

Easy Organizer Suite™ easyFabrics Organizer™ Module

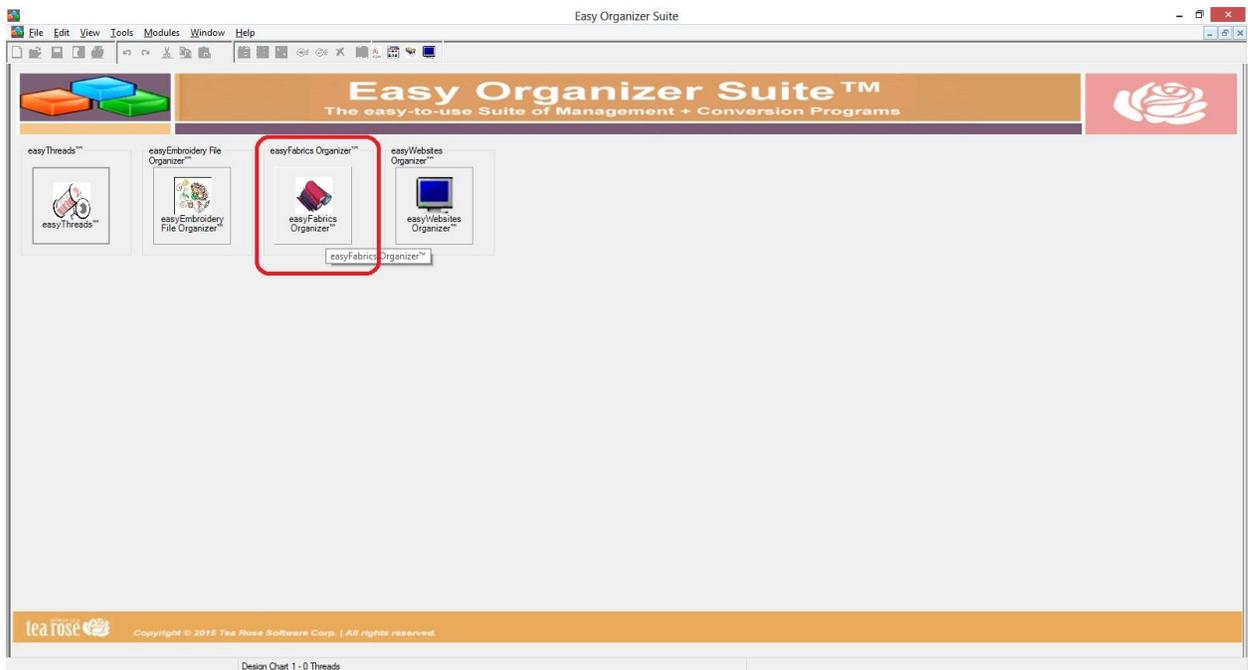
How to Work with View Fabrics by Category

Welcome to the **easyFabrics Organizer™** Lessons series. As you follow through each lesson, you will learn new and exciting aspects of the **easyFabrics Organizer™** Module and by the end of the series you will be an expert!

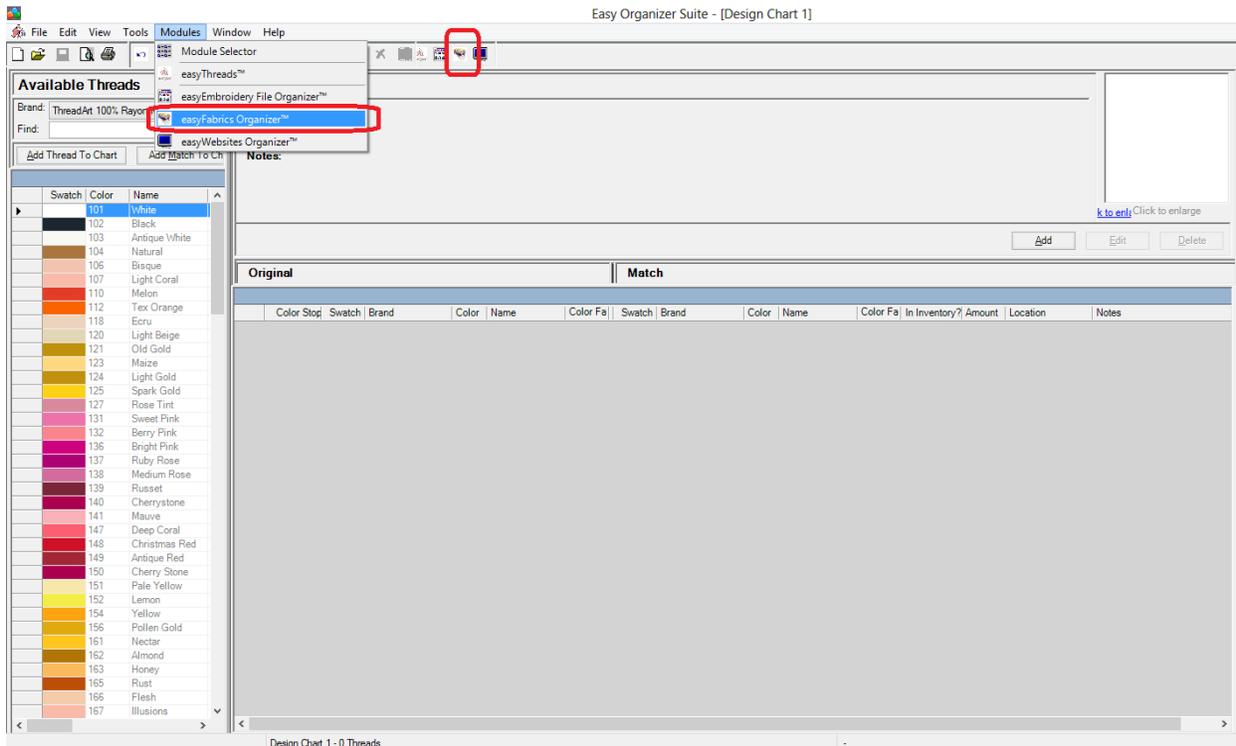
This lesson will show you how to view all the fabrics in a category, and how to add, edit and delete fabrics in the View Fabrics by Category chart.

Opening Fabrics by Category Chart

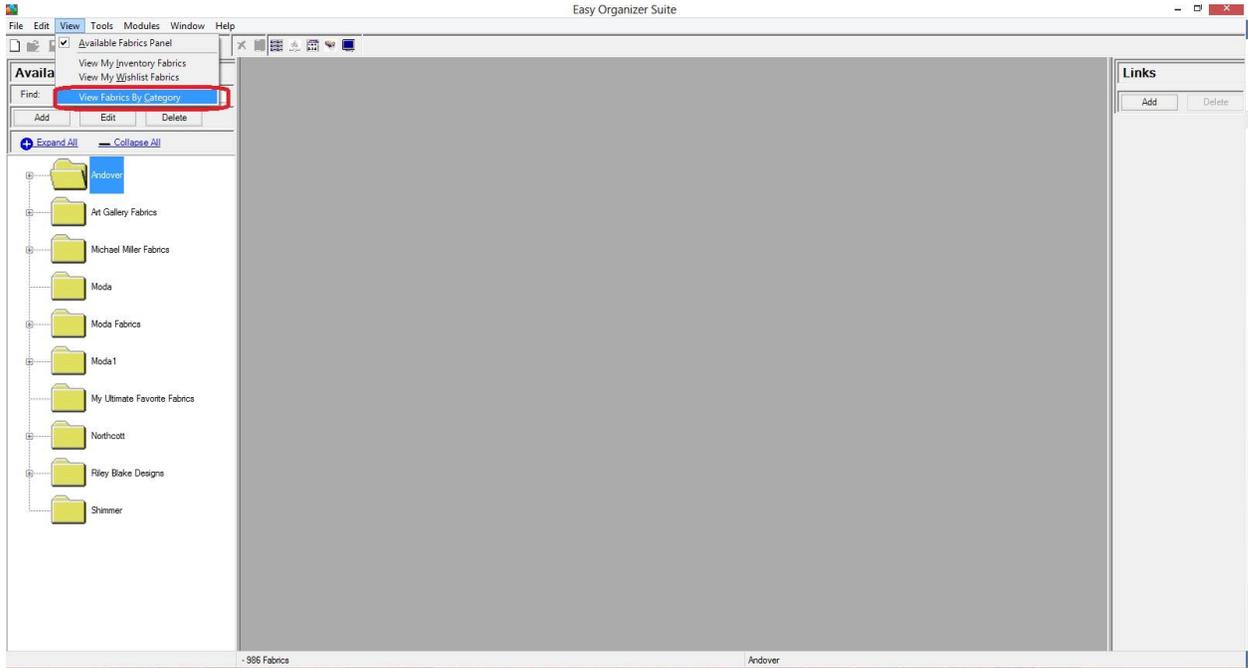
1. To begin, open **Easy Organizer Suite™** and select the **easyFabrics Organizer™** Module from the Module Selector.



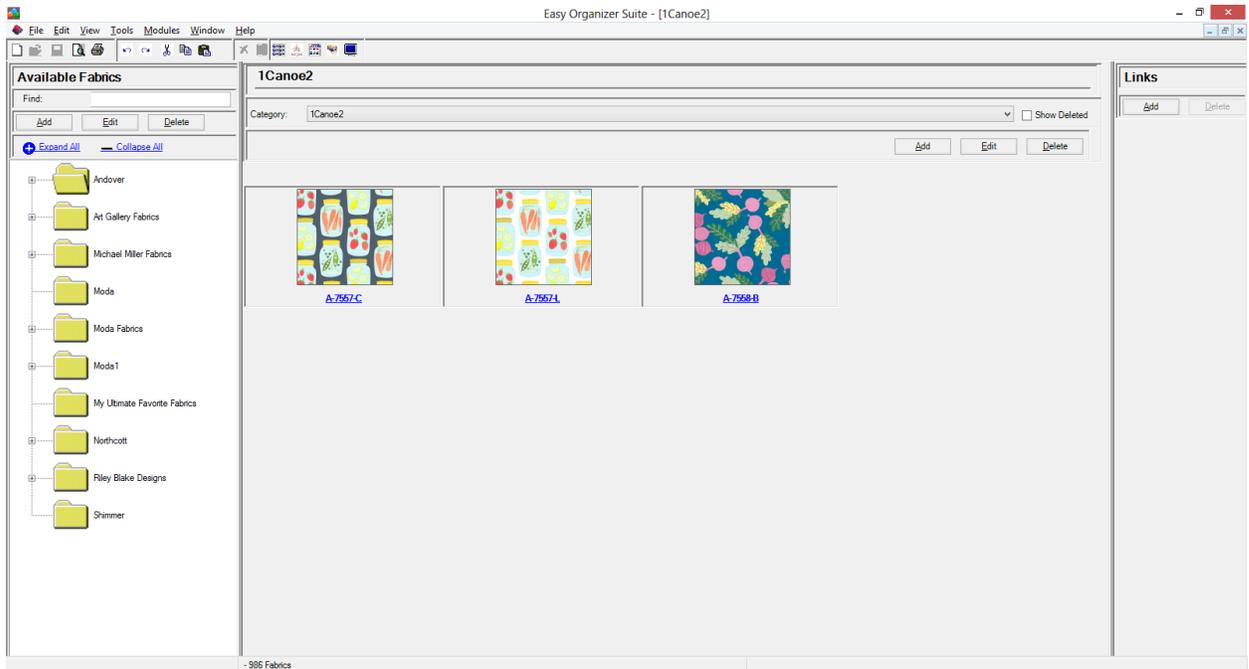
2. If you are in another module, select Modules → easyFabrics Organizer™ from the menu, or you can click on the **easyFabrics Organizer™** icon in the toolbar.



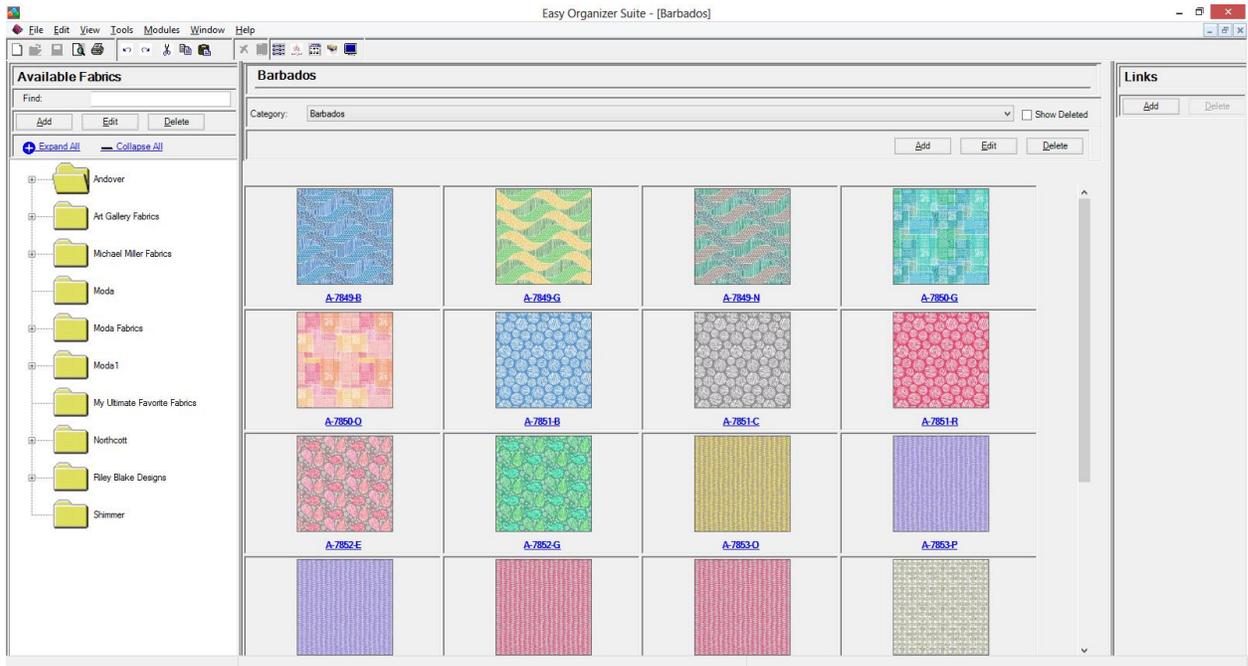
3. To see the Fabrics by Category, select the View → View Fabrics By Category menu item. This will open a chart that will display all the fabrics per category.



4. You can see the Category dropdown. You can select a category and the fabrics in that category will be displayed.

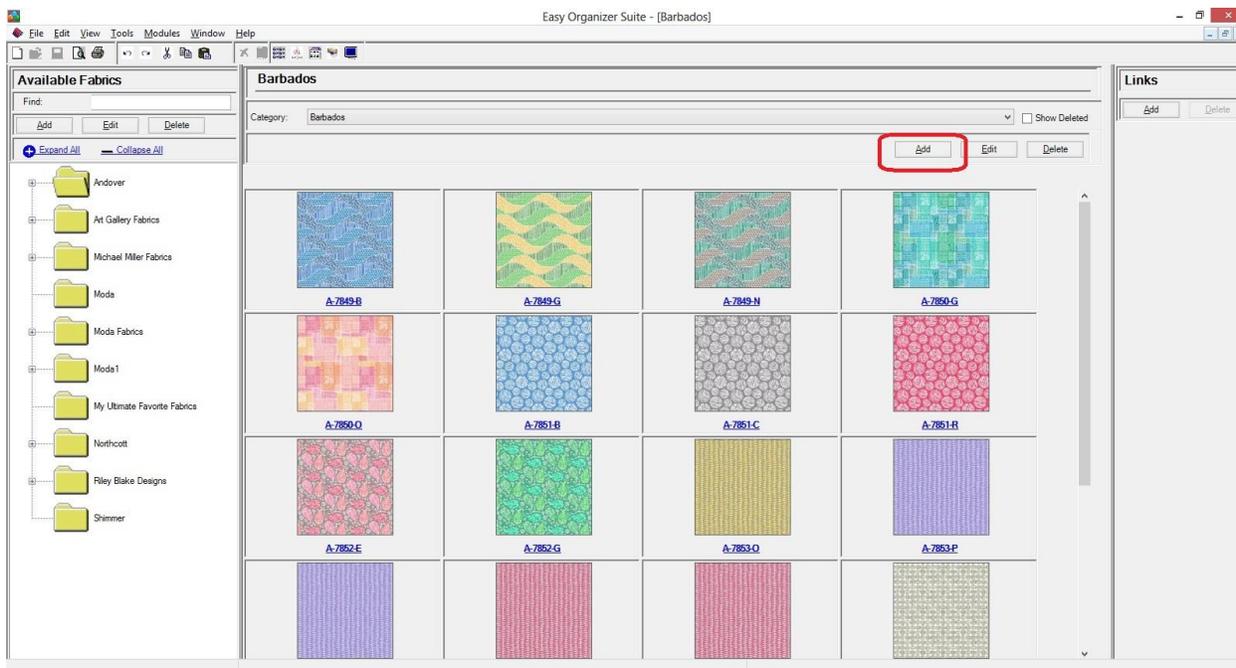


- For this lesson, let's pick Barbados. Select Barbados in the Category dropdown. You will see all of the fabrics for the Barbados category.

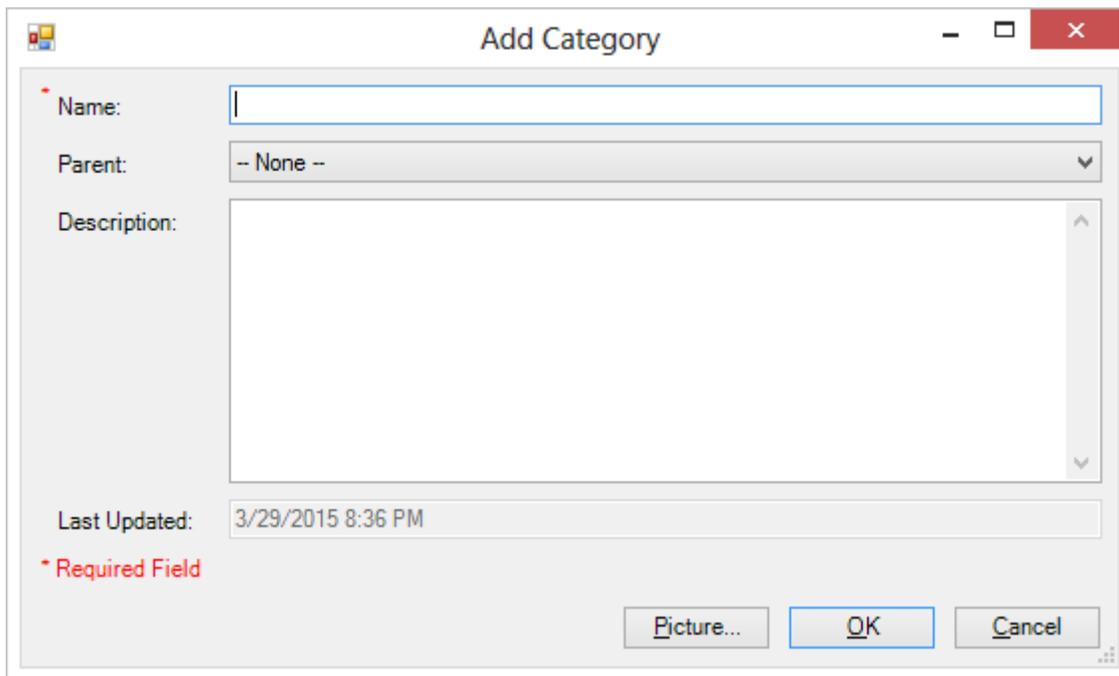


Add a New Category

6. Click on the Add button to add a new category.



7. The Add Category form will open.

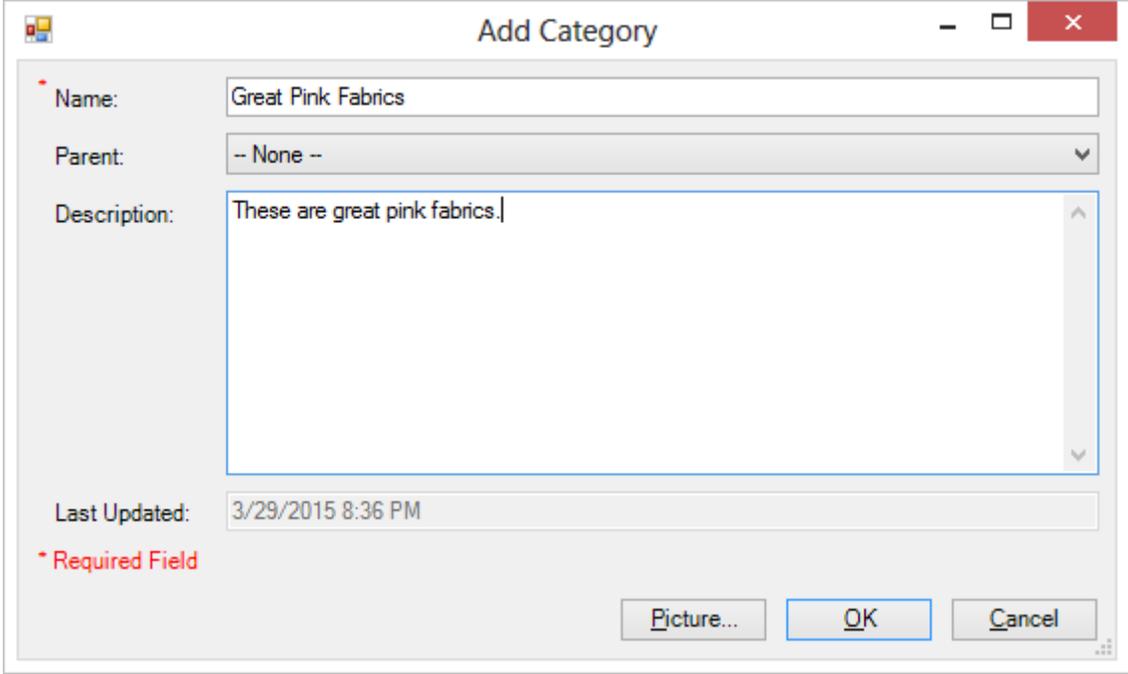


For this lesson, we'll enter this information in the Add Category form:

Name: Great Pink Fabrics

Parent: -- None --

Description: These are great pink fabrics.



The screenshot shows a dialog box titled "Add Category" with a standard Windows window title bar (minimize, maximize, close buttons). The dialog contains the following elements:

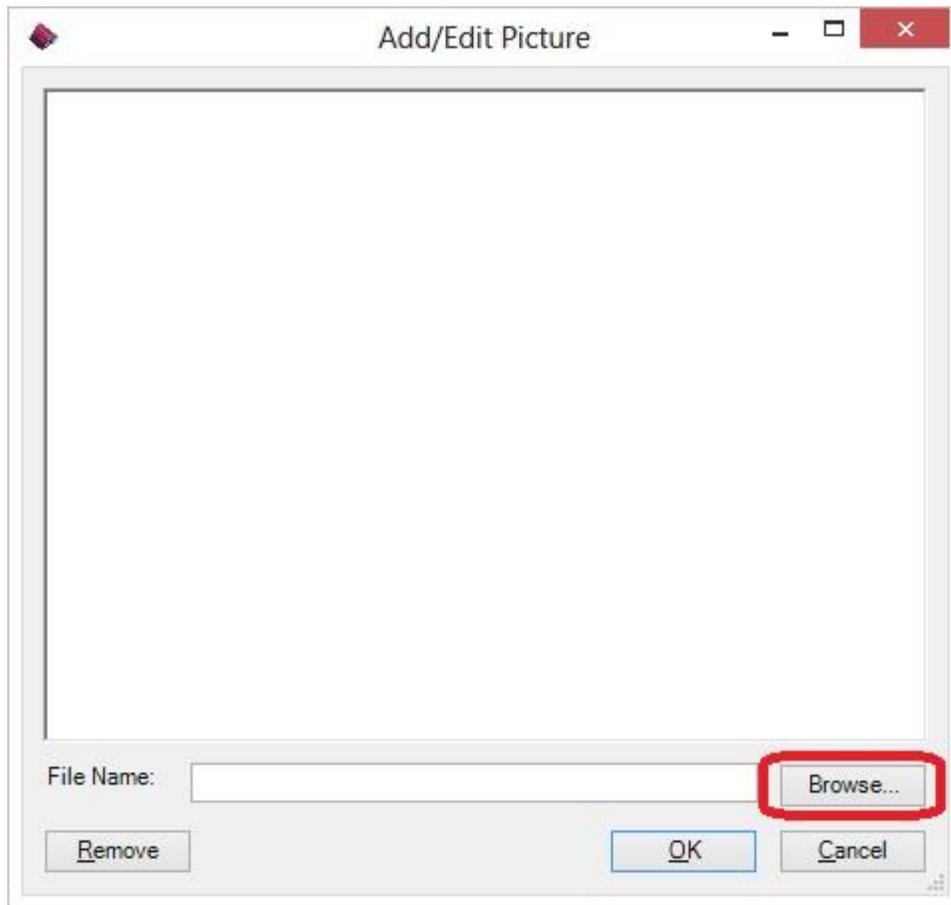
- Name:** A text input field containing "Great Pink Fabrics".
- Parent:** A dropdown menu showing "-- None --".
- Description:** A text area containing "These are great pink fabrics." with a vertical scrollbar on the right.
- Last Updated:** A text input field containing "3/29/2015 8:36 PM".
- Legend:** A red asterisk followed by the text "* Required Field".
- Buttons:** Three buttons at the bottom: "Picture...", "OK", and "Cancel".

- Let's add a picture to the new category. Click on the Picture button to open the Add/Edit Picture form.

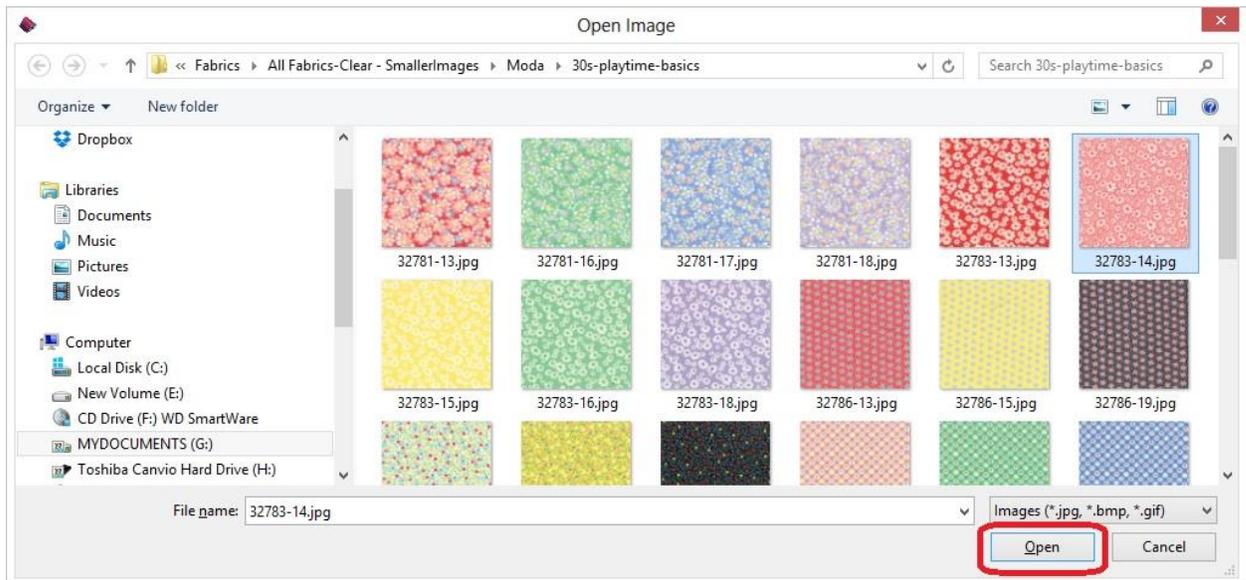
The screenshot shows a window titled "Add Category" with the following fields and controls:

- Name:** Text input field containing "Great Pink Fabrics".
- Parent:** Dropdown menu showing "-- None --".
- Description:** Text area containing "These are great pink fabrics.".
- Last Updated:** Text field showing "3/29/2015 8:36 PM".
- Buttons:** "Picture..." (circled in red), "OK", and "Cancel".
- Legend:** "* Required Field" in red text.

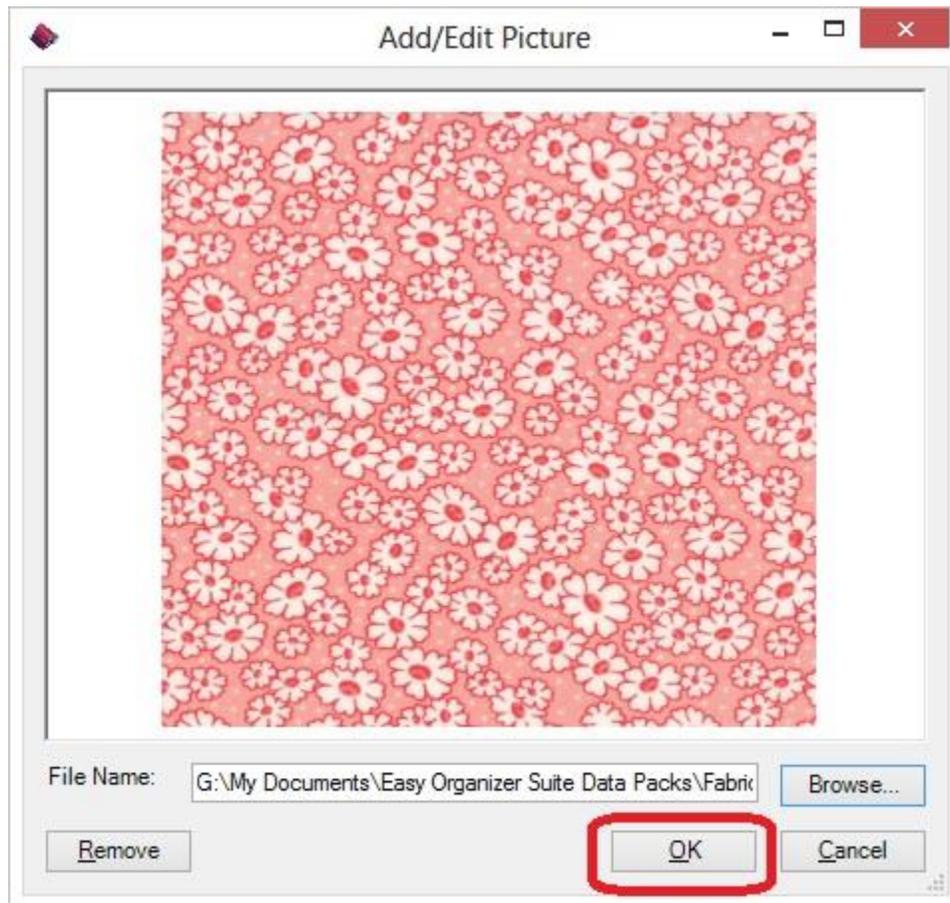
9. The Add/Edit Picture form will open. Click on the Browse... button to find an image.



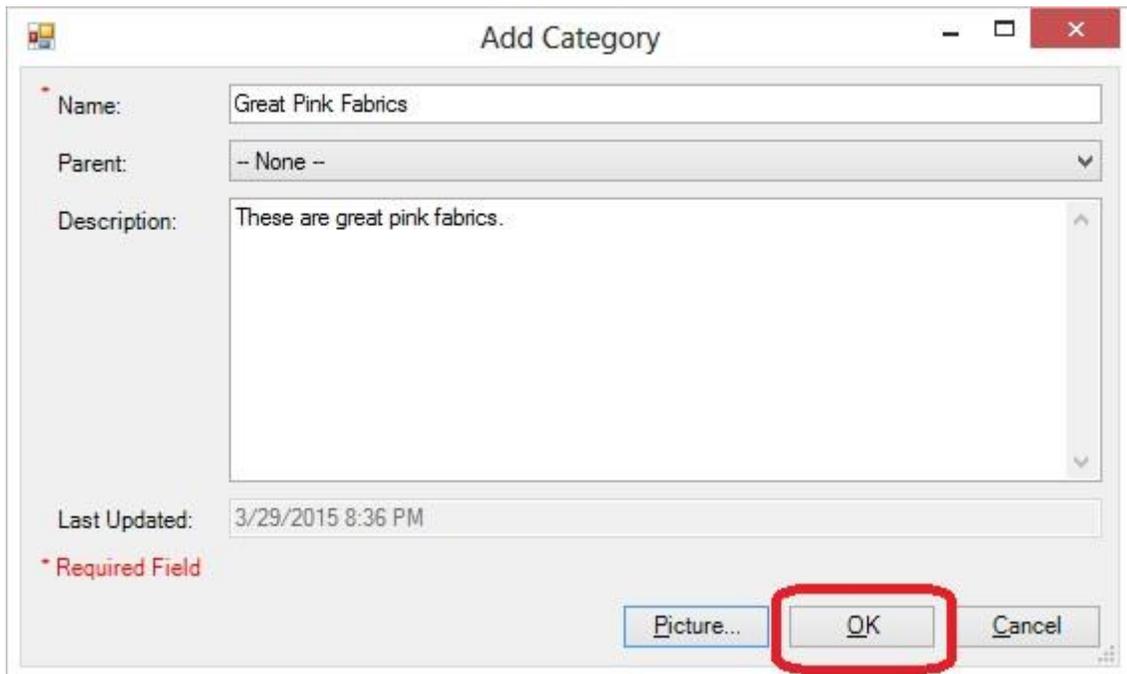
10. The Open Image window will appear. Select an image and click on the Open button.



11. The image you selected will be displayed. Click on the OK button to accept this image.



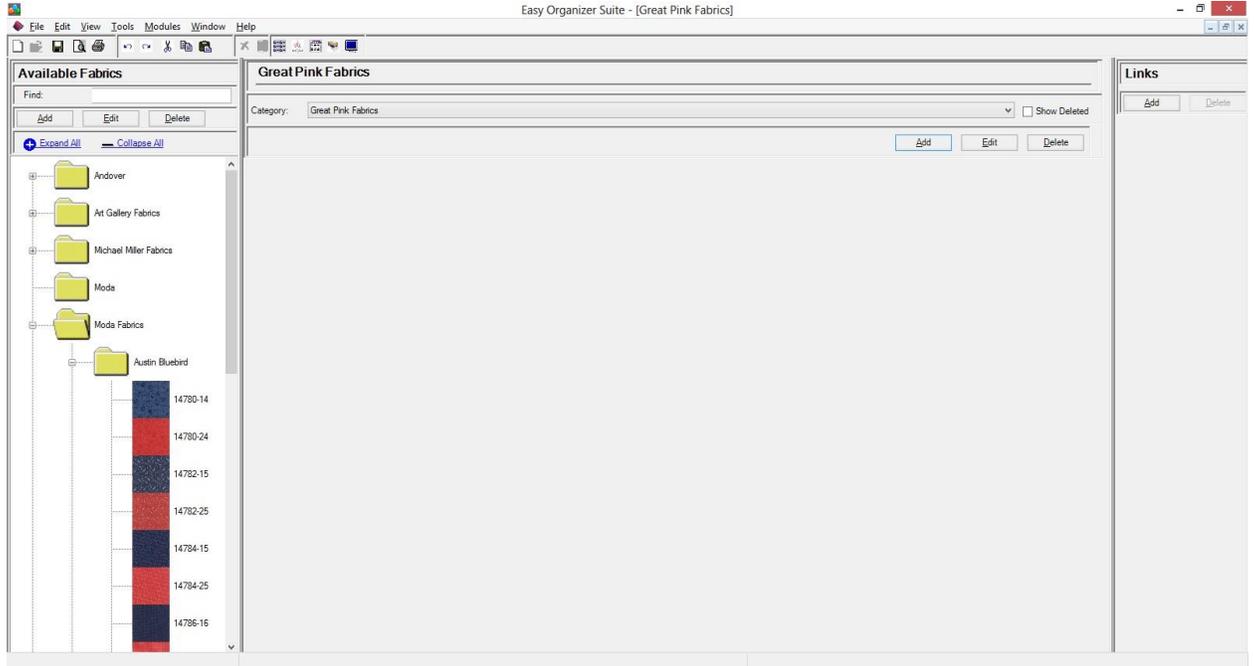
12. The Add/Edit Picture form will close. Click on the OK button to add this new category.



The screenshot shows a dialog box titled "Add Category". It has a standard Windows-style title bar with a close button. The dialog contains the following fields and controls:

- Name:** A text input field containing "Great Pink Fabrics".
- Parent:** A dropdown menu showing "-- None --".
- Description:** A text area containing "These are great pink fabrics.".
- Last Updated:** A text input field showing "3/29/2015 8:36 PM".
- Buttons:** Three buttons at the bottom: "Picture...", "OK", and "Cancel". The "OK" button is circled in red.
- Legend:** A red asterisk followed by the text "* Required Field" is located at the bottom left.

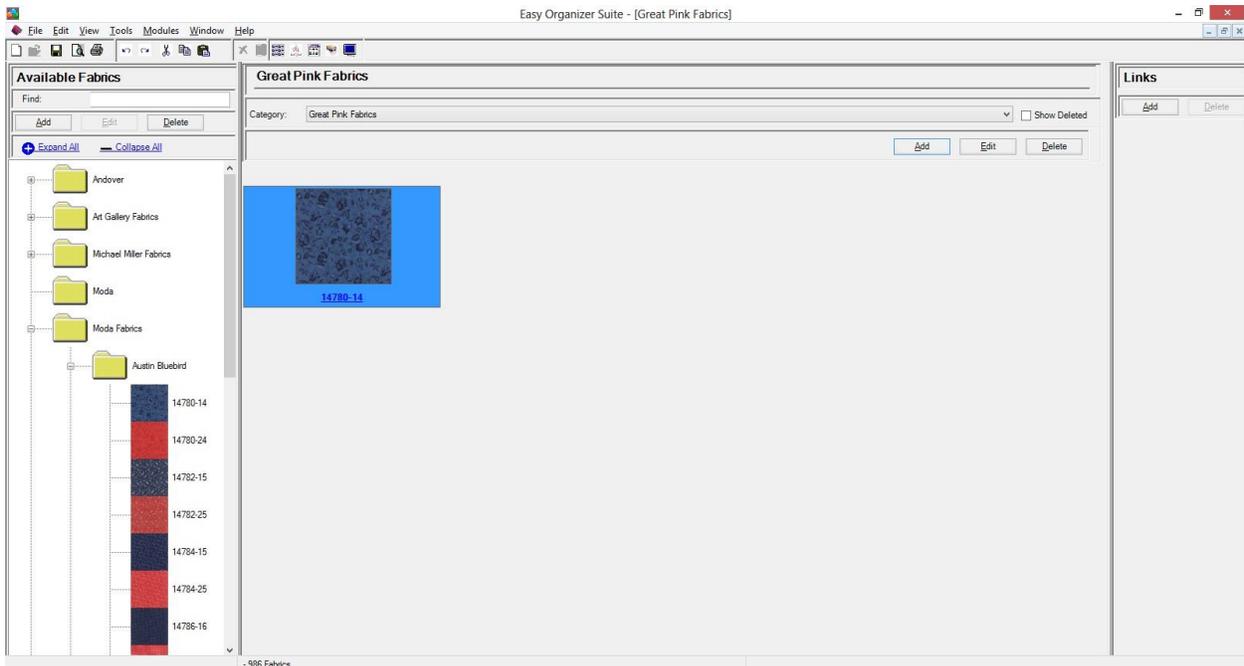
13. The View Fabrics By Category Chart will now have the new category added to the Category dropdown, and it will be selected. There will not be any fabrics in it yet.



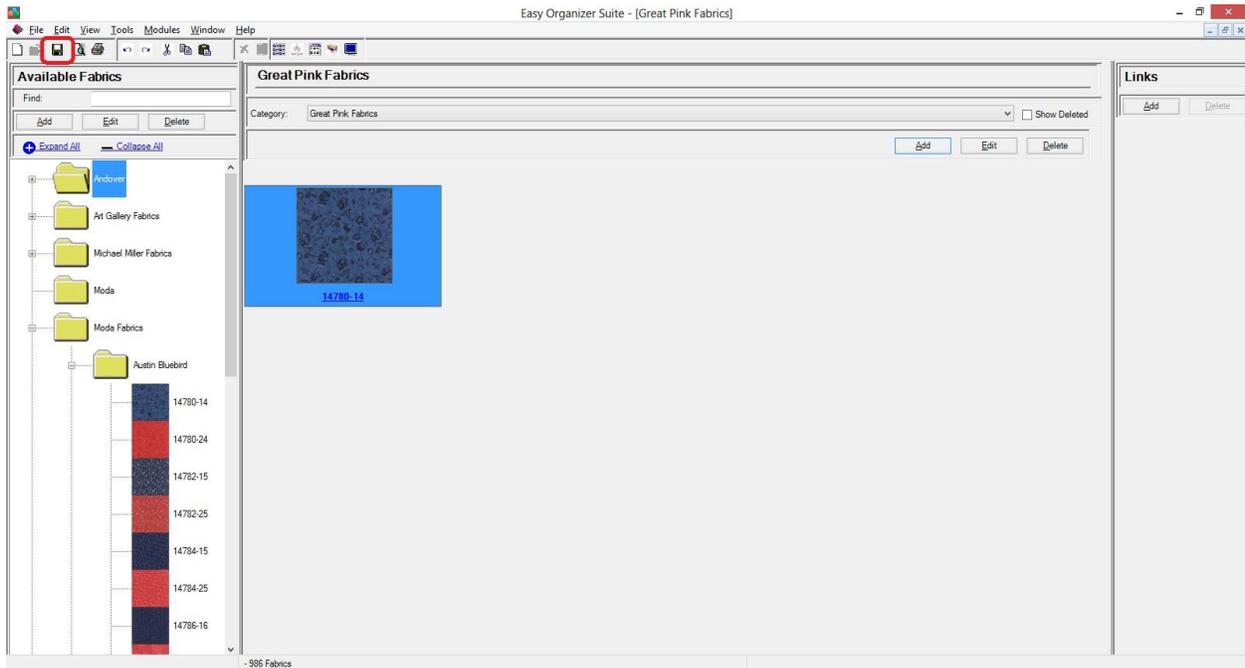
Add a Fabric to the View Fabrics by Category chart

1. To add a fabric that is displayed in the Fabrics By Category chart, find a fabric in the Available Fabrics tree by expanding the tree. Select a fabric by clicking on it. Then drag it to the grey area where the fabrics are displayed in the Fabrics By Category chart. Let go of the left mouse button to drop the fabric into the category.

For this lesson, let's expand Moda Fabrics, then Austin Bluebird in the Available Fabrics tree. Click on the first fabric, 14780-14 and drag it to the grey area of the Great Pink Fabrics fabrics will display. Let go of the left mouse button to drop the fabric into the category.

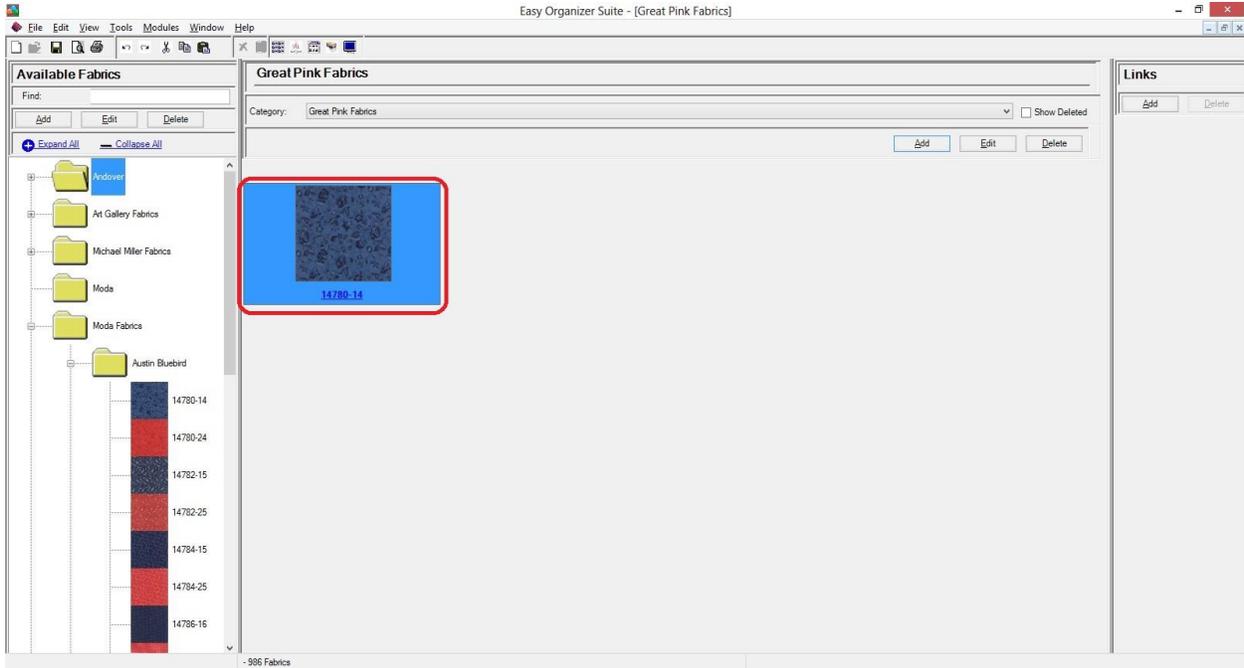


2. The fabric will be added to the new Great Pink Fabrics category. Click on the Save icon in the toolbar to save the changes.

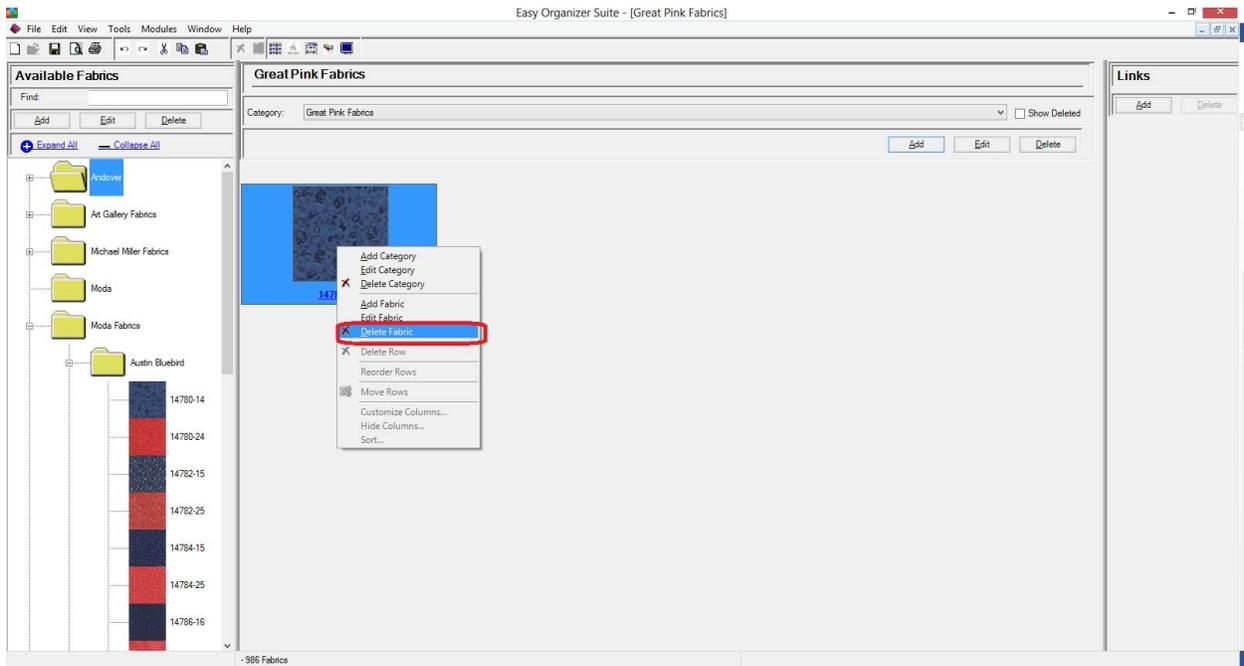


Deleting a Fabric from a Category

1. To delete a fabric from a category, select the fabric by clicking on it.



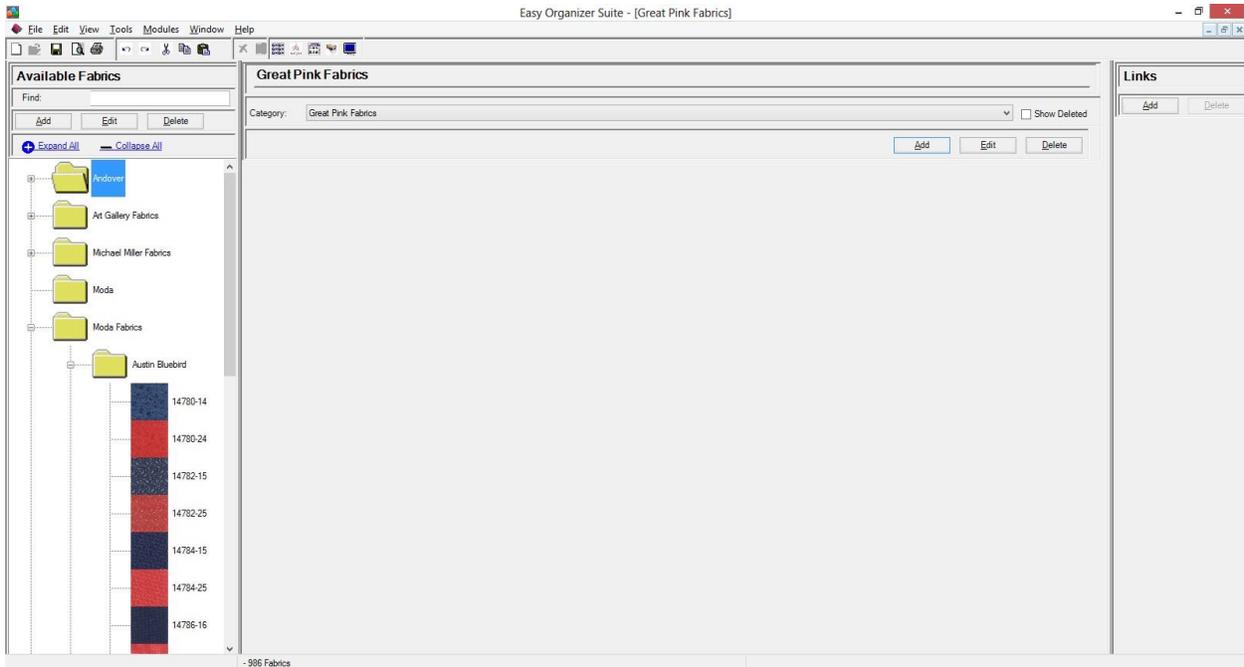
2. Right click and select Delete Fabric.



3. The system will ask you if you are sure, and if so, click on the Yes button to delete the Fabric. Otherwise, click on the No button.

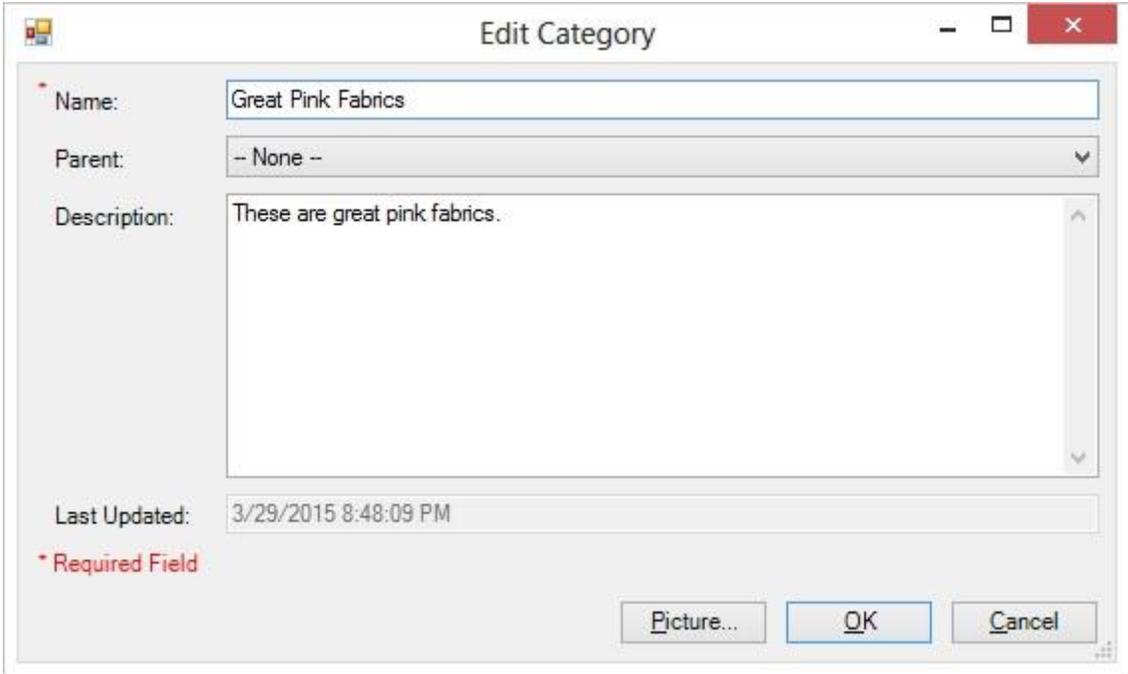


4. If you selected Yes, then you will no longer see the fabric in the Fabrics By Category pane.



Editing a Category

1. To edit a category, click on the Edit button. The Edit Category form will open.



The screenshot shows a window titled "Edit Category" with a standard Windows-style title bar (minimize, maximize, close buttons). The form contains the following elements:

- Name:** A text input field containing "Great Pink Fabrics".
- Parent:** A dropdown menu currently showing "-- None --".
- Description:** A text area containing "These are great pink fabrics." with a vertical scrollbar on the right.
- Last Updated:** A text field showing the timestamp "3/29/2015 8:48:09 PM".
- Required Field:** A red asterisk icon and the text "* Required Field" are located below the "Last Updated" field.
- Buttons:** Three buttons are at the bottom right: "Picture...", "OK", and "Cancel".

For this lesson, we'll enter this information in the Edit Category form:

Name: Great Pink And Flowery Fabrics

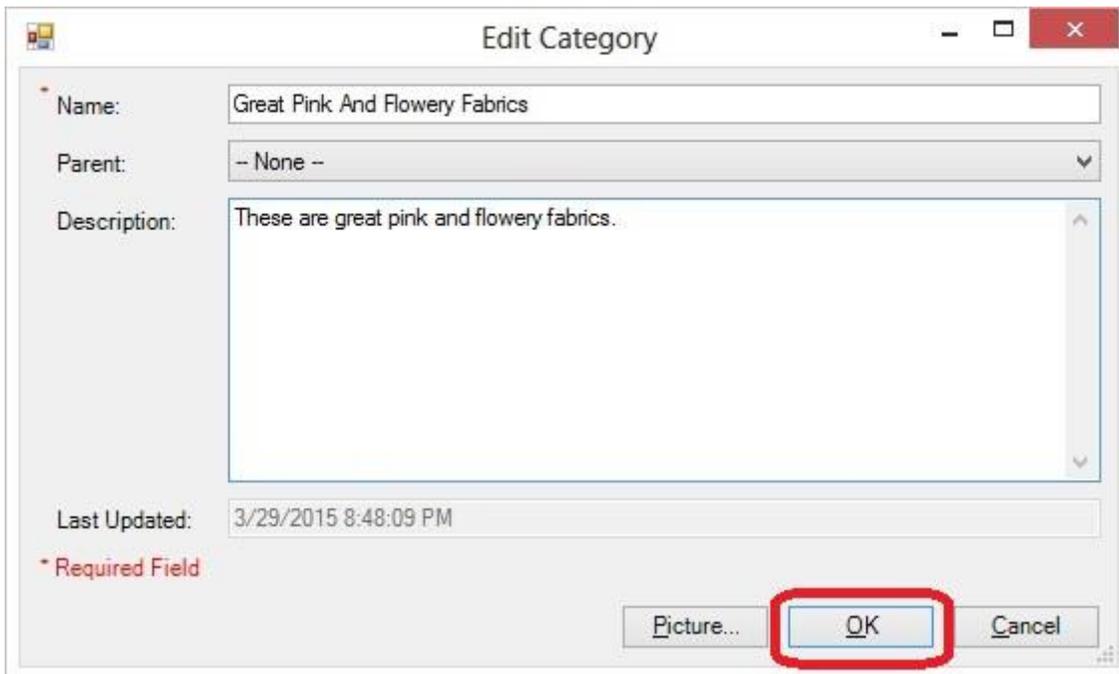
Parent: -- None --

Description: These are great pink and flowery fabrics.

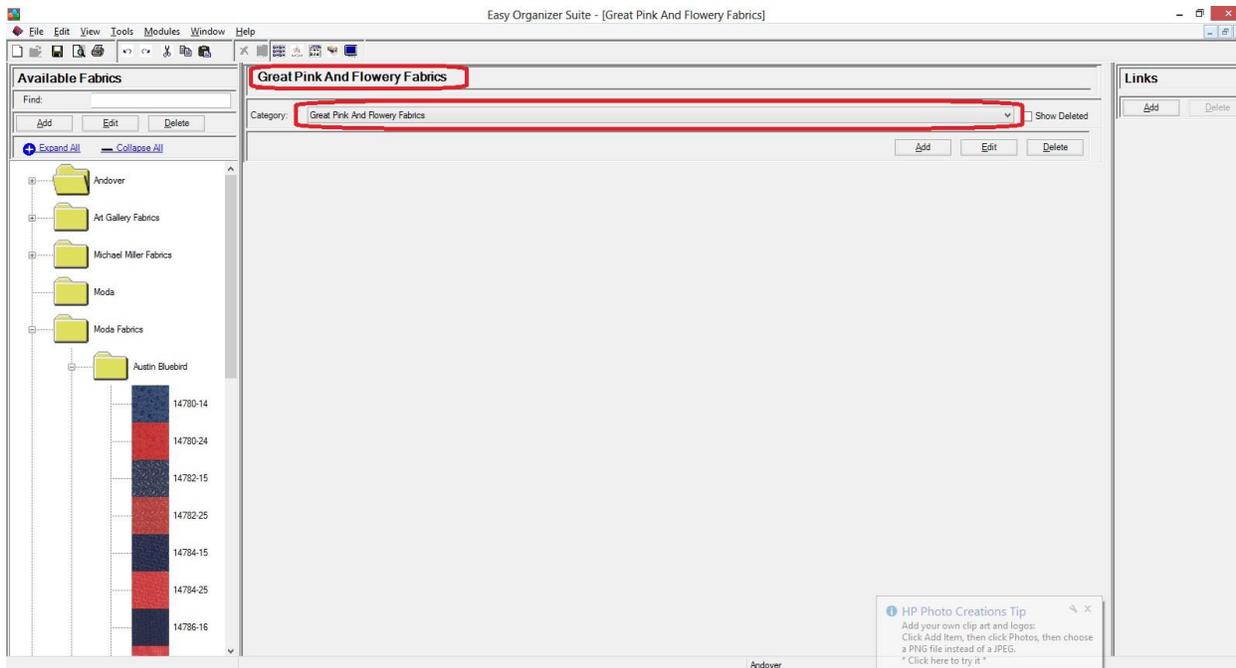
The screenshot shows a standard Windows-style dialog box titled "Edit Category". It features a title bar with minimize, maximize, and close buttons. The main content area includes:

- A "Name:" label followed by a text input field containing "Great Pink And Flowery Fabrics".
- A "Parent:" label followed by a dropdown menu showing "-- None --".
- A "Description:" label followed by a large text area containing "These are great pink and flowery fabrics..".
- A "Last Updated:" label followed by a text field showing "3/29/2015 8:48:09 PM".
- A red asterisk icon and the text "* Required Field" located below the "Last Updated" field.
- At the bottom right, there are three buttons: "Picture...", "OK", and "Cancel".

2. Click on the OK button to accept the changes.

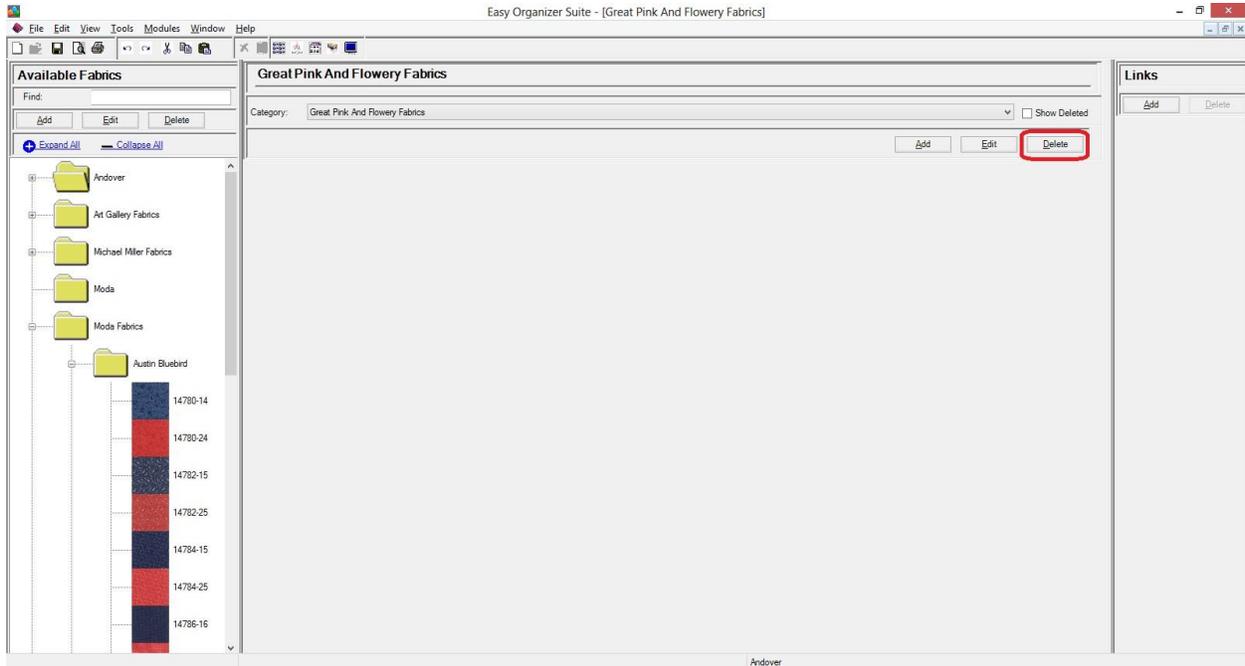


3. You will see the category in the drop down as well as the title to the form has changed.

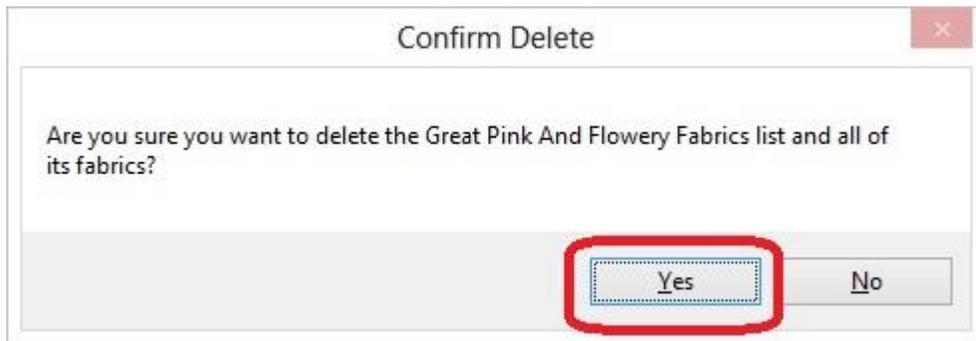


Deleting a Category

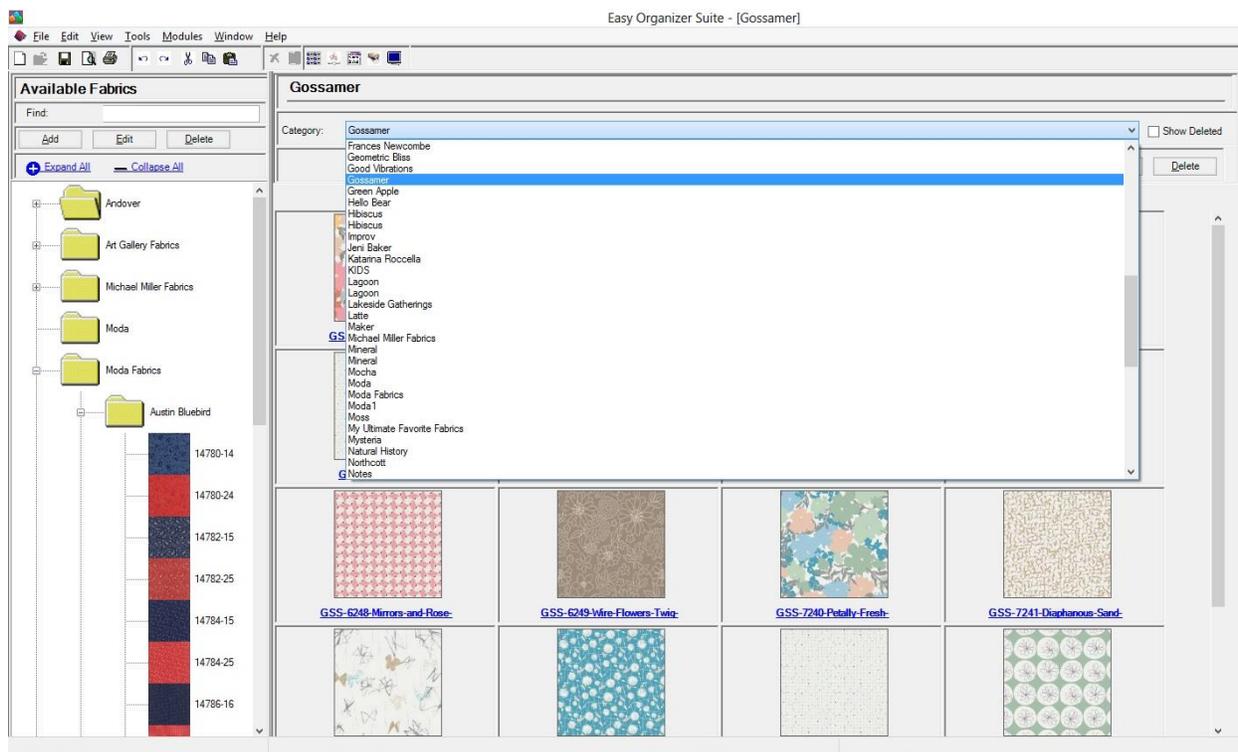
1. To delete a category, select the category in the category drop down and click on the Delete button.



- The system will ask you if you are sure, and if so, click on the Yes button to delete the Fabric. Otherwise, click on the No button.



- If you selected Yes, then you will no longer see the category in the Fabrics By Category pane.



Click on the Save icon in the toolbar to save your changes.

Congratulations! You have now finished the How to Work With View Fabrics By Category Lesson.