

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

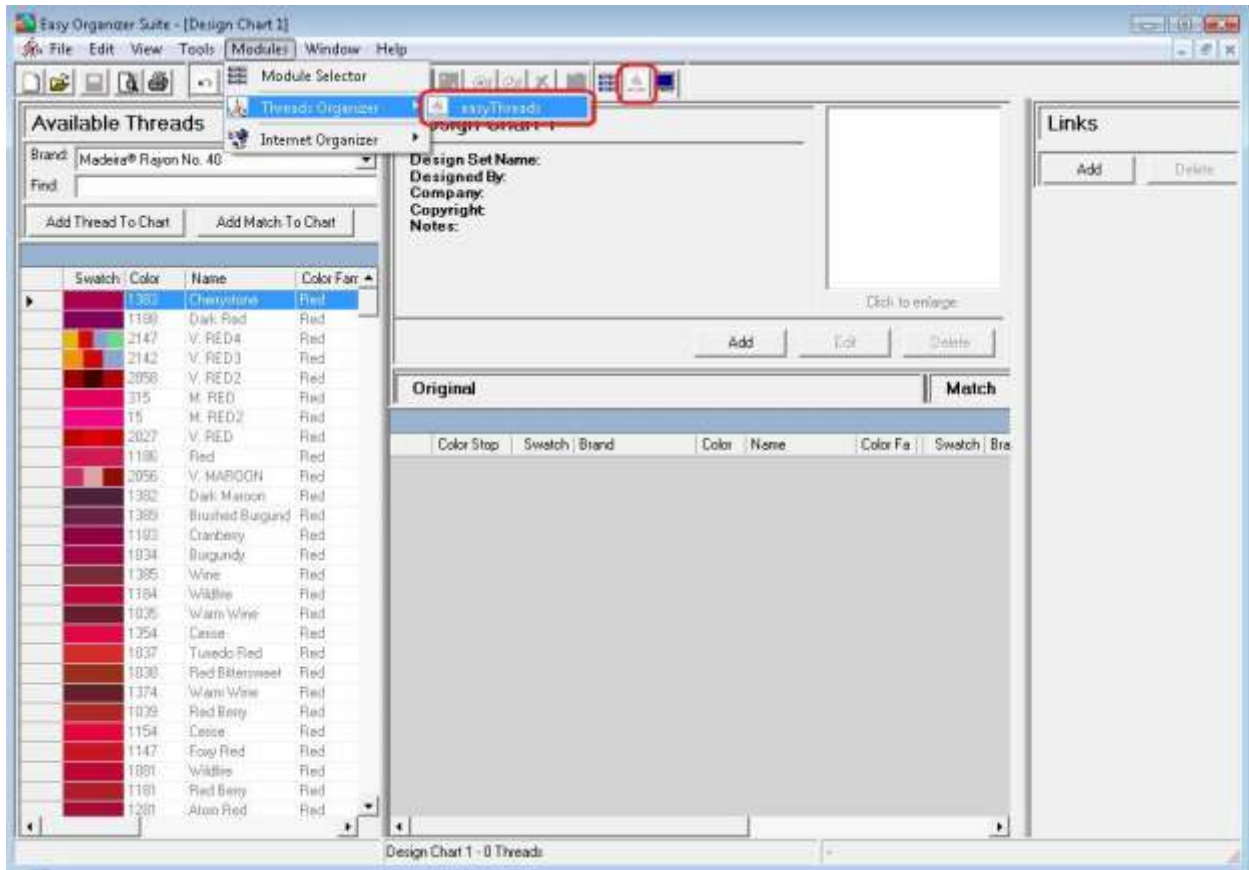
## **Lesson 13 - How to Work With the Brands System Table**

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 brands.

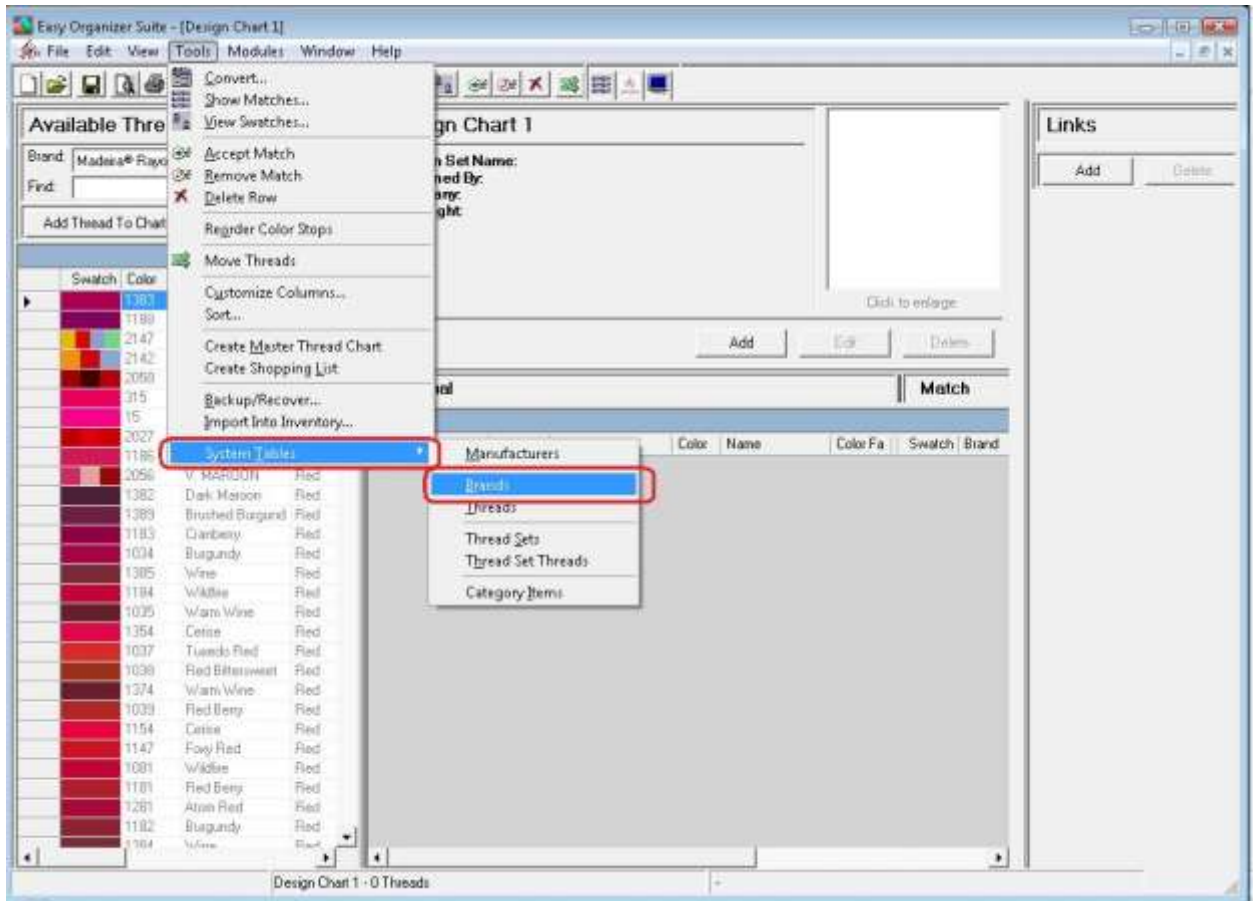
The brands that are in the easythreads database can have one or more threads. You can view all of the brands in the system. This feature is only available in the Pro Edition. You can add new brands, change the existing values, or delete the brands.

## Brands System Table

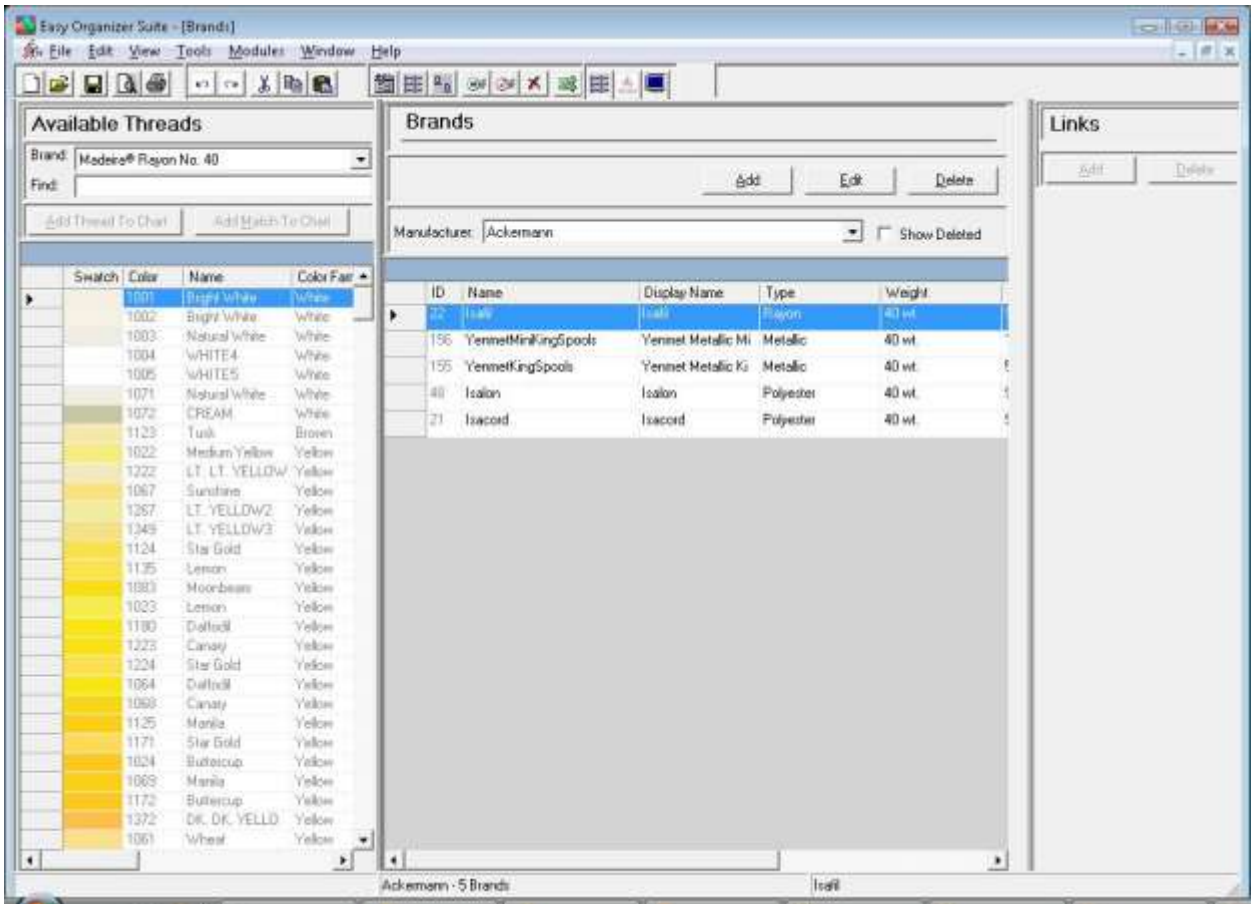
1. To begin, open **Easy Organizer Suite™** and select the **easythreads™** Module. If you are not already in the **easythreads™** Module, then select Modules → Threads Organizer → easythreads from the menu, or you can click on the **easythreads™** icon in the toolbar.



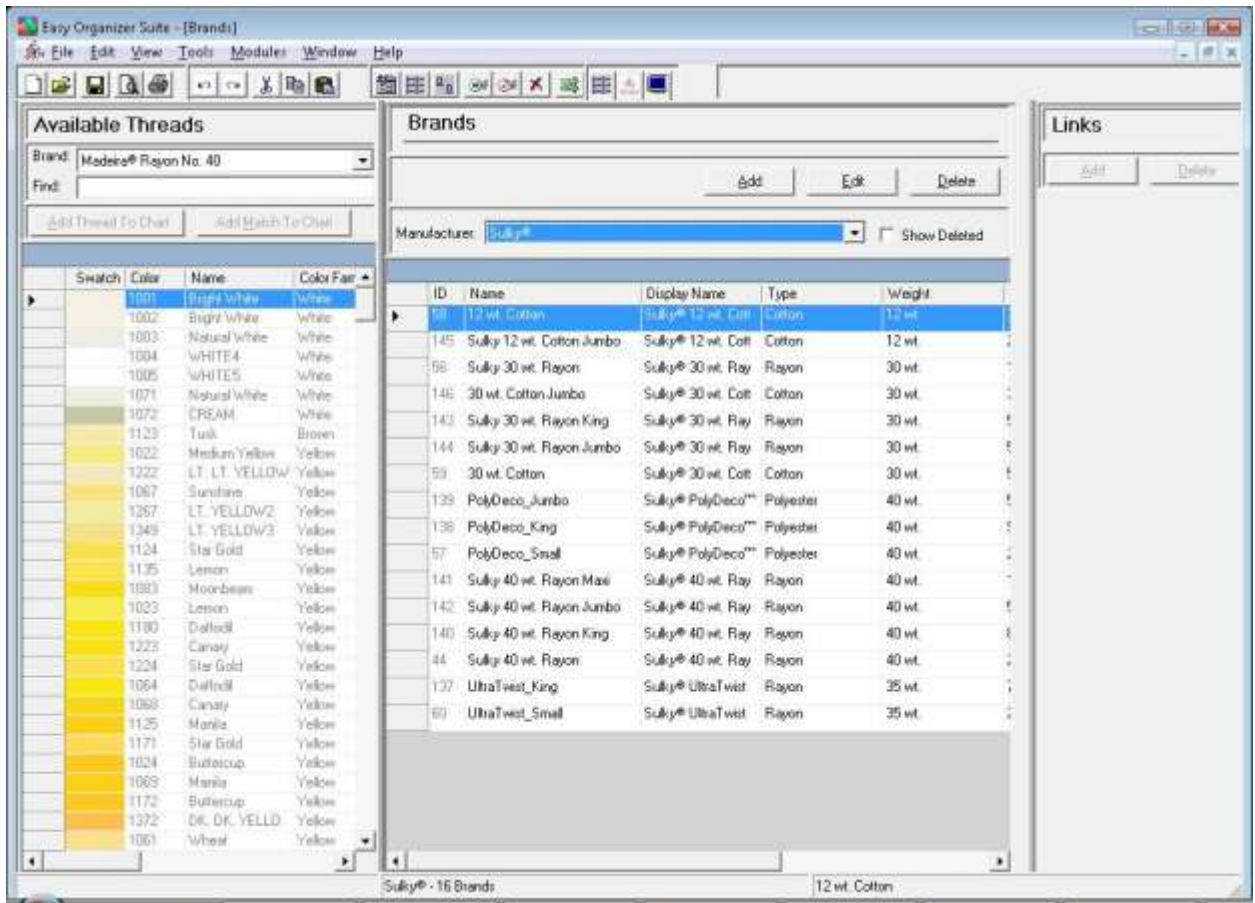
2. To view the Brands System Table, in the Pro Edition only, select Tools → System Tables → Brands from the menu.



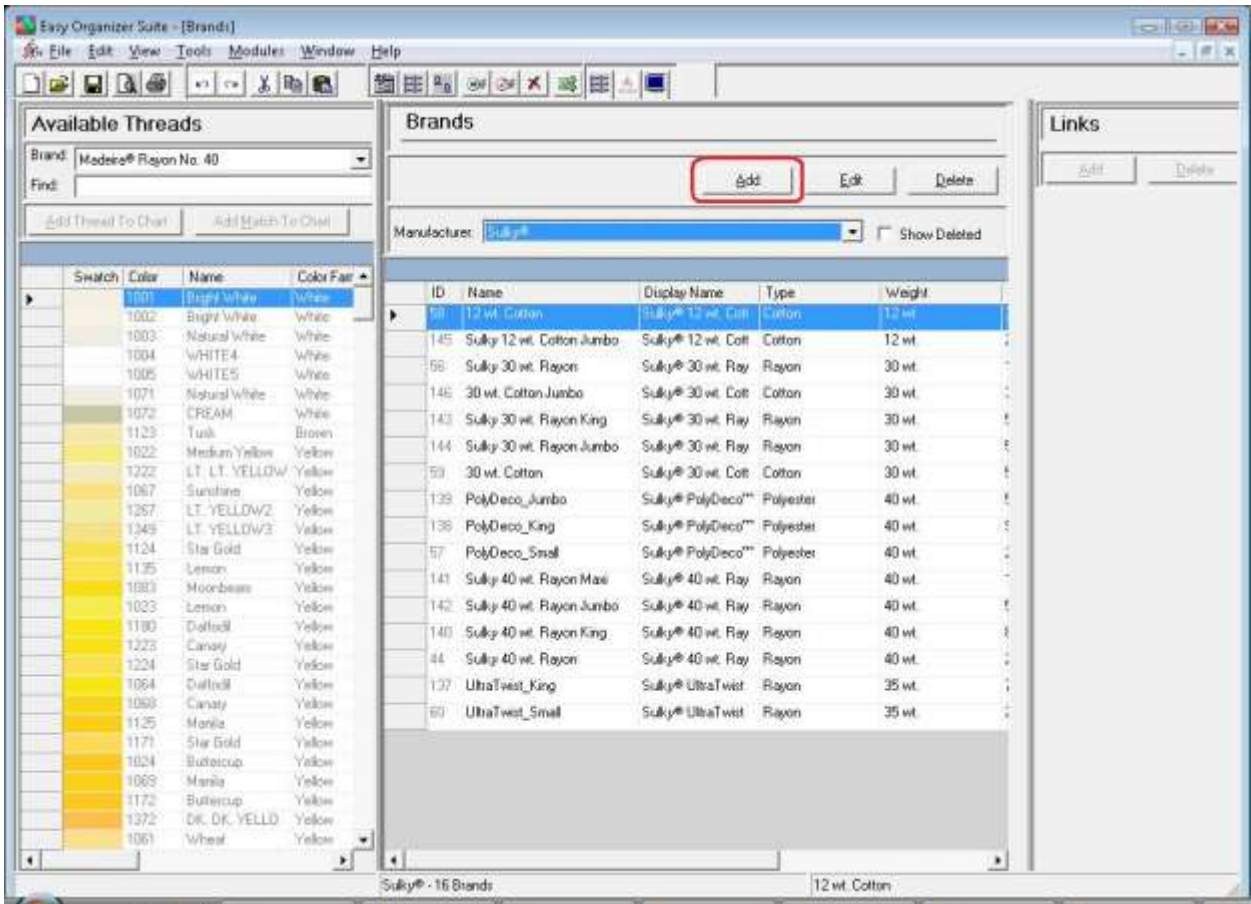
3. The Brands System Table Chart will open.



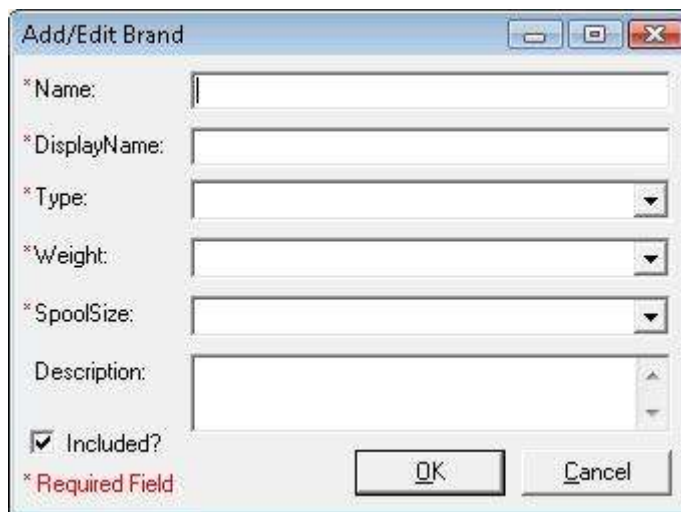
4. You can select which manufacturer you would like to view by selecting the manufacturer in the manufacturer dropdown. For this lesson, let's select Sulky. Now you will see all of the brands for the Sulky manufacturer.



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



6. The Add Brand form will open. You can enter the information about the new brand in this form.



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

Name: The Best New Brand  
Display Name: The Best New Brand  
Type: Polyester  
Weight: 60 wt.  
Spool Size: 100M  
Description: This is a new brand that is being added with the Easy Organizer Suite Lessons.



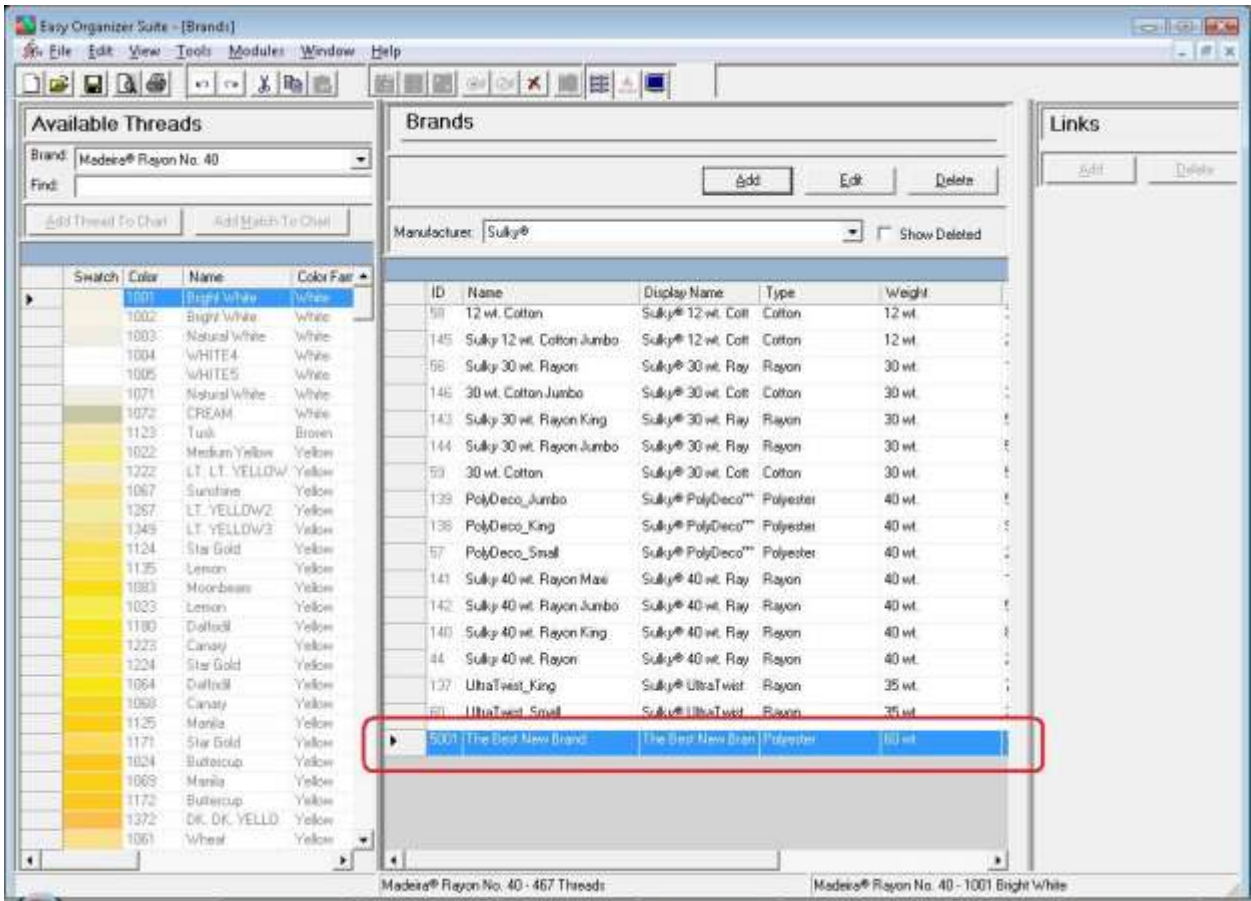
The screenshot shows a dialog box titled "Add/Edit Brand" with the following fields and values:

- \* Name: The Best New Brand
- \* DisplayName: The Best New Brand
- \* Type: Polyester
- \* Weight: 60 wt.
- \* SpoolSize: 100M
- Description: This is a new brand that is being added with the Easy Organizer Suite Lessons.
- Included?

The "OK" button is highlighted with a red rectangle. A legend at the bottom left indicates that the asterisk (\*) denotes a "Required Field".

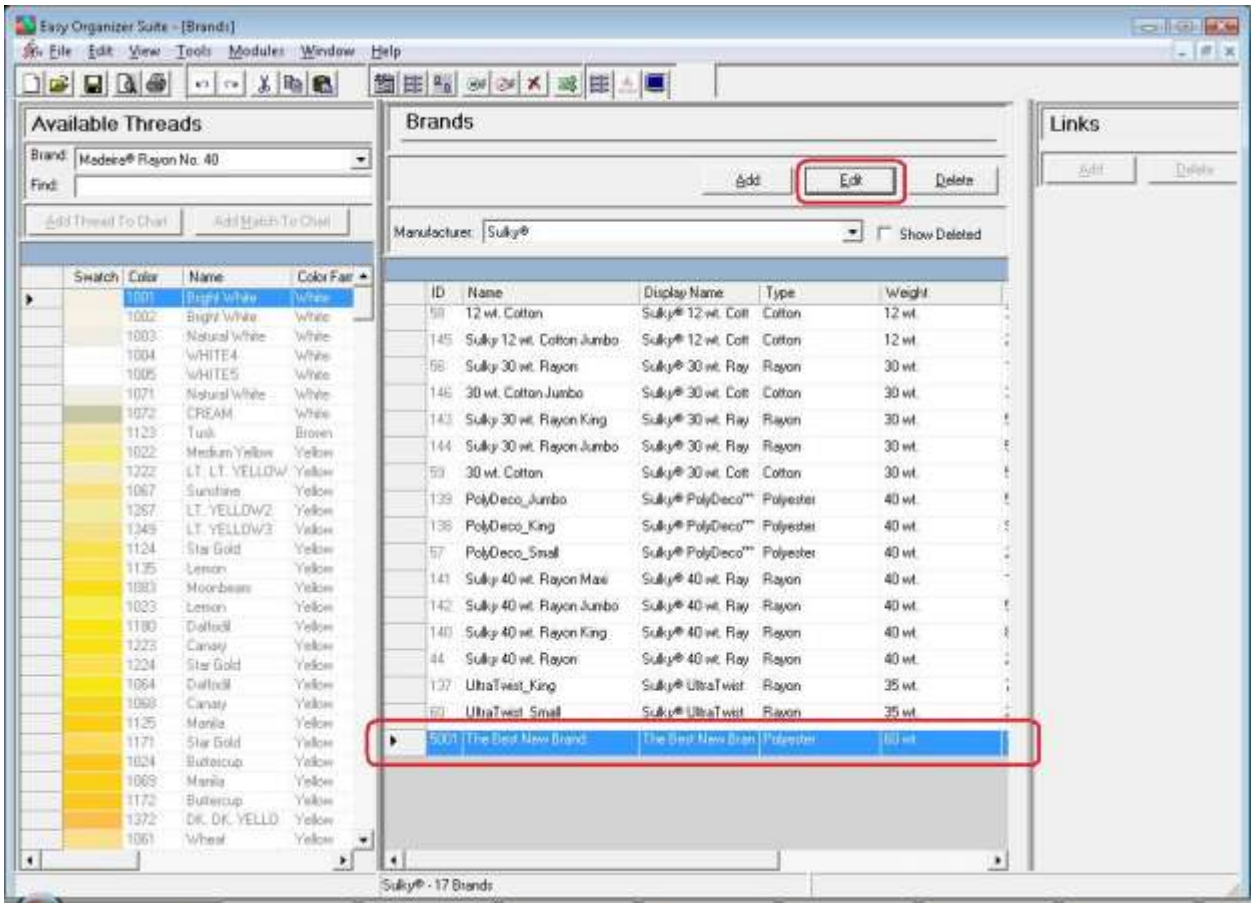


- Click on the OK button in the Add Brand form to add the new brand. You will now see your new brand in the Brands System Table Chart.

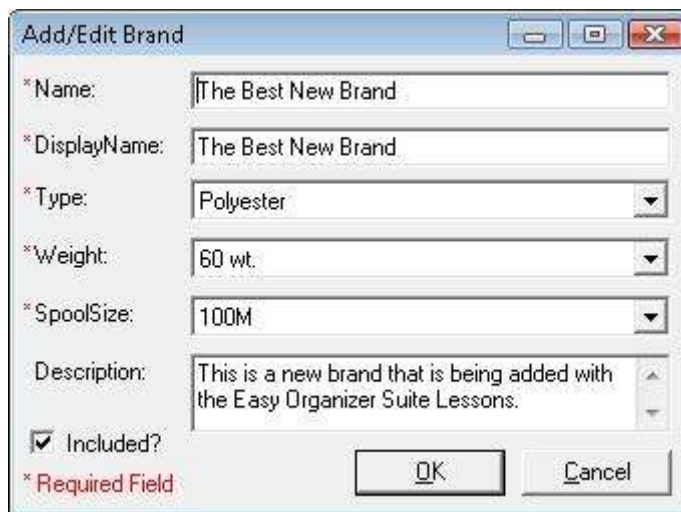




- To edit a brand, select the brand you would like to edit and click on the Edit button.



- The Edit brand form will open with the information about the selected brand.



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

Display Name: The Very Best New Brand

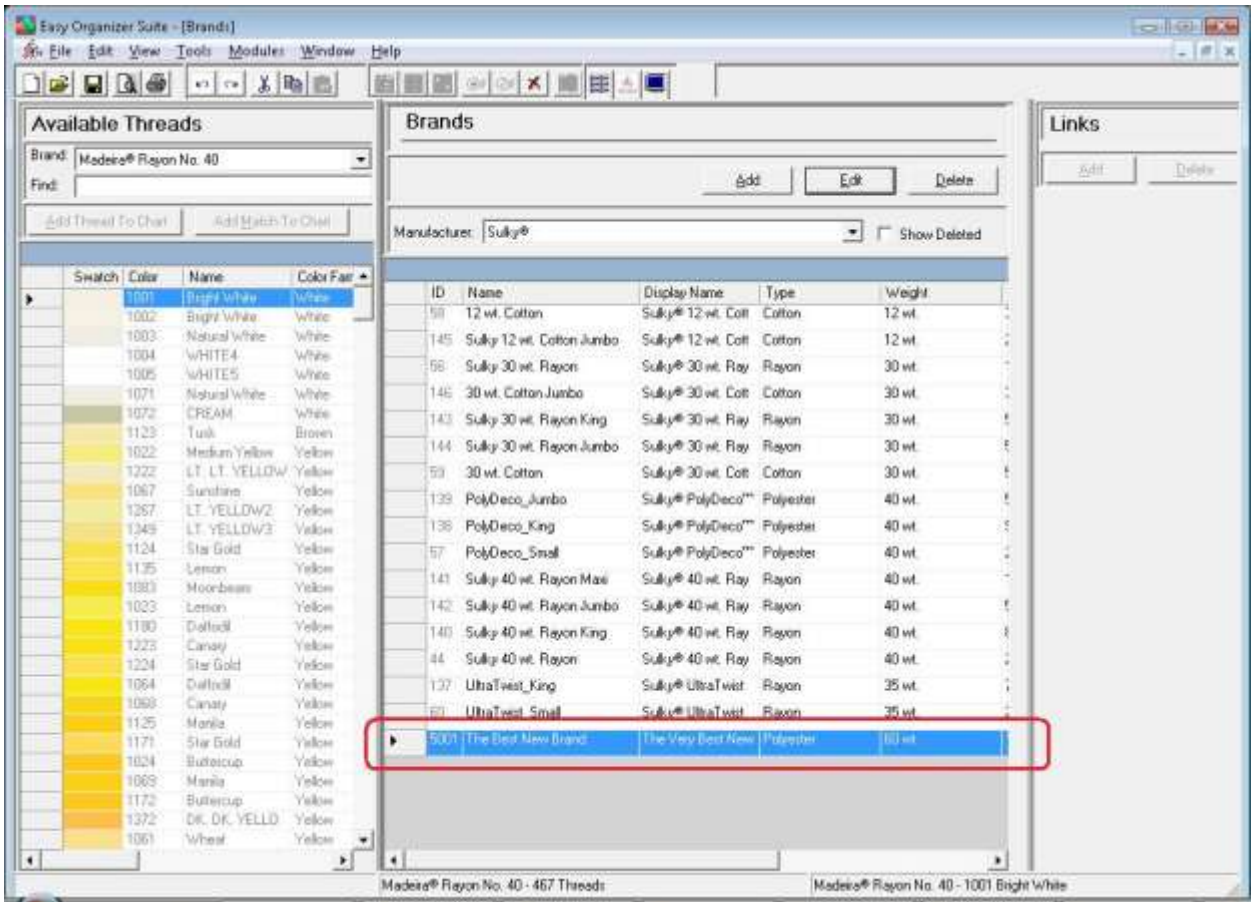
Click on the OK button to accept your changes.



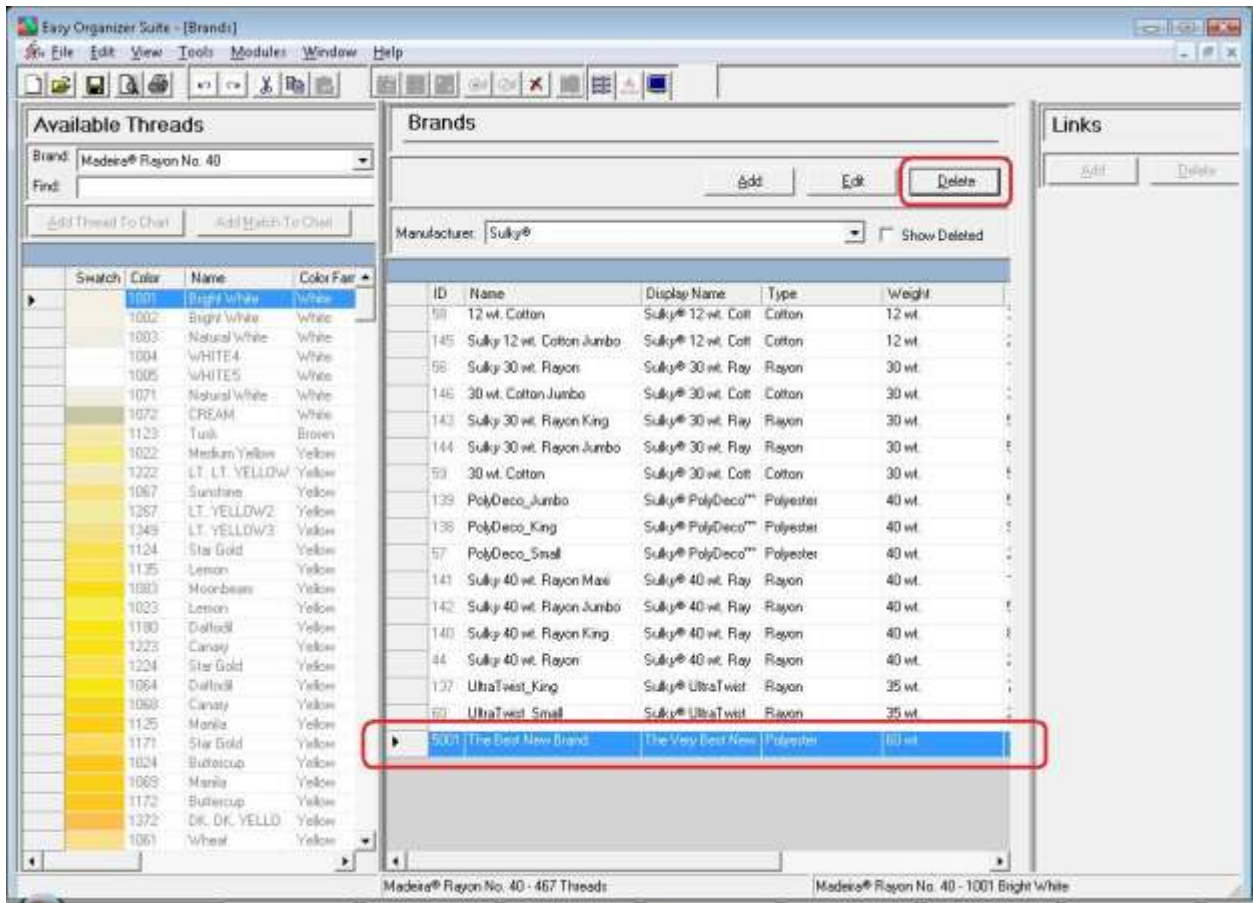
The screenshot shows a dialog box titled "Add/Edit Brand" with the following fields and controls:

- \* Name: The Best New Brand
- \* DisplayName: The Very Best New Brand
- \* Type: Polyester
- \* Weight: 60 wt.
- \* SpoolSize: 100M
- Description: This is a new brand that is being added with the Easy Organizer Suite Lessons.
- Included?
- \* Required Field
- OK button (highlighted with a red box)
- Cancel button

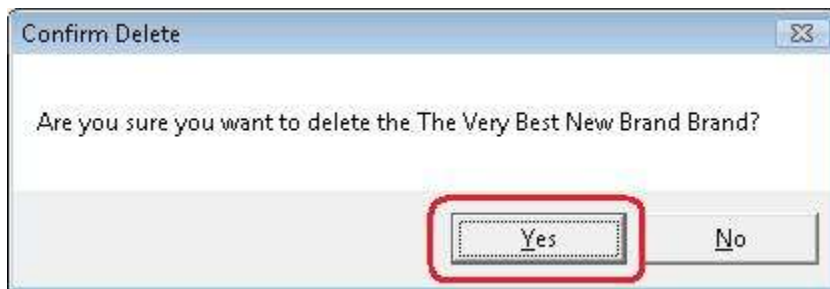
12. You will now see the brand with the changed information.



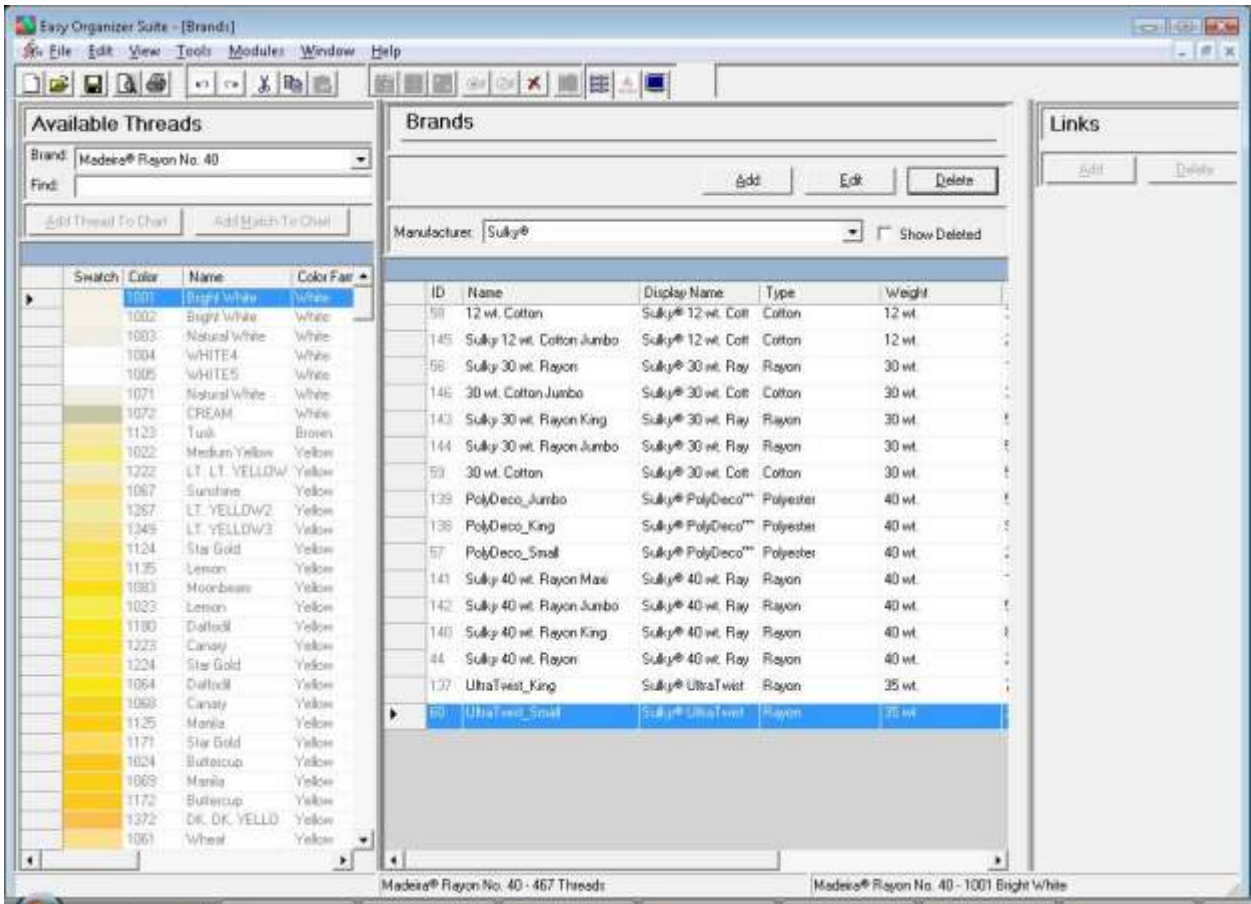
13. You can delete a brand by selecting the brand and then clicking on the Delete button. Let's delete our new brand. Select The Very Best New Manufacturer row and click on the Delete button.



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

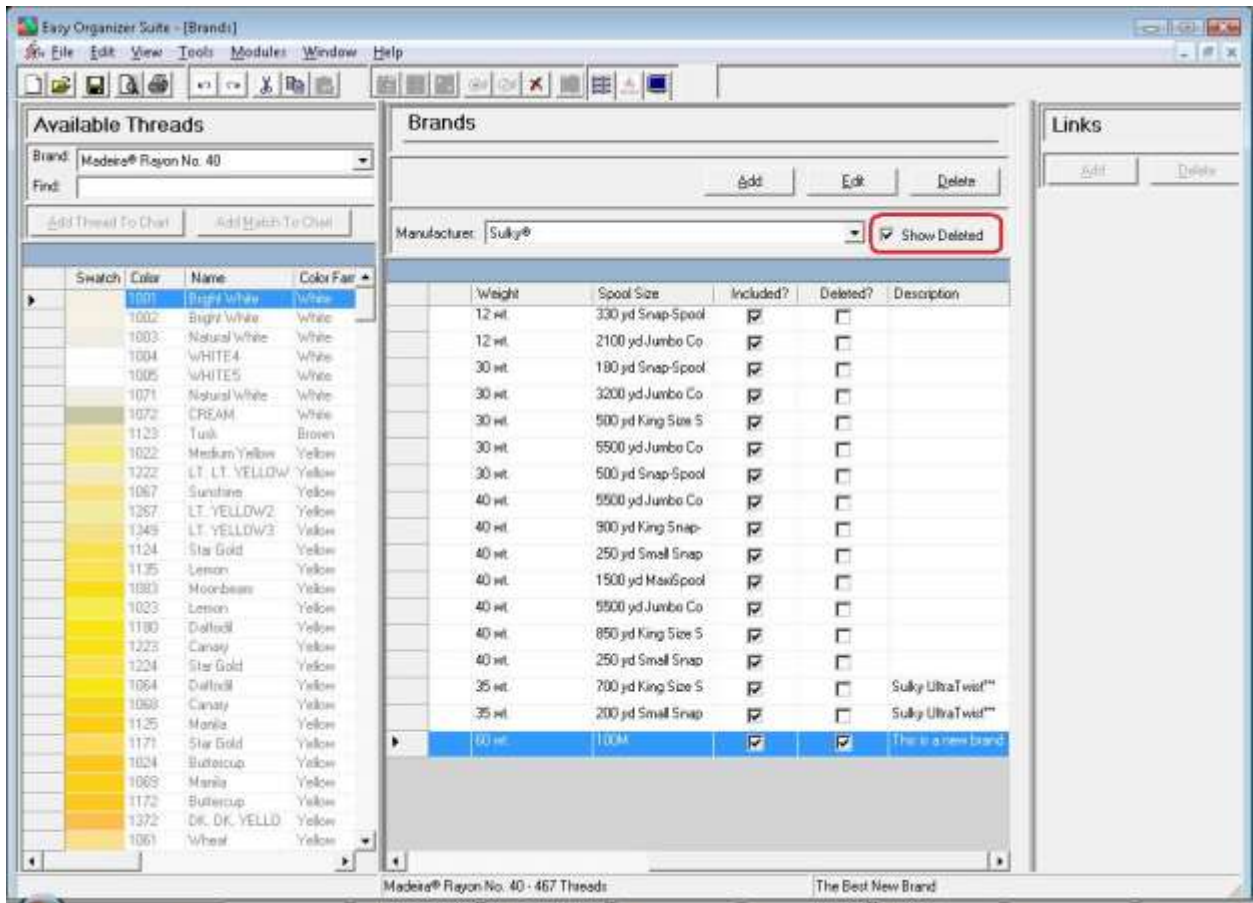


15. The brand will no longer be visible in the Brands System Table.

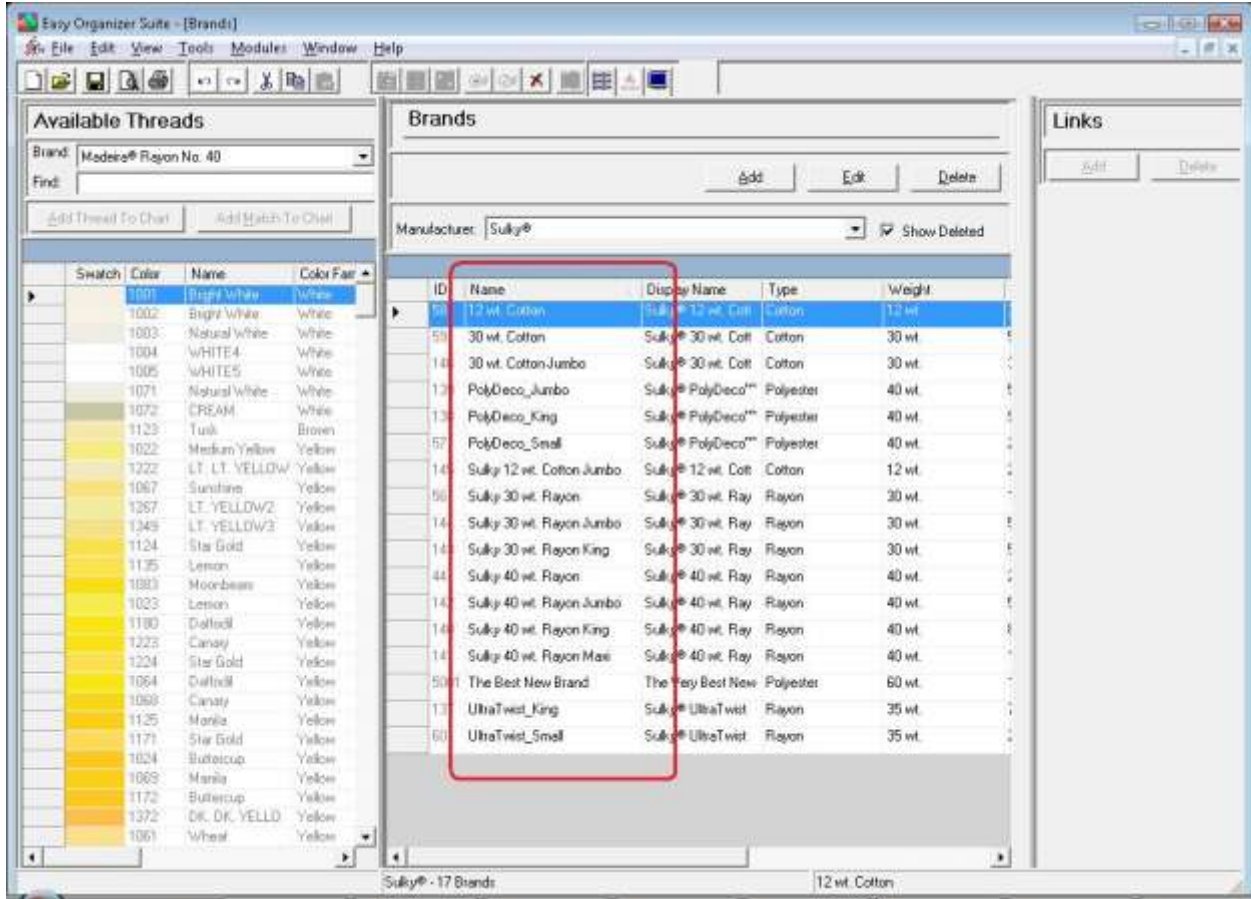




16. To filter the list of brands that are displayed, you can check the Show Deleted checkbox. This will show the deleted brands. You can now see the new brand that we just deleted, with the Deleted checkbox checked.



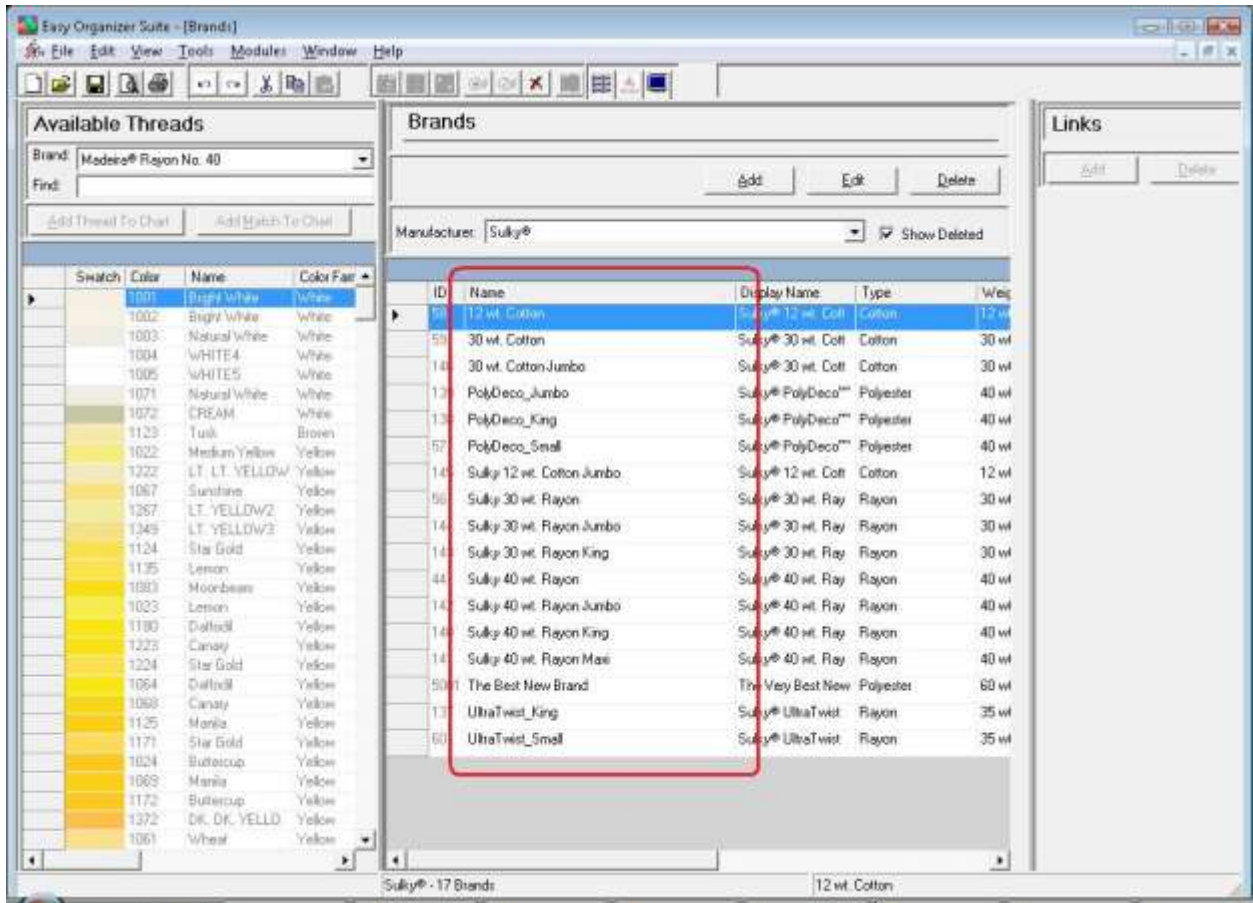
17. In any chart, including the Brands System Table Chart, you can sort the grid by clicking on the column heading. So, if you want to sort the grid by the Name column in ascending order, click on the Name column heading. If you click it again, the program will sort the grid in descending order.



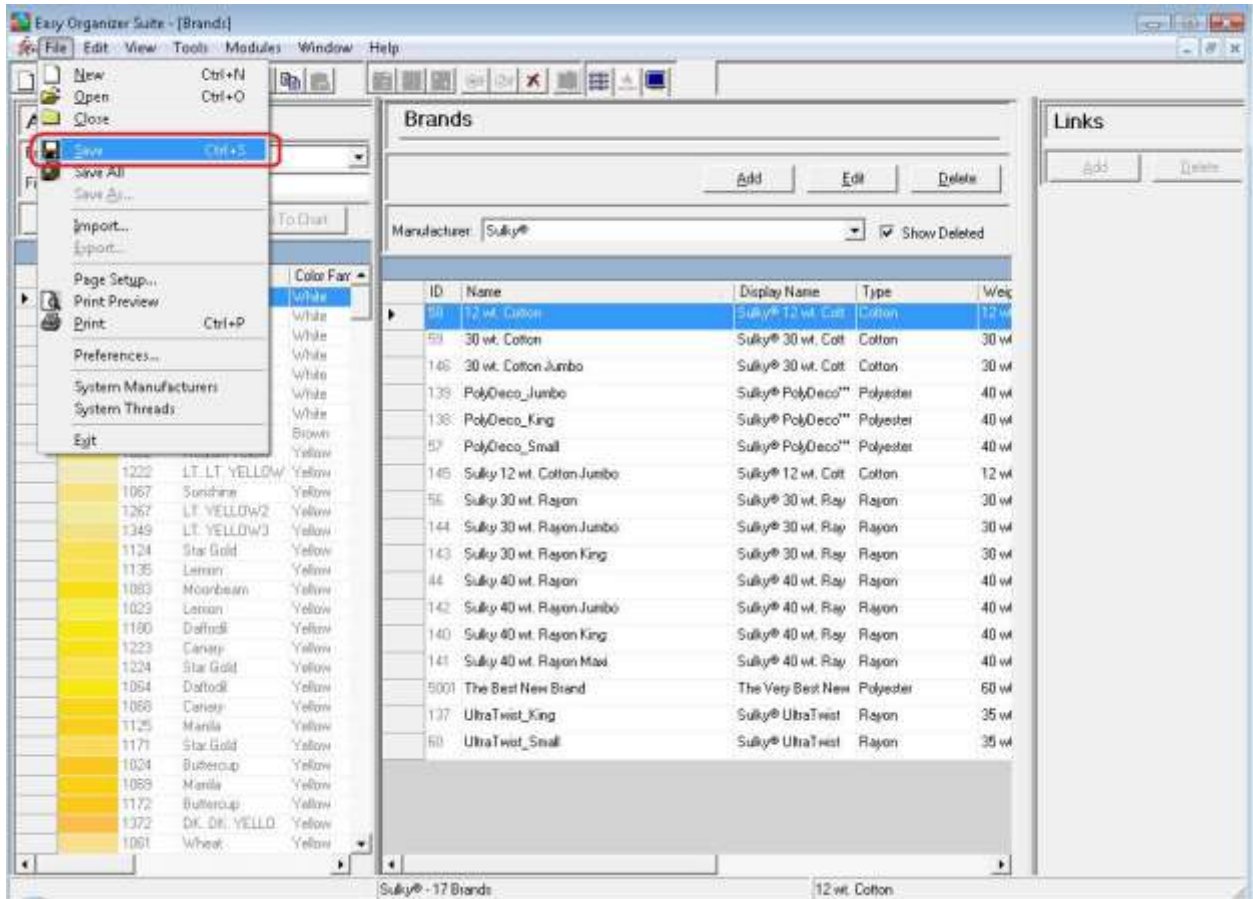


18. To resize the columns of a grid, hover the mouse over end of the column you would like to resize until the mouse becomes a resize cursor. Then click and drag the column either to the left to make the column smaller or to the right to make the column larger. When the column is the size you want, let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



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



Congratulations! You have finished Lesson 13. You are now ready to move on to Lesson 14 – How to Work with the Thread Sets System Table.