

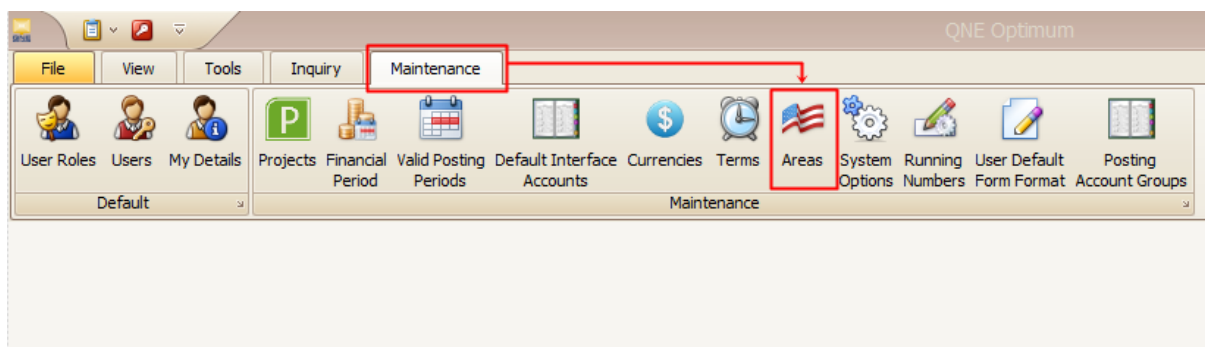


HOW TO CREATE, EDIT AND SET AS AN INACTIVE AN AREA

What is AREA?

An **Area** is a function in the system that allows the user to group its Supplier or Customer by Area. This function is useful on generating various reports by Filtering it by Area. Thus, an Area is not compulsory.

To open **Area Maintenance** form, under **Maintenance** ribbon click **Area**



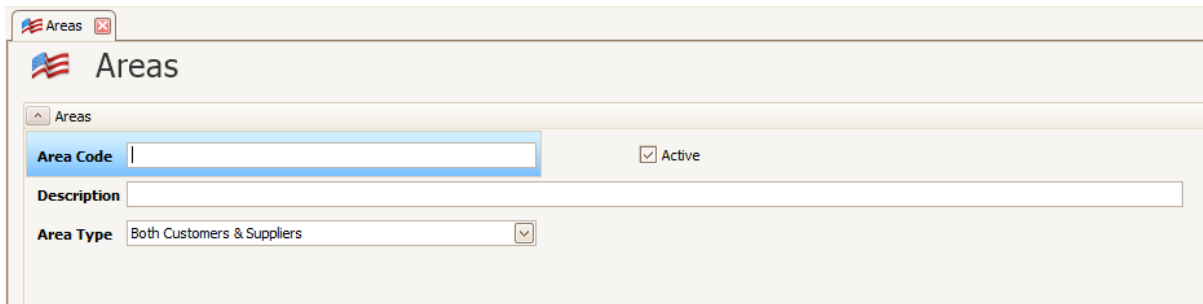
1. How to **Create** an Area

In Area Maintenance Module > under Home Menu Ribbon, click **New**

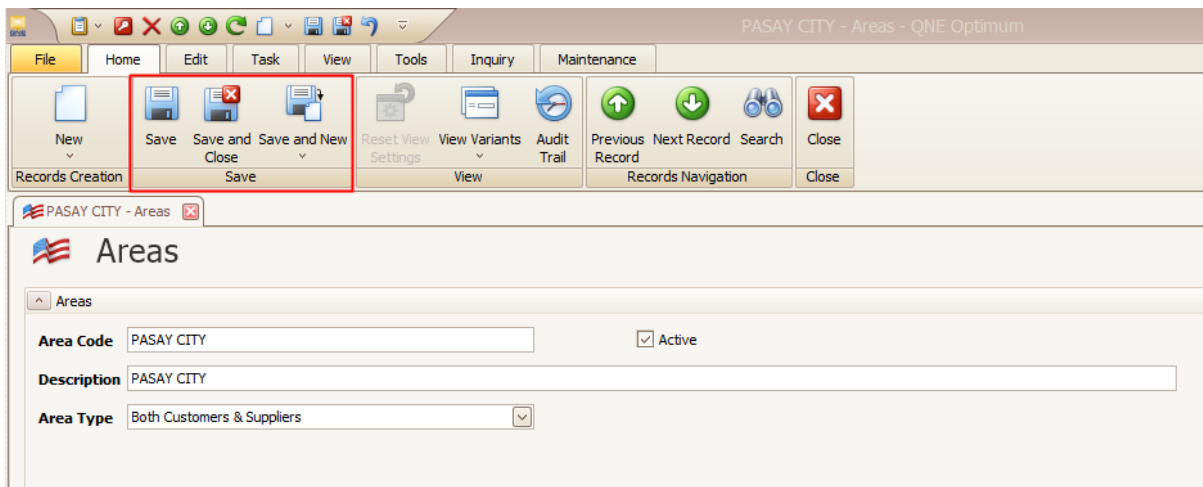


Supply the fields with data;

- Area Code: This is a compulsory field with maximum of 20 alphanumeric length
- Description: The narration of the Area Code
- Area Type: It has three types, and can be set if the Area is Applicable to Supplier, Customer or Both
- Active: This is a function to set if an Area is still used. If an Area will not be used anymore, untick to make as Inactive.

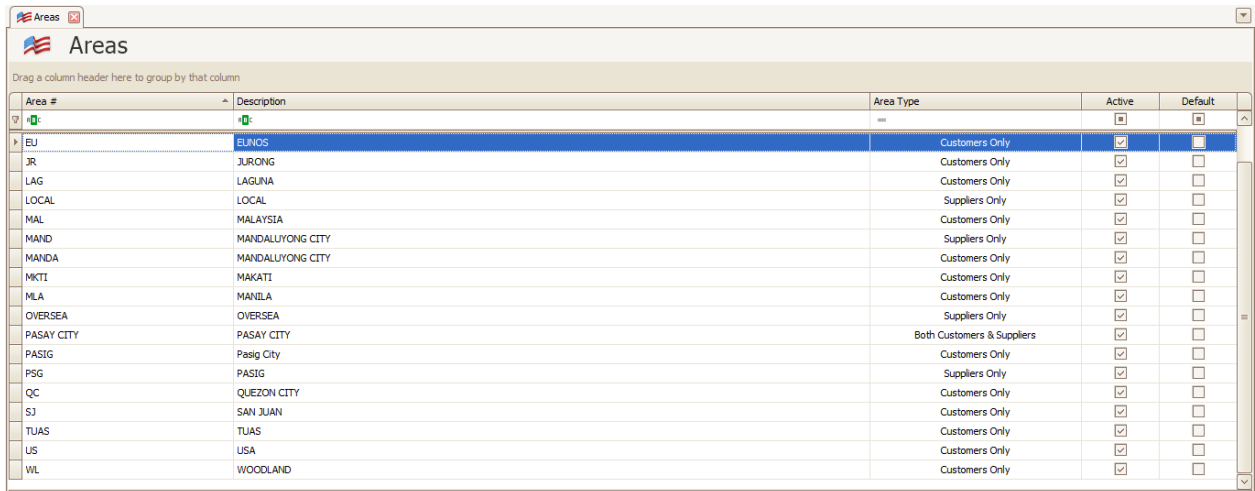


Once done, Click **Save** or **Save and Close** or **Save and New**.



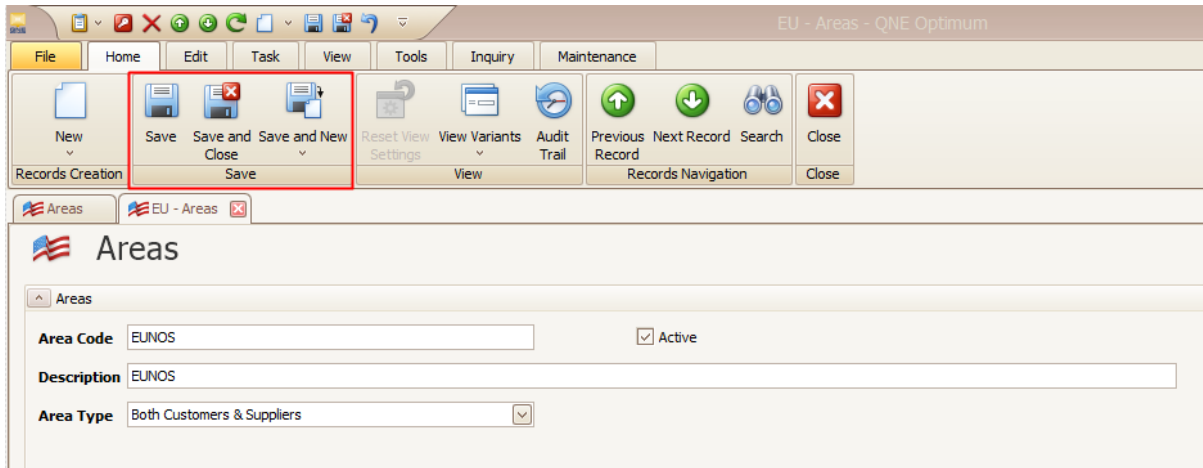
2. How to **Edit** an Area

In Area Maintenance Module, it will display the List of all the Area. To Edit, **Select** the Area then '**double-press**' to Edit.



Area #	Description	Area Type	Active	Default
EU	EUNOS	Customers Only	<input checked="" type="checkbox"/>	<input type="checkbox"/>
JR	JURONG	Customers Only	<input checked="" type="checkbox"/>	<input type="checkbox"/>
LAG	LAGUNA	Customers Only	<input checked="" type="checkbox"/>	<input type="checkbox"/>
LOCAL	LOCAL	Suppliers Only	<input checked="" type="checkbox"/>	<input type="checkbox"/>
MAL	MALAYSIA	Customers Only	<input checked="" type="checkbox"/>	<input type="checkbox"/>
MAND	MANDALUYONG CITY	Suppliers Only	<input checked="" type="checkbox"/>	<input type="checkbox"/>
MANDA	MANDALUYONG CITY	Customers Only	<input checked="" type="checkbox"/>	<input type="checkbox"/>
MKT	MAKATI	Customers Only	<input checked="" type="checkbox"/>	<input type="checkbox"/>
MLA	MANILA	Customers Only	<input checked="" type="checkbox"/>	<input type="checkbox"/>
OVERSEA	OVERSEA	Suppliers Only	<input checked="" type="checkbox"/>	<input type="checkbox"/>
PASAY CITY	PASAY CITY	Both Customers & Suppliers	<input checked="" type="checkbox"/>	<input type="checkbox"/>
PASIG	Pasig City	Customers Only	<input checked="" type="checkbox"/>	<input type="checkbox"/>
PSG	PASIG	Suppliers Only	<input checked="" type="checkbox"/>	<input type="checkbox"/>
QC	QUEZON CITY	Customers Only	<input checked="" type="checkbox"/>	<input type="checkbox"/>
SJ	SAN JUAN	Customers Only	<input checked="" type="checkbox"/>	<input type="checkbox"/>
TUAS	TUAS	Customers Only	<input checked="" type="checkbox"/>	<input type="checkbox"/>
US	USA	Customers Only	<input checked="" type="checkbox"/>	<input type="checkbox"/>
WL	WOODLAND	Customers Only	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Then Supply the Fields that needs to be edited. Once done, click **Save**.



EU - Areas - QNE Optimum

File Home Edit Task View Tools Inquiry Maintenance

Records Creation: New, Save, Save and Close, Save and New, Save

Reset View Settings, View Variants, Audit Trail, Previous Record, Next Record, Search, Close

Records Navigation: Previous Record, Next Record, Search, Close

Areas

Area Code: EUNOS ☒ Active

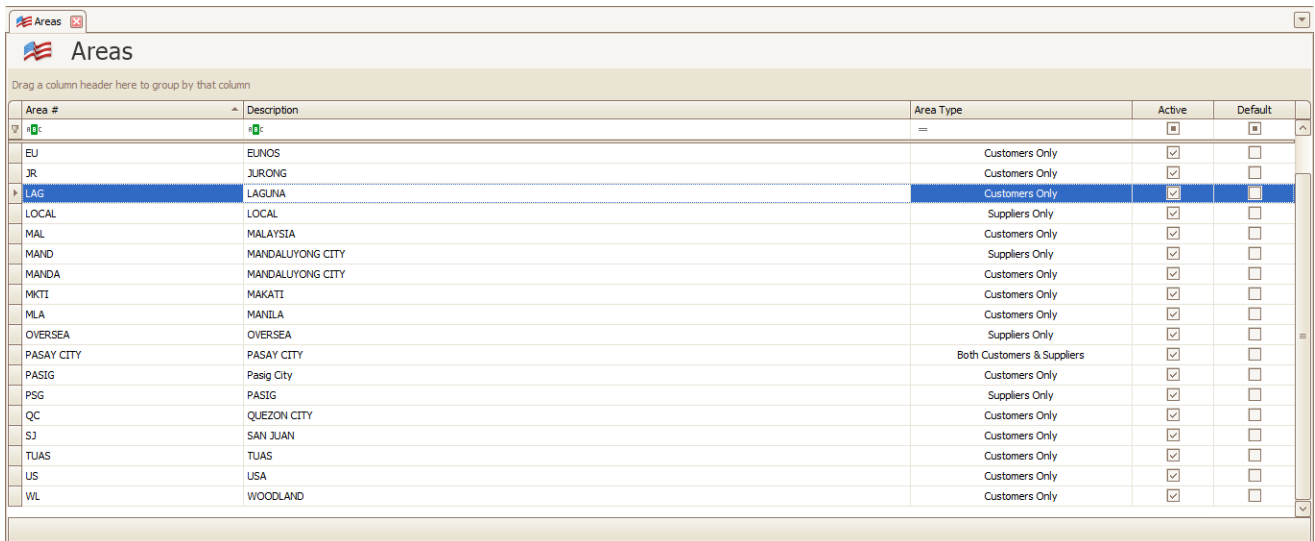
Description: EUNOS

Area Type: Both Customers & Suppliers

3. How to *Set as an Inactive* an Area

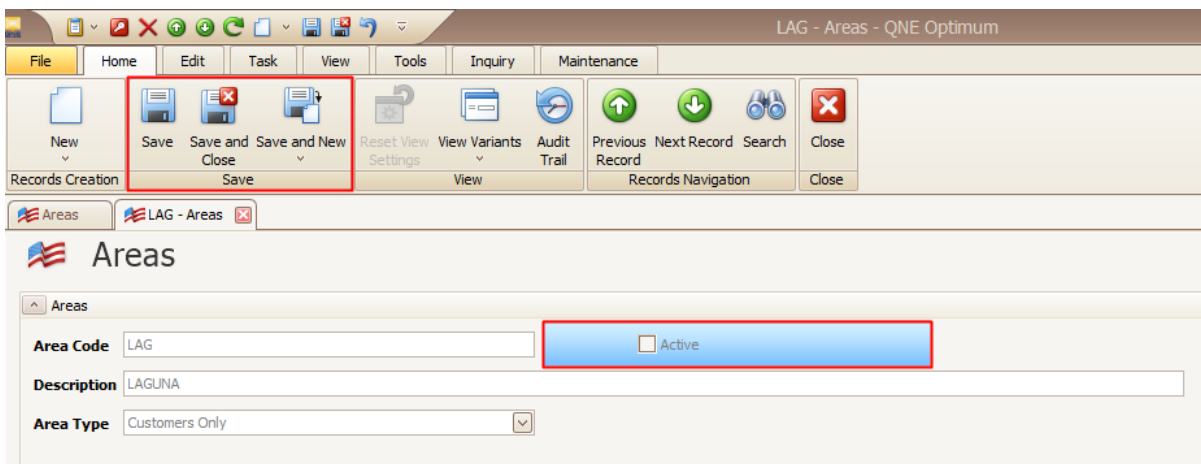
In System, it's not allowed to Delete the Area that has been tagged in a Supplier/Customer with Transactions already. Thus, system has an option to tag it as an **Inactive** if the Area will not be used again.

In Area Maintenance Module, it will display the List of all the Area. To Edit, **Select** the Area then '**double-press**' to Mark it as an Inactive.



Area #	Description	Area Type	Active	Default
EU	EUNOS	Customers Only	<input checked="" type="checkbox"/>	<input type="checkbox"/>
JR	JURONG	Customers Only	<input checked="" type="checkbox"/>	<input type="checkbox"/>
LAG	LAGUNA	Customers Only	<input checked="" type="checkbox"/>	<input type="checkbox"/>
LOCAL	LOCAL	Suppliers Only	<input checked="" type="checkbox"/>	<input type="checkbox"/>
MAL	MALAYSIA	Customers Only	<input checked="" type="checkbox"/>	<input type="checkbox"/>
MAND	MANDALUYONG CITY	Suppliers Only	<input checked="" type="checkbox"/>	<input type="checkbox"/>
MANDA	MANDALUYONG CITY	Customers Only	<input checked="" type="checkbox"/>	<input type="checkbox"/>
MKT	MAKATI	Customers Only	<input checked="" type="checkbox"/>	<input type="checkbox"/>
MLA	MANILA	Customers Only	<input checked="" type="checkbox"/>	<input type="checkbox"/>
OVERSEA	OVERSEA	Suppliers Only	<input checked="" type="checkbox"/>	<input type="checkbox"/>
PASAY CITY	PASAY CITY	Both Customers & Suppliers	<input checked="" type="checkbox"/>	<input type="checkbox"/>
PASIG	Pasig City	Customers Only	<input checked="" type="checkbox"/>	<input type="checkbox"/>
PSG	PASIG	Suppliers Only	<input checked="" type="checkbox"/>	<input type="checkbox"/>
QC	QUEZON CITY	Customers Only	<input checked="" type="checkbox"/>	<input type="checkbox"/>
SJ	SAN JUAN	Customers Only	<input checked="" type="checkbox"/>	<input type="checkbox"/>
TUAS	TUAS	Customers Only	<input checked="" type="checkbox"/>	<input type="checkbox"/>
US	USA	Customers Only	<input checked="" type="checkbox"/>	<input type="checkbox"/>
WL	WOODLAND	Customers Only	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Then **untick the Active** checkbox to tag the Area as an Inactive.



LAG - Areas - QNE Optimum

File Home Edit Task View Tools Inquiry Maintenance

New Save Save and Close Save and New Reset View Settings View Variants Audit Trail Previous Record Next Record Search Close

Records Creation View Records Navigation Close

Areas

LAG - Areas

Areas

Area Code LAG

Description LAGUNA

Area Type Customers Only

Active ☐

NOTE: In Addition, an Area can only be Deleted if the Area has not been tagged in a Customer and Supplier with Transactions.

4. How to Delete an Area

In Area Maintenance Module, it will display the list of all the Areas. To Delete, **Select** the Area then **'right-click'** > **Delete** or Click the Delete Icon at the Top.

