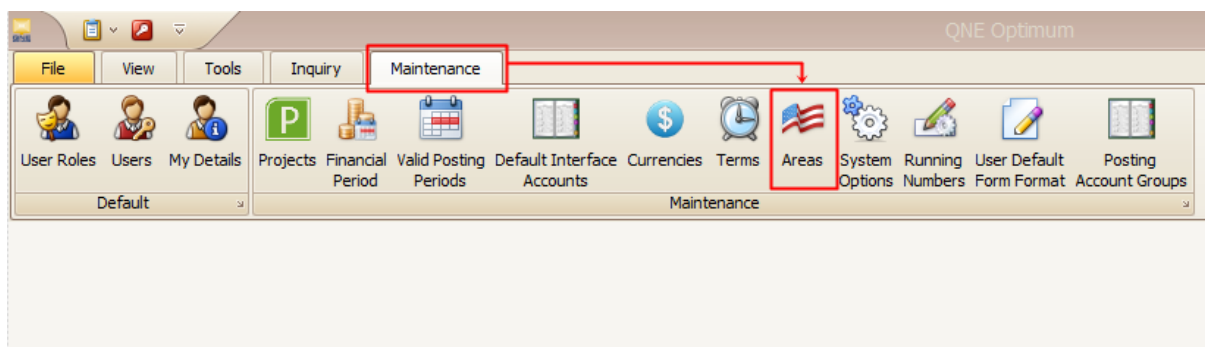Learn with us.
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HOW TO CREATE, EDIT AND SET AS AN INACTIVE AN AREA

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.

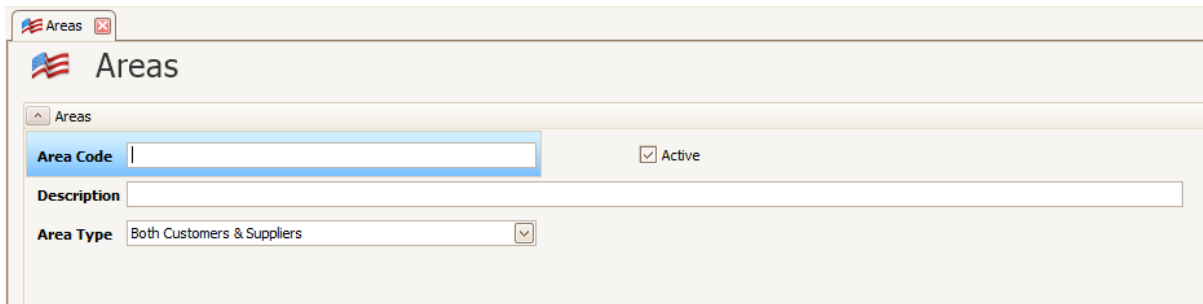To open *Area Maintenance* form, under *Maintenance* ribbon click *Area*

1. How to **Create** an Area

In Area Maintenance Module > under Home Menu Ribbon, click *New*
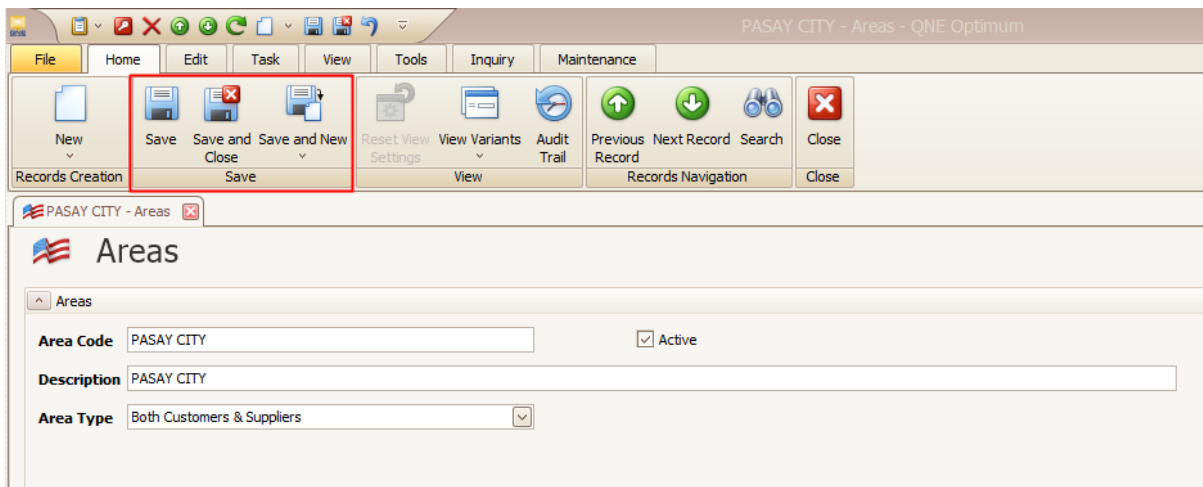
Supply the fields with data;

- 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.
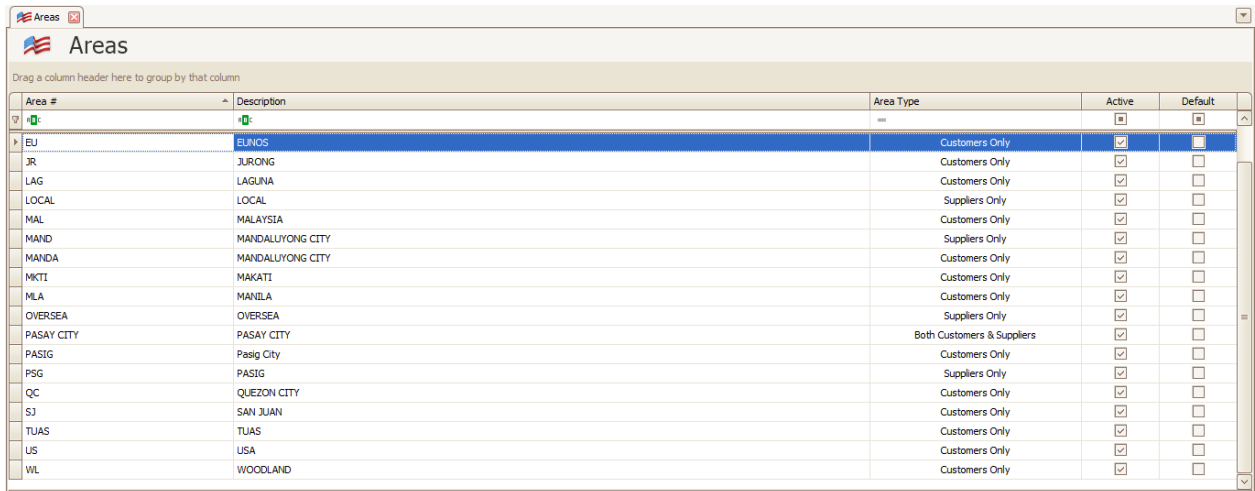

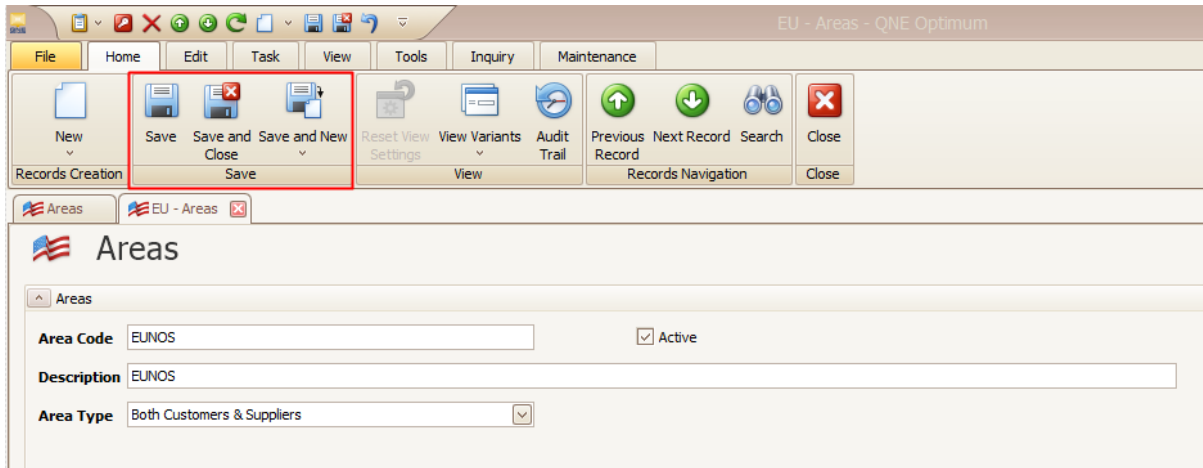Once done, Click *Save* or *Save and Close* or *Save and New*.

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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.

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

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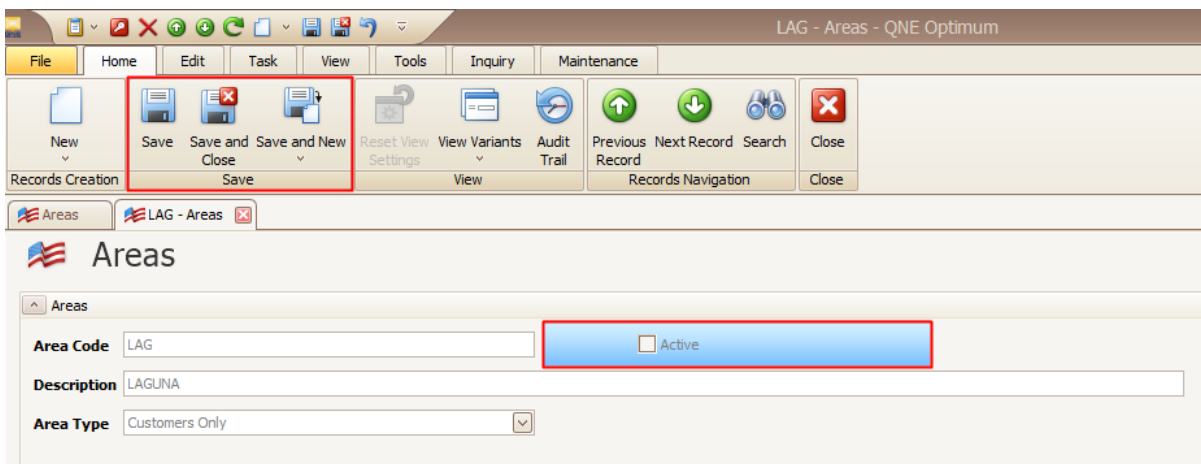QNE KNOWLEDGE BASE

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.

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

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

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.