Add

To Add a new Supplies-In record

1. At the *Supplies Masterlist* grid control, position the *highlight bar* to the item (record) you want to *add* in *Supplies-in*;
2. At the *Navigation Panel*, click *Supplies-In*;
3. At the Supplies-In menu bar, click *Add*;
4. A *dialog panel* (data-entry form) will slide from the right side of the screen;
5. Fill-up the remainder of the fields that are empty, as most of it are system-filled;
6. When done, click *Ready to Save*;
7. Once enabled, click *Save Data*.

Note: The 2 fields, *Kuntador Beginning*, and *Kuntador Ending* are required only to be filled-up if the *Supplies-In* item is a *RAW WATER*. The *values* in these fields can be taken from the **water bills**. This is important in getting the correct water volume consumption. For *non-Raw Water items*, leave it blank!