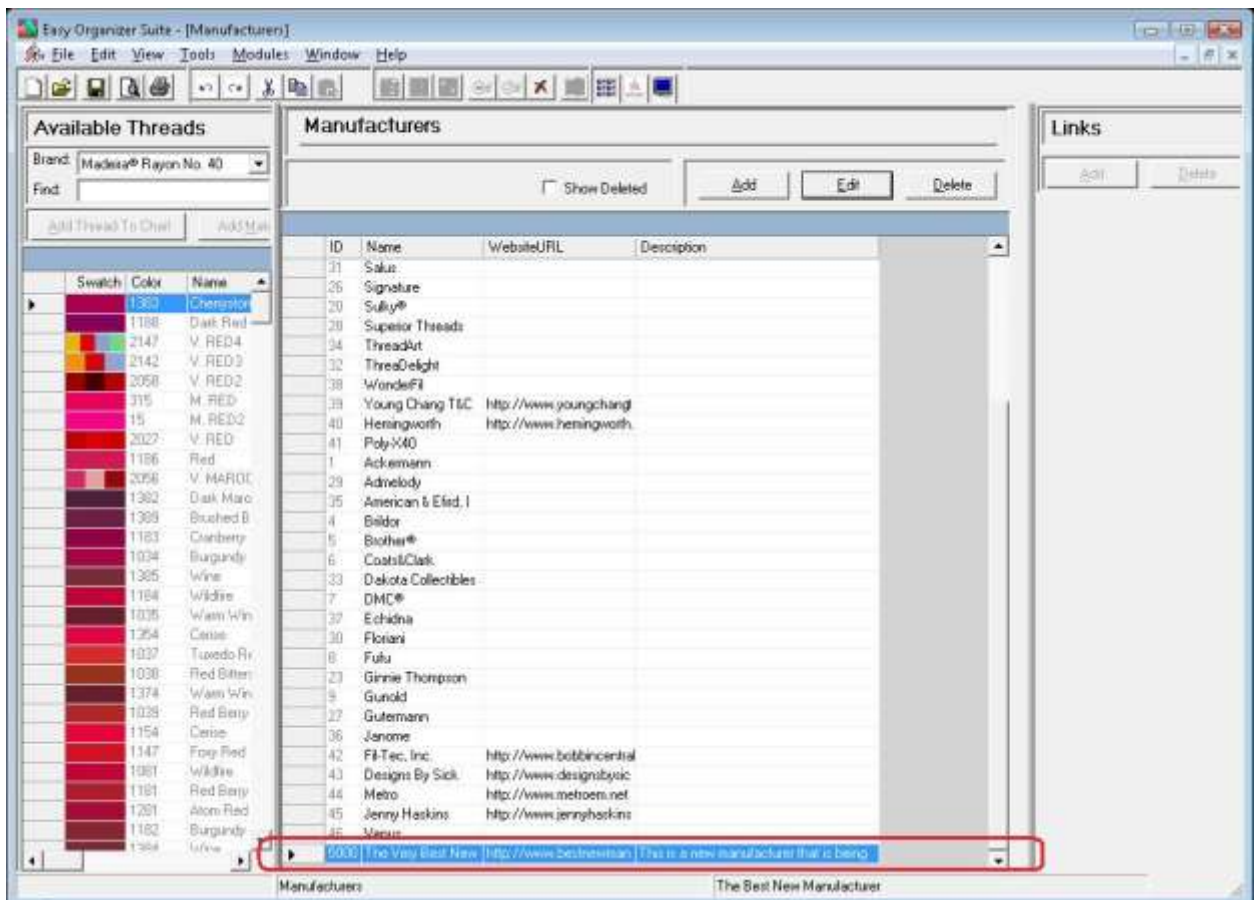
10. Change any of the information you'd like. Let's change the name.

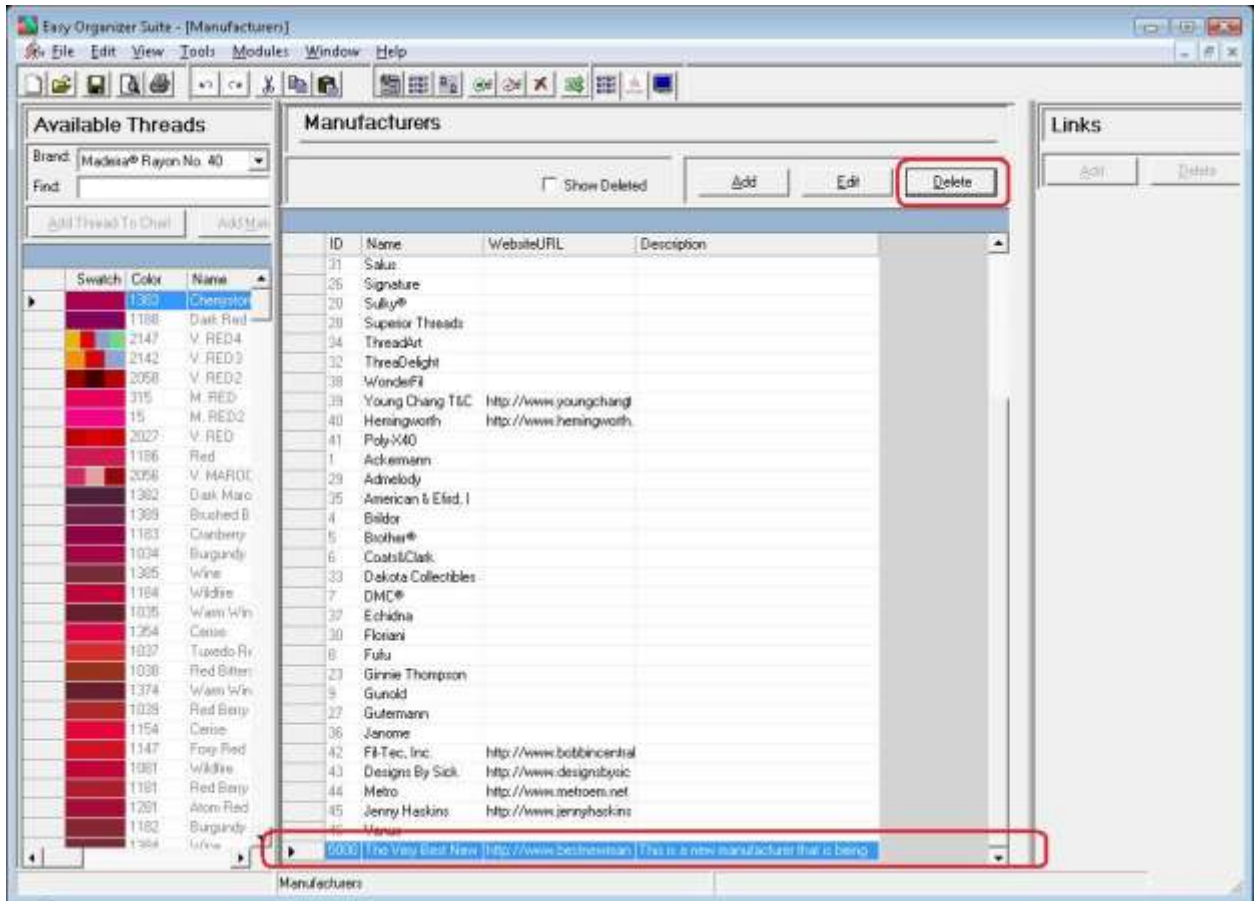   Name: The Very Best New Manufacturer

   Click on the OK button to accept your changes.

11. You will now see the manufacturer with the changed information.

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


13. The system will ask if you are sure. Click on the Yes button to delete the manufacturer, or click on the No button to cancel the delete. For this lesson, click on the Yes button.
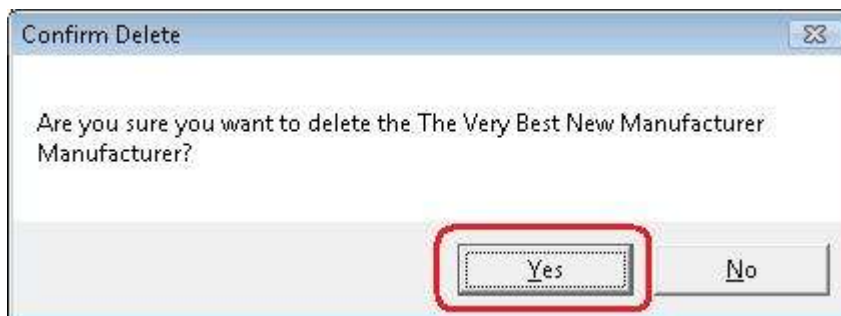
14. The manufacturer will no longer be visible in the Manufacturers System Table.
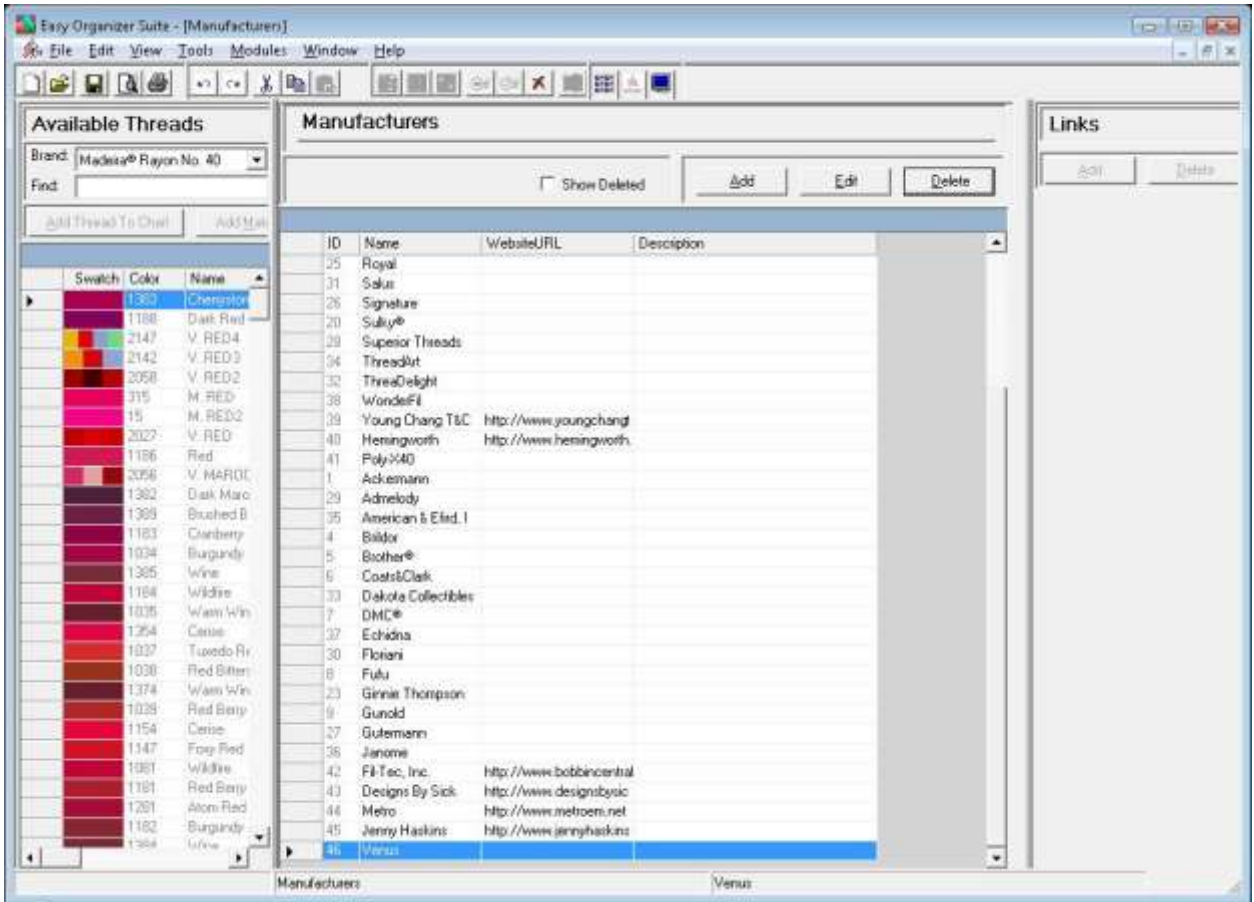
15. To filter the list of manufacturers that are displayed, you can check the Show Deleted checkbox. This will show the deleted manufacturers. You can now see the new manufacturer that we just deleted, with the Deleted checkbox checked.
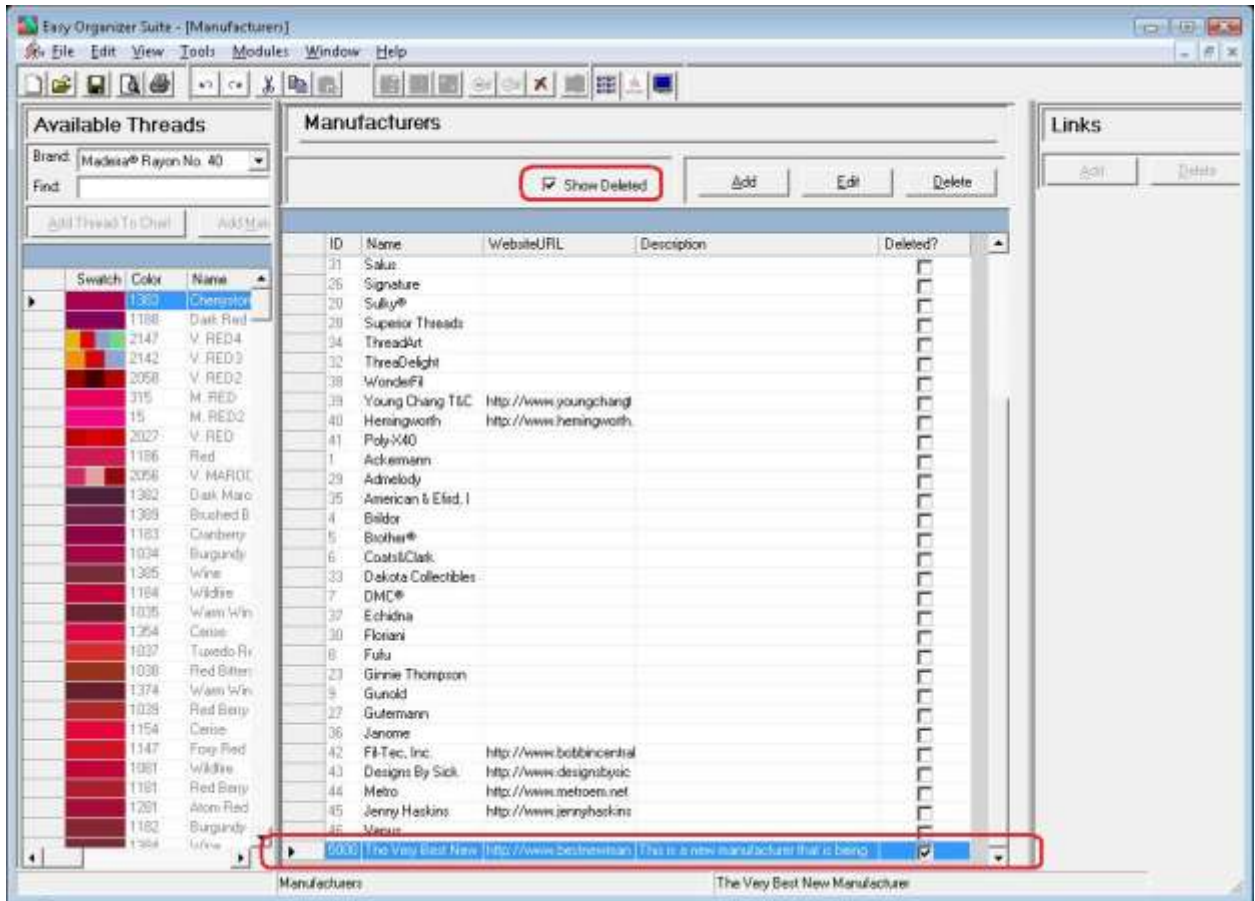
16. In any chart, including the Manufacturers System Table Chart, you can sort the grid by clicking on the column heading. So, if you want to sort the grid by the Name column in ascending order, click on the Name column heading. If you click it again, the program will sort the grid in descending order.
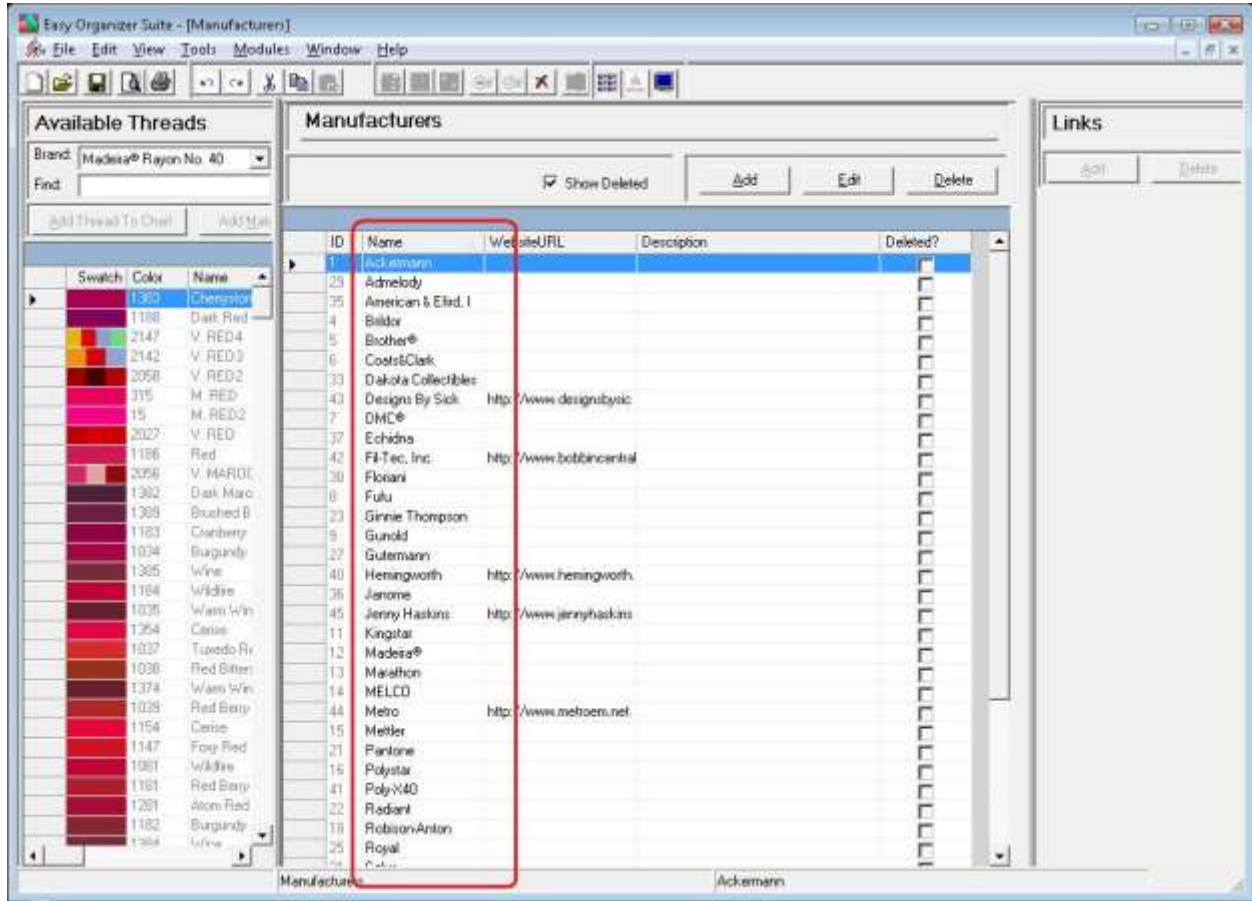
17. To resize the columns of a grid, hover the mouse over end of the column you would like to resize until the mouse becomes a resize cursor. Then click and drag the column either to the left to make the column smaller or to the right to make the column larger. When the column is the size you want, let 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.
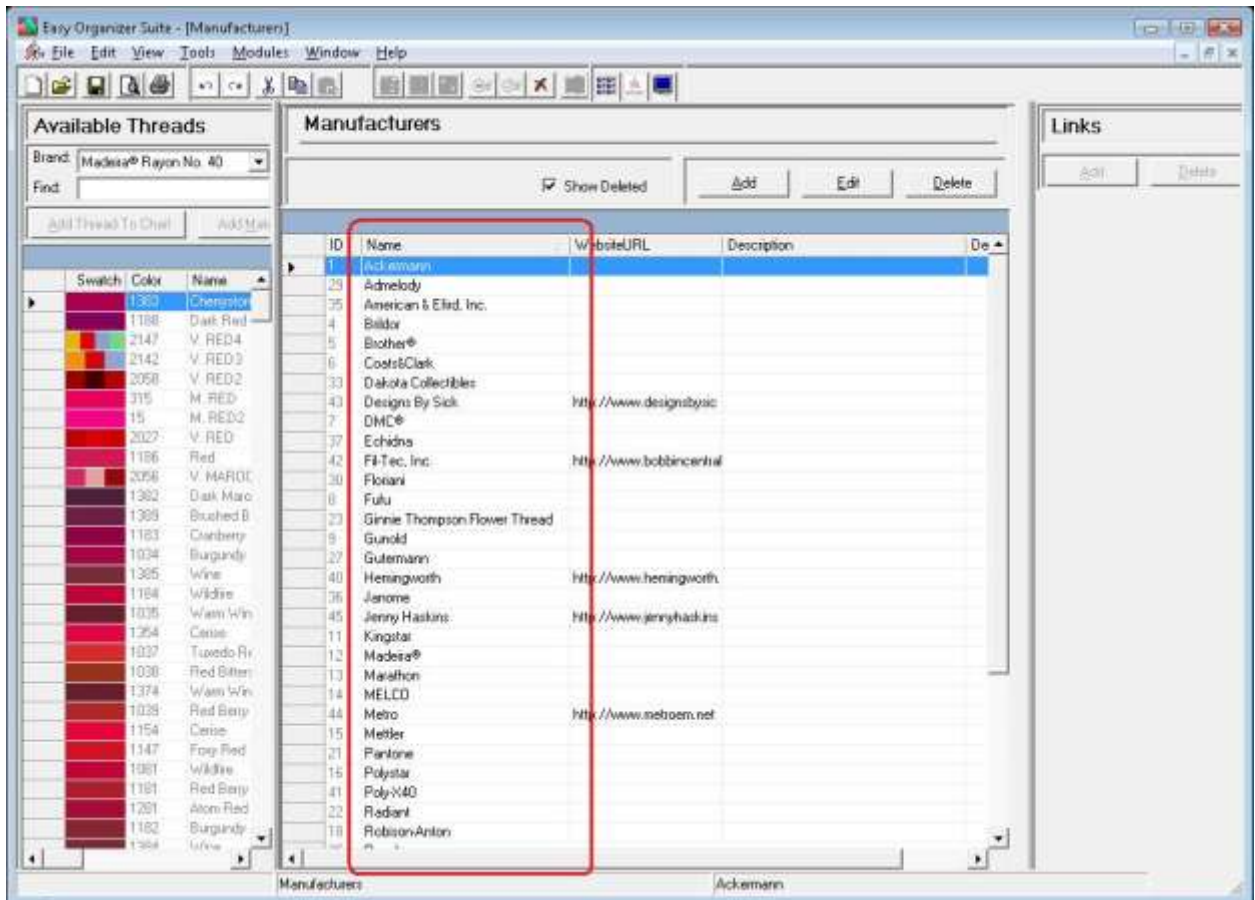
18. Be sure to save the Manufacturers System Table Chart. Select File → Save or click on the Save icon in the toolbar.
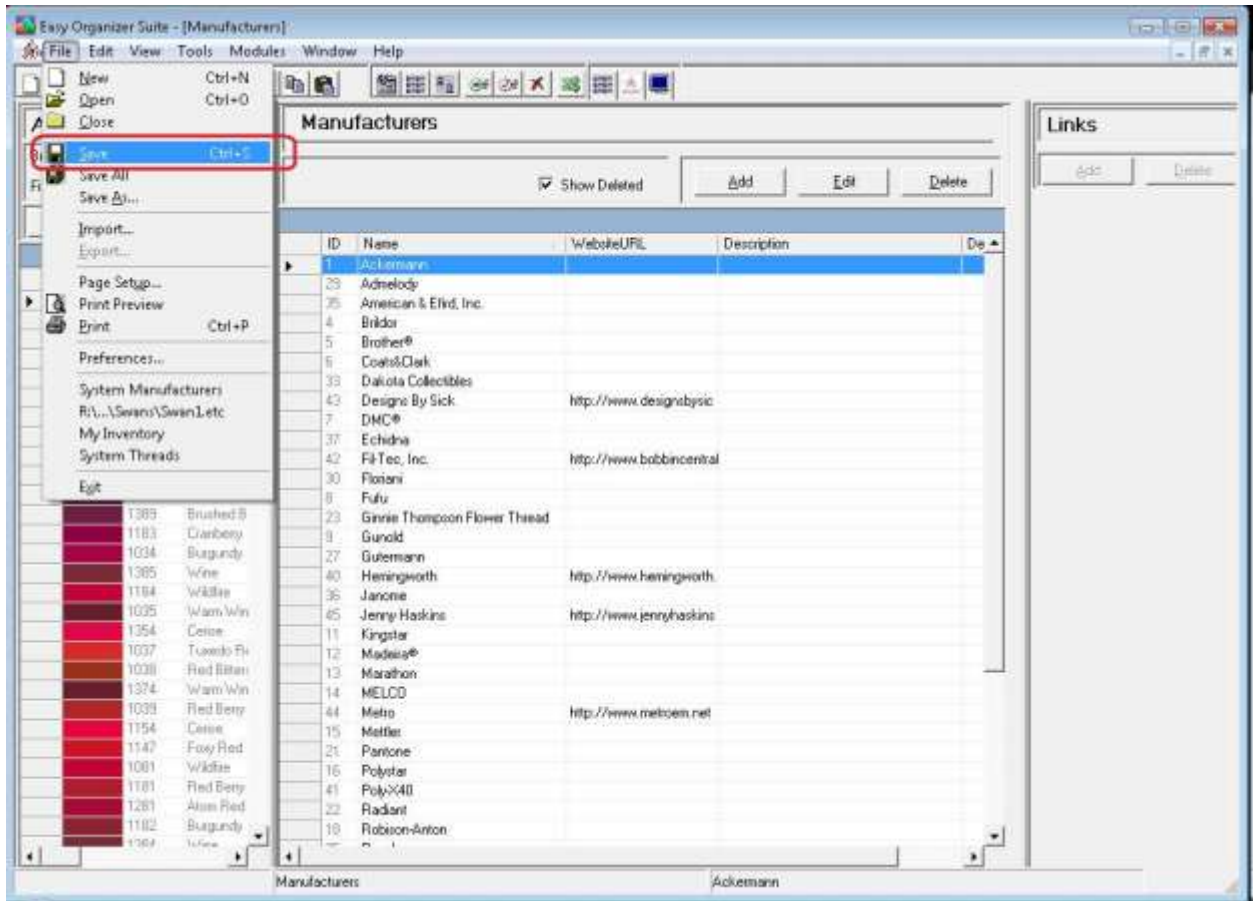
Congratulations! You have finished Lesson 12. You are now ready to move on to Lesson 13 – How to Work with the Brands System Table.