

Suppliers List Editor

Nominated suppliers for the selected ingredients that have been entered into the inventory are held in a separate table in the dRecipe® database.

This is done to permit:

- Maintenance of all contact information for each of the suppliers,
- Quick and easy selection of the correct supplier from the inventory screen and
- dRecipe® to provide contact details when the mouse is hovered over the currently displayed supplier name in the inventory screen.



Entering New Suppliers

Select “Edit List of Suppliers” from the Utilities Menu.



Click on the AddNew button at the top of the screen.

The data entry fields on the screen will blank and the cursor will be placed into the first of them (the name of the supplier). The AddNew button will grey out, and the Undo button will be enabled.

Enter all the details on the supplier, and when finished, either click on the Save button, or hit the **Enter** key.

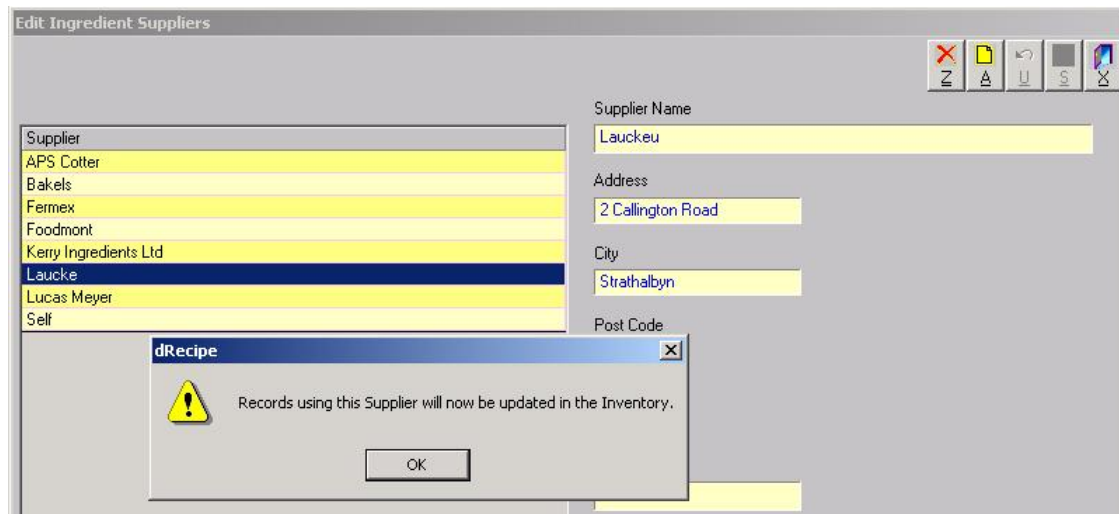
Editing Existing Supplier Details

To edit an existing supplier, select the required record (click on the grid row where the required record is being displayed).

Click in the edit field that needs altering and make the required changes.

To save the changes, either click on the Save button, or simply hit the **Enter** key.

If the supplier that is being changed has already been used in the Inventory, in case the supplier name has been changed, the following message will be displayed.



All inventory records that use this supplier will now be updated to reflect the changes just made.

Deleting Supplier Records

Provided that no Inventory record currently uses the supplier that is to be deleted. Suppliers that are currently in use are not permitted to be deleted. To delete a supplier, simply select the record to be deleted, and click on the Z (Zap) button. If the selected supplier is not in use, the deletion command will be executed.

Quick Supplier Display

Provided that all relevant details on the supplier have been entered, when that supplier is displayed after an ingredient has been selected in the Inventory screen, when the mouse is hovered over the supplier name, a message such as “[24 Harriet Drive, HarryTown – Contact Luke on \(08\) 8645 2896](#)” will be displayed as a pop-up. This should provide sufficient information for the user to contact that supplier in a hurry.