

Easy Organizer Suite™ easyQuilt Patterns Organizer™ Module

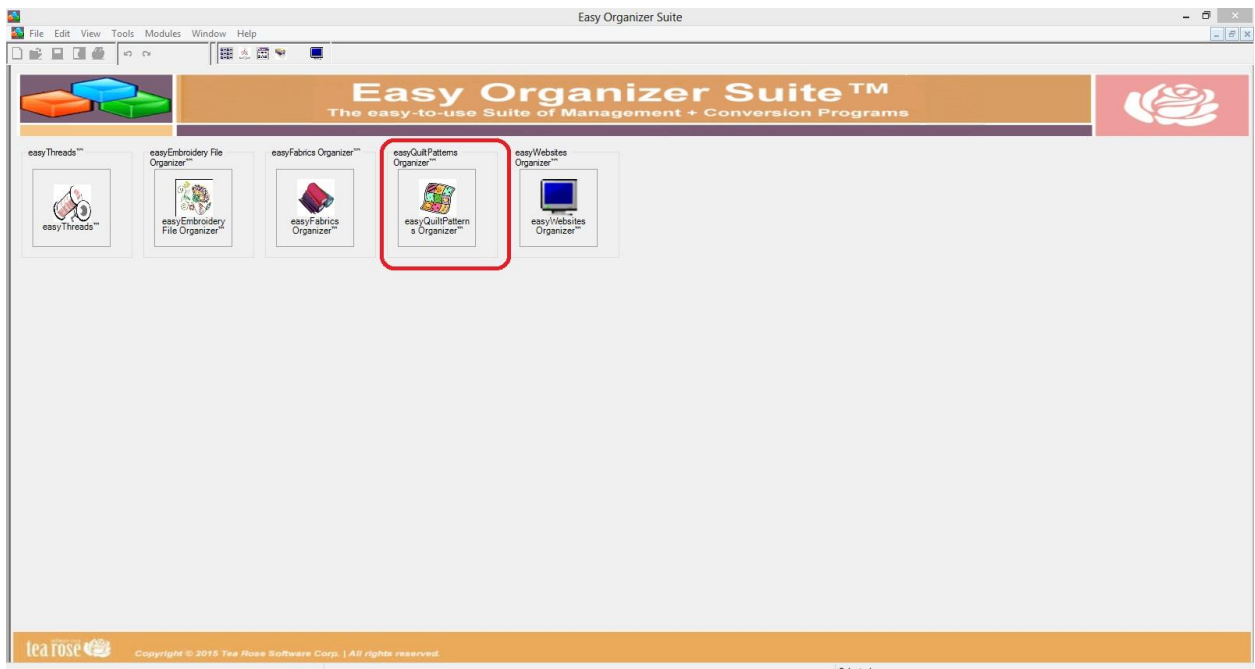
How to Work With the Quilt Patterns System Table

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

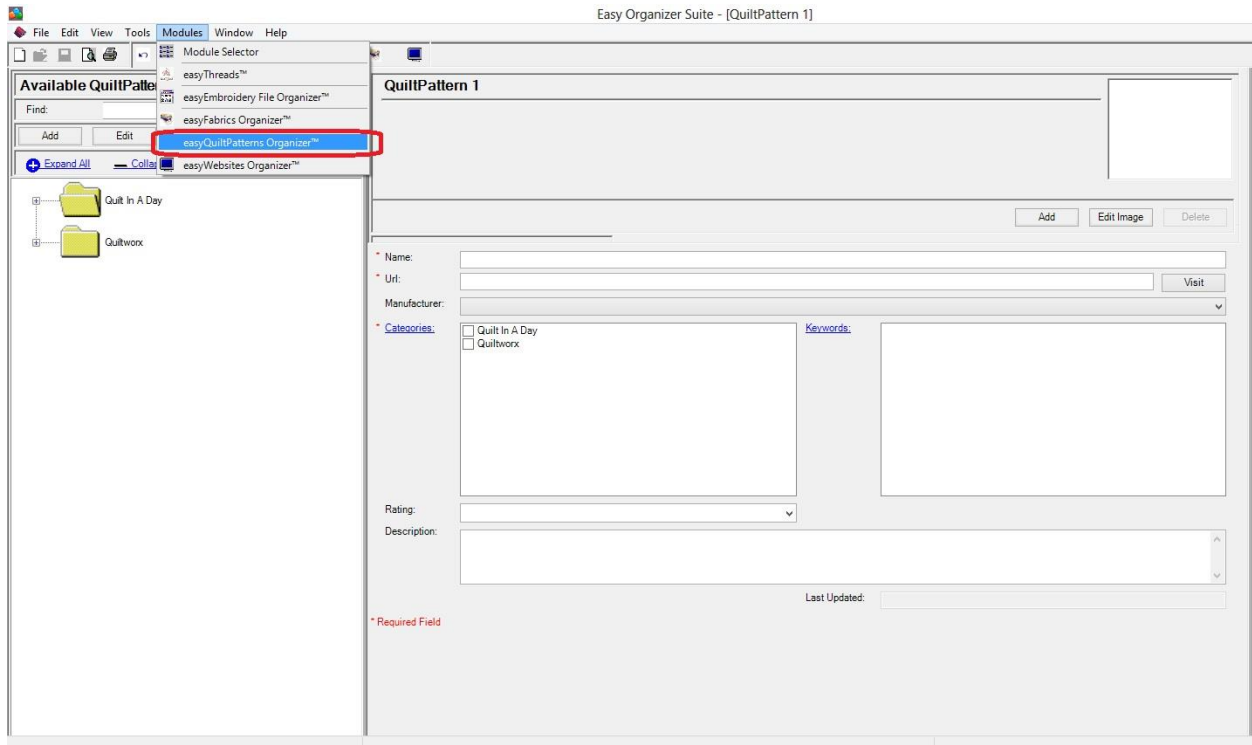
Manufacturers have Manufacturers, and Manufacturers have quilt patterns. You can view all of the quilt patterns in the system. You can add new quilt patterns, change the existing values of quilt patterns, or delete the quilt patterns.

Opening the Quilt Patterns System Table

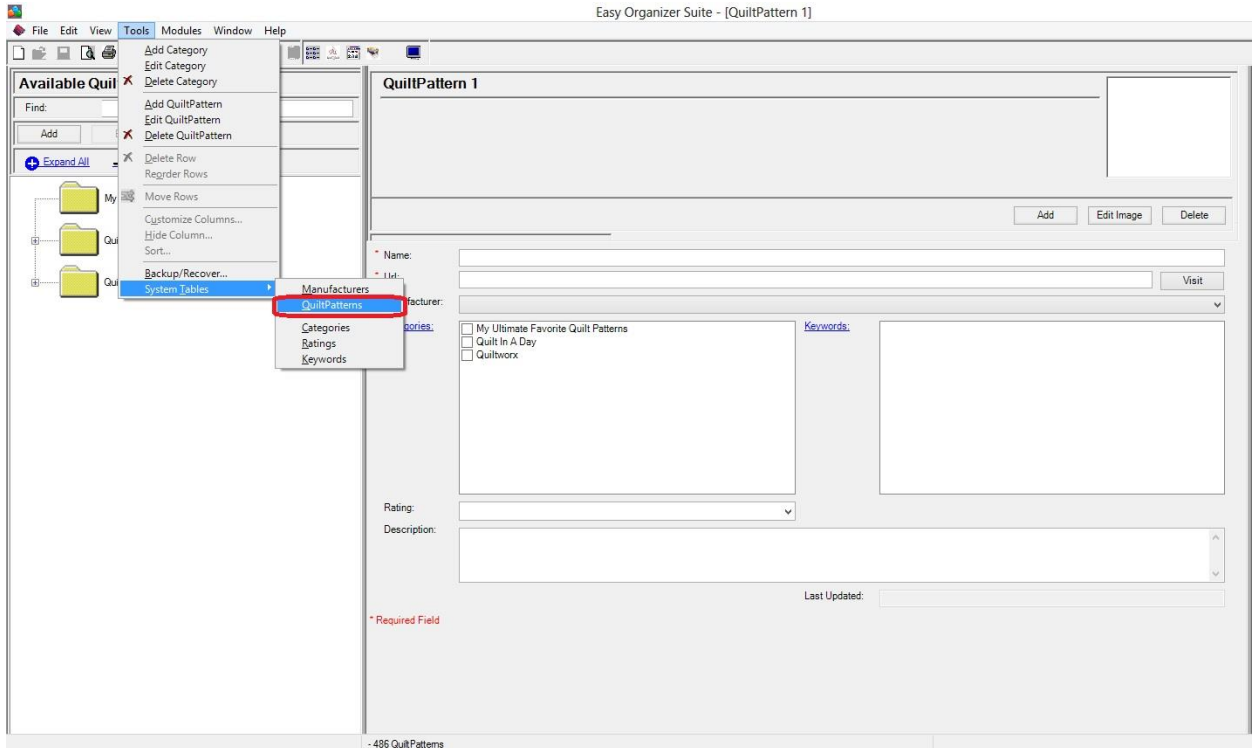
1. To begin, open **Easy Organizer Suite™** and select the **easyQuilt Patterns Organizer™** Module from the Module Selector.



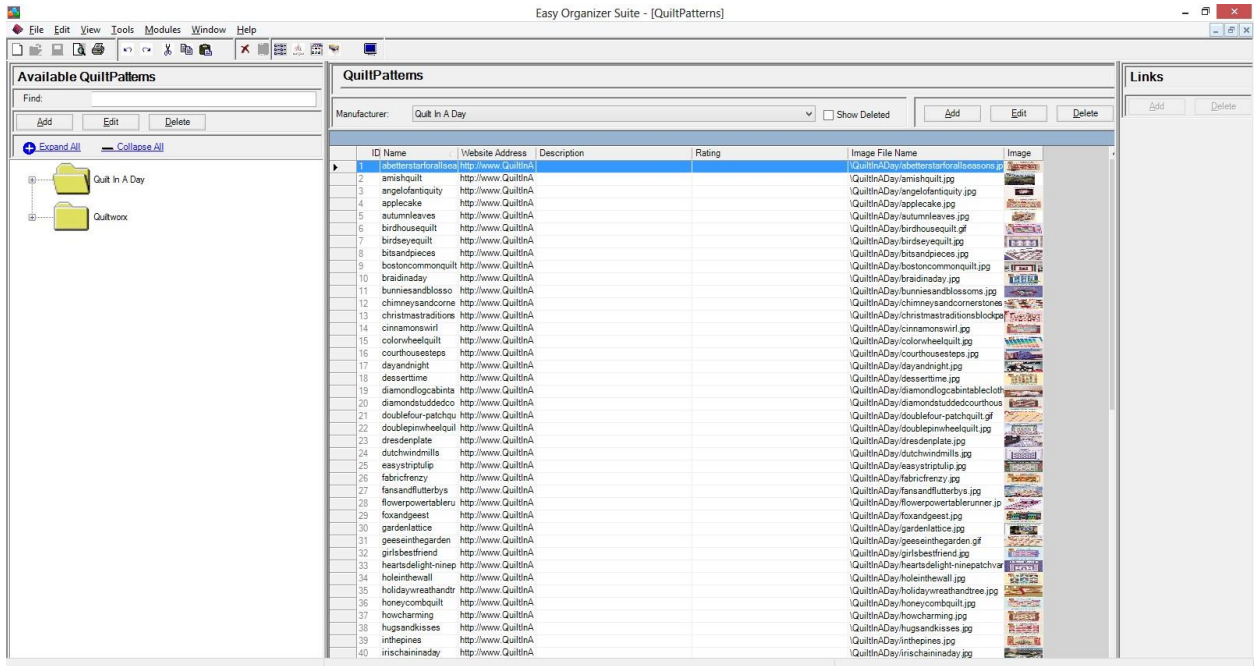
2. If you are in another module, select Modules → easyQuilt Patterns Organizer™ from the menu, or you can click on the **easyQuilt Patterns Organizer™** icon in the toolbar.



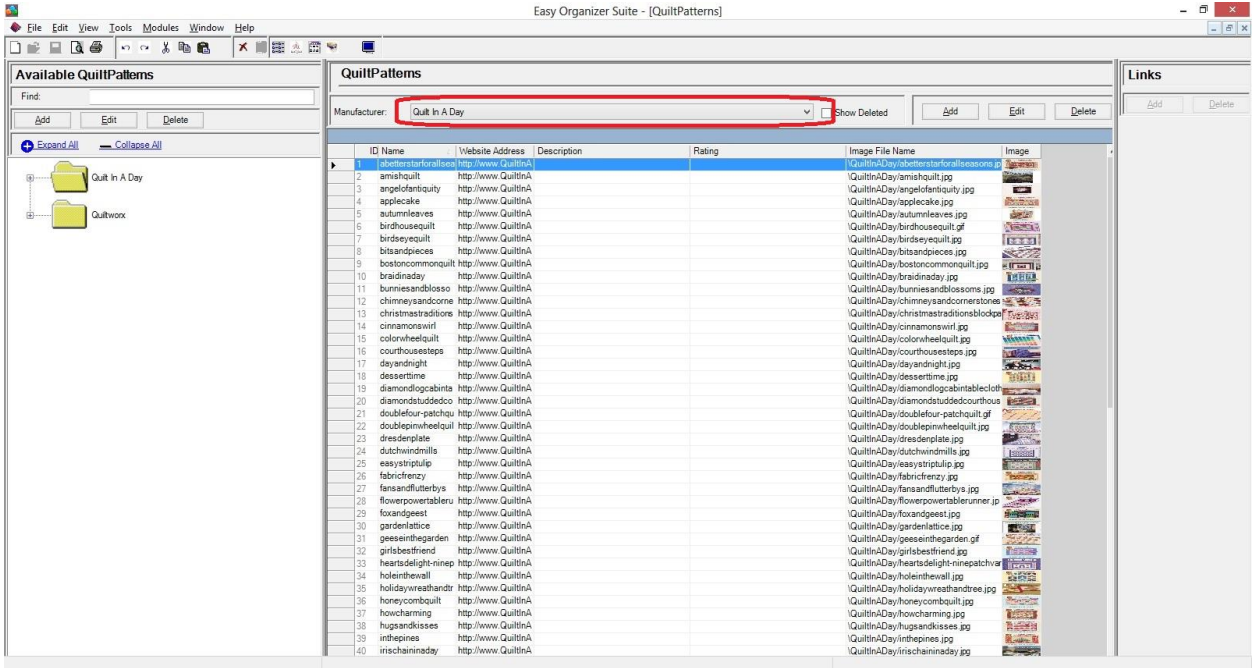
- To view the Quilt Patterns System Table, select Tools → System Tables → Quilt Patterns from the menu.



- The Quilt Patterns System Table Chart will open.

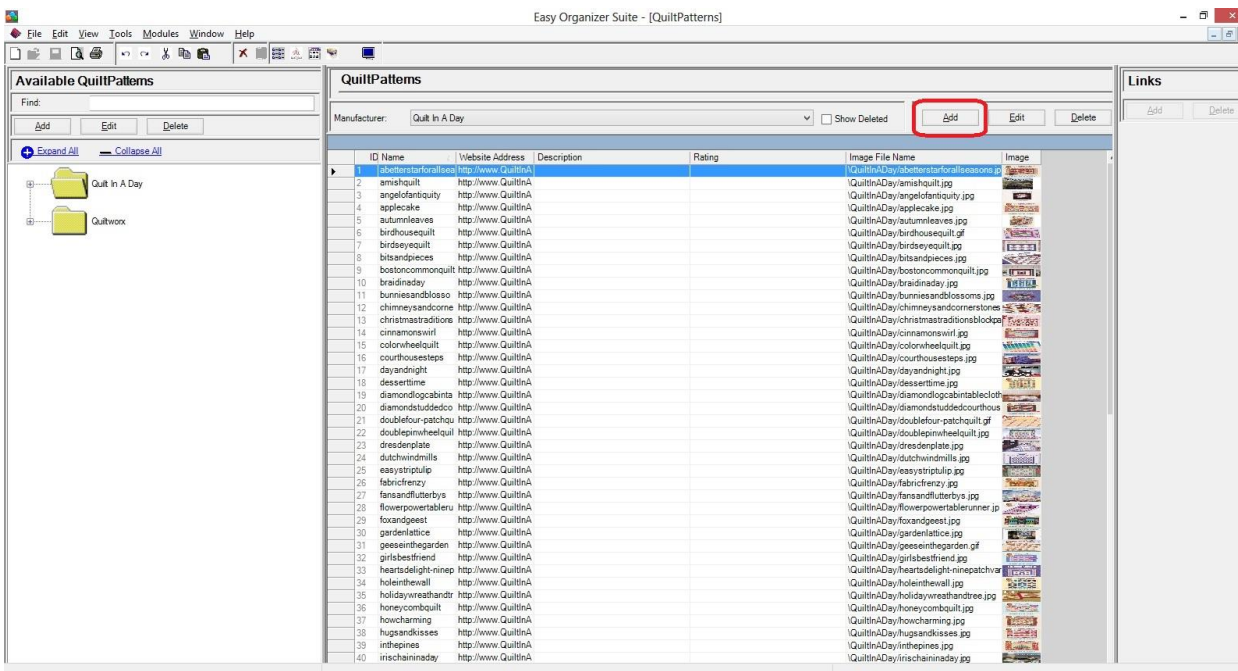


5. You can select which manufacturer you would like to view by selecting the manufacturer in the manufacturer dropdown. For this lesson, let's select Quilt In A Day. Now you will see all of the quilt patterns for the Quilt In A Day manufacturer.



Adding a New Quilt Pattern

6. To add a new quilt pattern, click on the Add button.



7. The Add Quilt Pattern form will open. You can enter the information about the new quilt pattern in this form.

The screenshot shows a dialog box titled "Add/Edit QuiltPattern". The dialog has a standard Windows-style title bar with a close button. The main area contains the following fields:

- Name:** A text input field with a red asterisk indicating it is a required field.
- Website:** A text input field.
- Manufacturer:** A dropdown menu with "Quilt In A Day" selected.
- Rating:** A dropdown menu.
- Description:** A large text area for entering the pattern's details.

At the bottom left, there is a "Picture..." button. At the bottom right, there are "OK" and "Cancel" buttons. A red asterisk and the text "* Required Field" are located at the bottom left of the dialog area.

8. Enter the information about the new quilt pattern and then click on the OK button. For this lesson, we'll enter this information:

Name: Bears In The Woods
Website: <http://www.quiltinaday.com/shoponmanufacturer/book/647>
Manufacturer: Quilt In A Day
Rating: 5 Stars
Description: This is a new quilt pattern that is being added with the Easy Organizer Suite Lessons.

The screenshot shows a window titled "Add/Edit QuiltPattern" with the following fields and values:

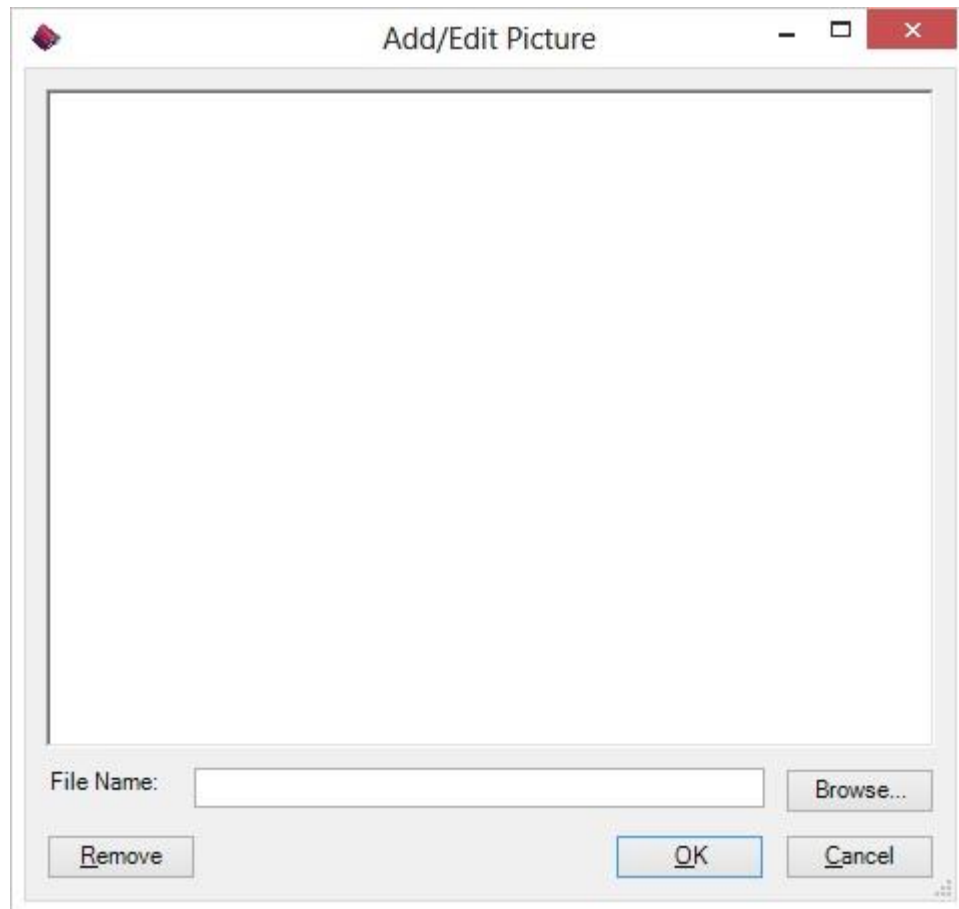
- Name: Bears In The Woods (marked as a required field)
- Website: <http://www.quiltinaday.com/shoponline/book/647>
- Manufacturer: Quilt In A Day (dropdown menu)
- Rating: 5 Stars (dropdown menu)
- Description: This is a new quilt pattern that is being added with the Easy Organizer Suite Lessons. (text area)

Buttons at the bottom include "Picture...", "OK", and "Cancel". A legend indicates that a red asterisk (*) denotes a required field.

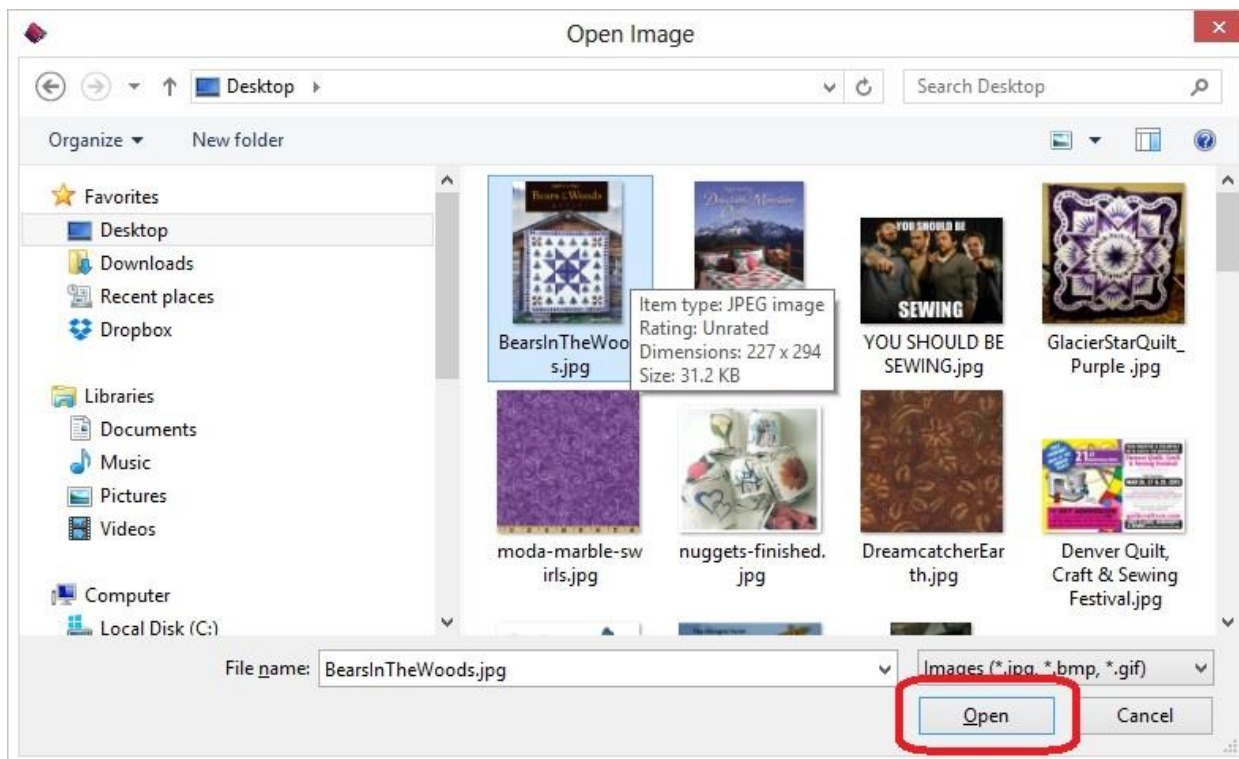
9. Click on the Picture button to open the Add/Edit Picture Form.

The screenshot shows a dialog box titled "Add/Edit QuiltPattern". It contains several input fields: "Name" with the text "Bears In The Woods", "Website" with "http://www.quiltinaday.com/shoponline/book/647", "Manufacturer" with a dropdown menu showing "Quilt In A Day", and "Rating" with a dropdown menu showing "5 Stars" (represented by five yellow stars). The "Description" field is a text area containing the text "This is a new quilt pattern that is being added with the Easy Organizer Suite Lessons." At the bottom left, there is a red asterisk icon and the text "* Required Field". The "Picture..." button is highlighted with a red rectangular box. At the bottom right, there are "OK" and "Cancel" buttons.

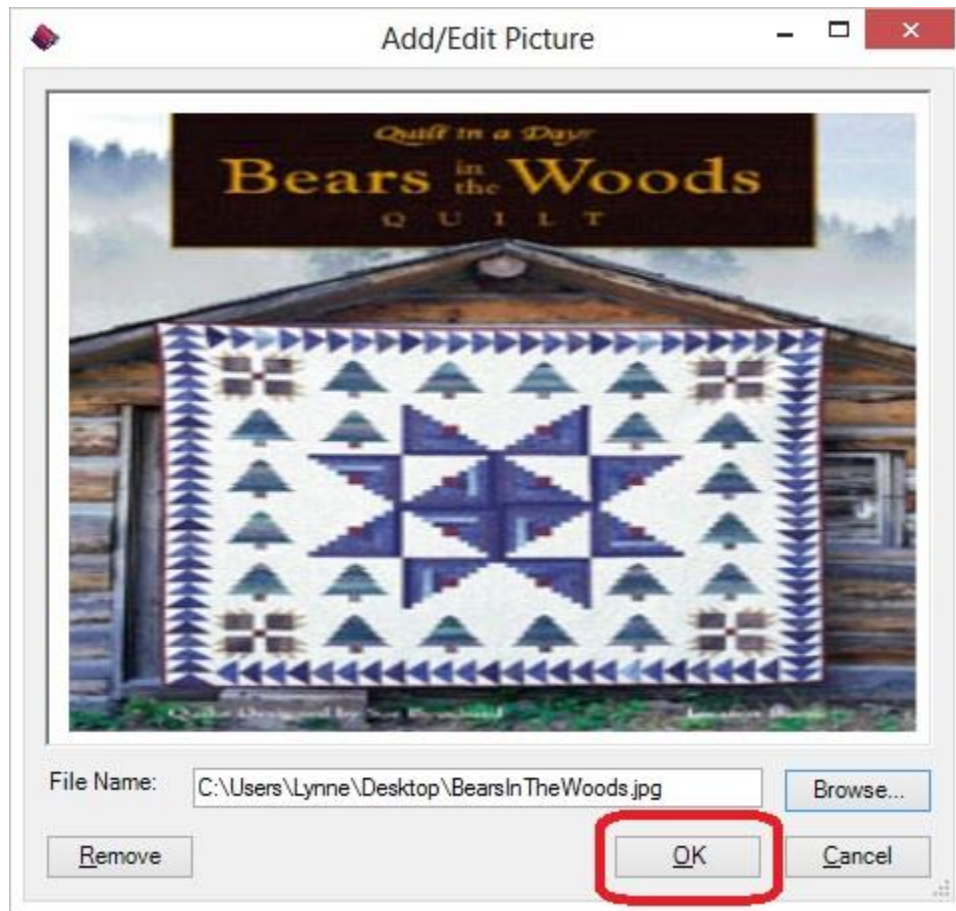
10. The Add/Edit Picture form will open. Click on the Browse button to select an image.



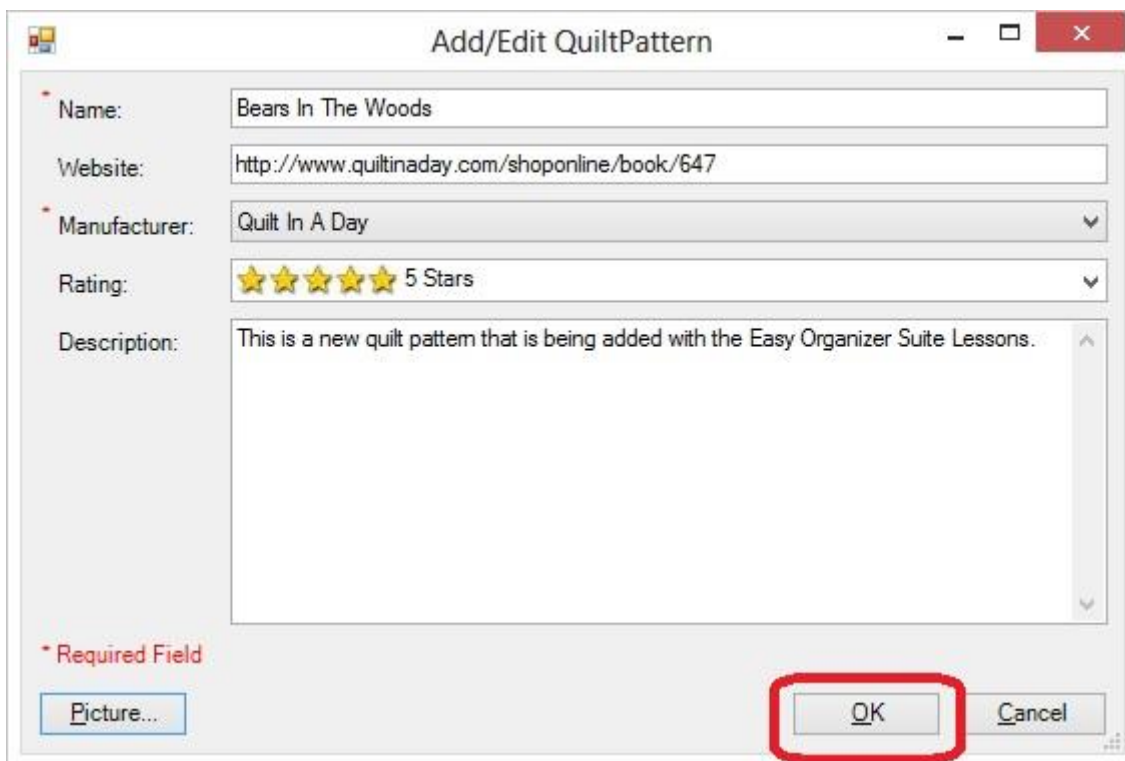
11. Click on the Browse button to select an image. Once you have selected an image, click on the Open button.



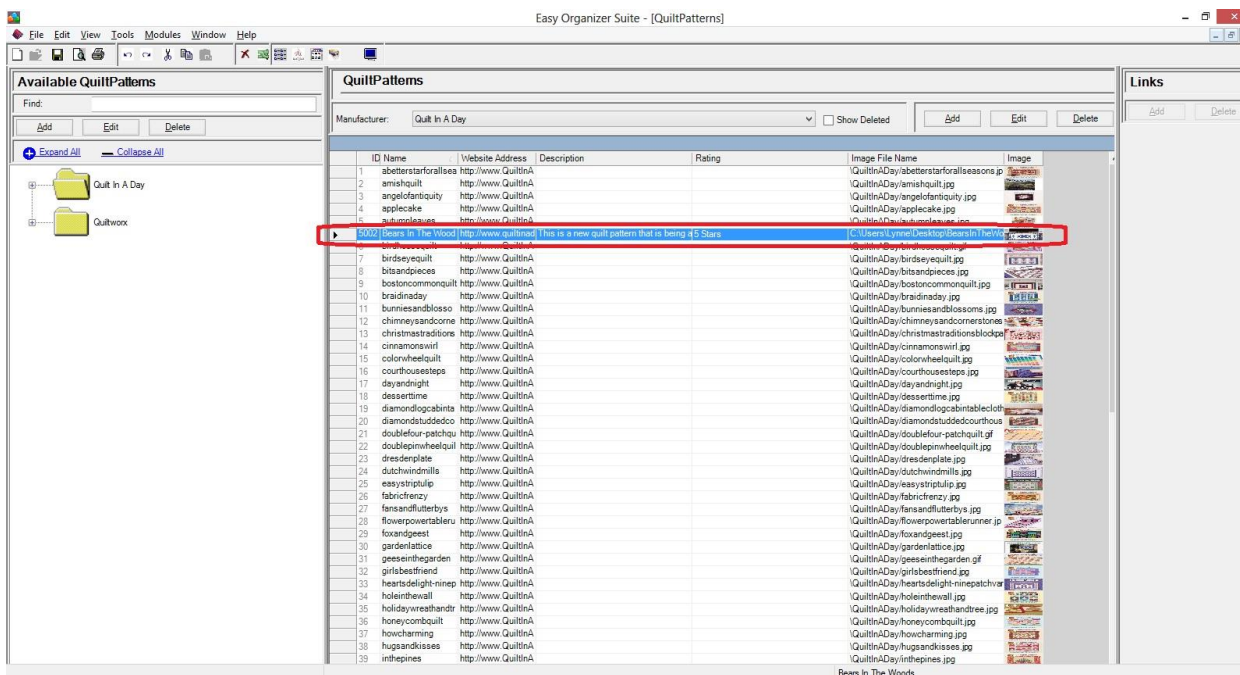
12. Click on the OK button to accept the image.



13. Click on the OK button to add the new quilt pattern to the manufacturer.



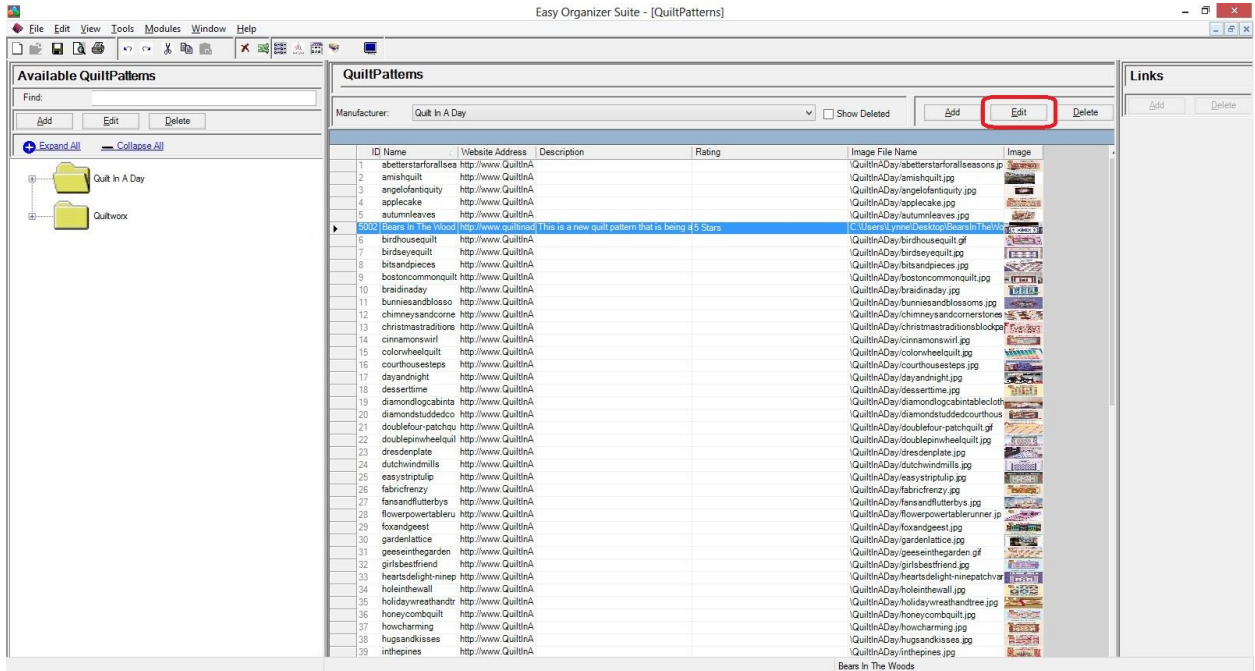
14. You will now see your new quilt pattern in the Quilt Patterns System Table Chart.



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

Editing a Quilt Pattern

15. To edit a quilt pattern, select the quilt pattern you would like to edit and click on the Edit button.



16. The Edit quilt pattern form will open with the information about the selected quilt pattern.

The screenshot shows a dialog box titled "Add/Edit QuiltPattern". It contains the following fields and controls:

- Name:** A text box containing "Bears In The Woods". A red asterisk indicates it is a required field.
- Website:** A text box containing "http://www.quiltinaday.com/shoponline/book/647".
- Manufacturer:** A dropdown menu with "Quilt In A Day" selected.
- Rating:** A dropdown menu showing "5 Stars" with five yellow stars.
- Description:** A text area containing "This is a new quilt pattern that is being added with the Easy Organizer Suite Lessons.".
- Buttons:** "Picture...", "OK", and "Cancel".
- Legend:** A red asterisk next to the text "* Required Field".

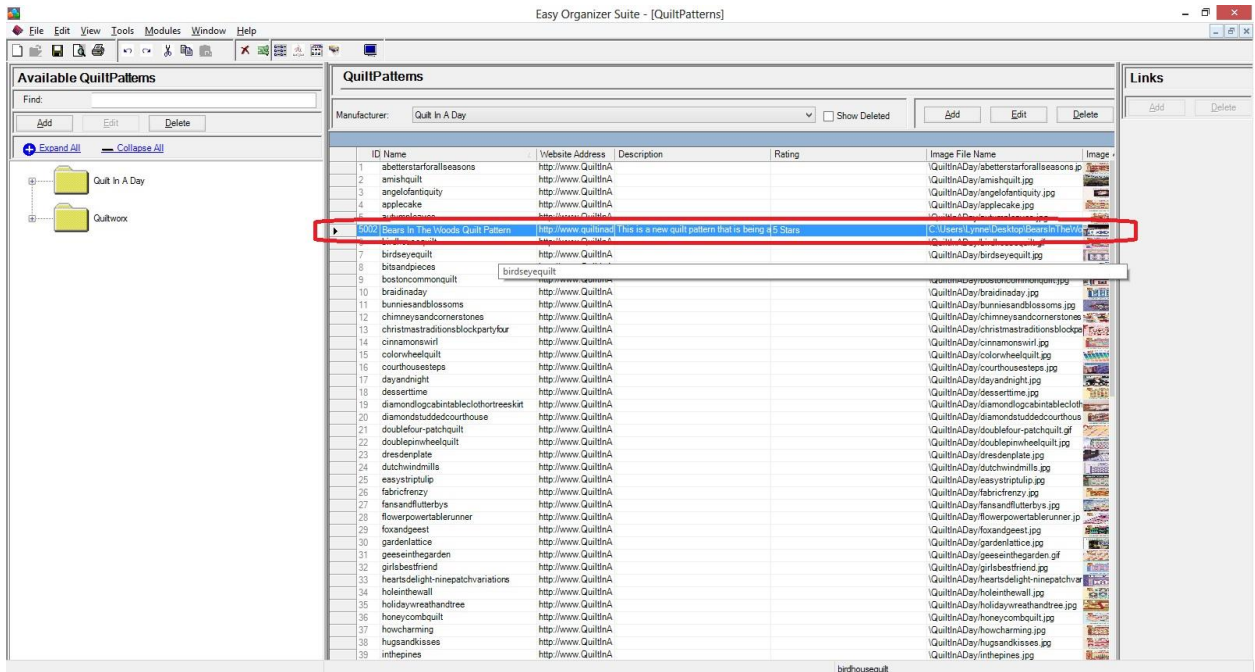
17. Change any of the information you'd like. Let's change the name.

Name: Bears In The Woods Quilt Pattern

Click on the OK button to accept your changes.

The screenshot shows a dialog box titled "Add/Edit QuiltPattern". It contains several input fields and a text area. The "Name" field is highlighted with a red asterisk and contains the text "Bears In The Woods Quilt Pattern". The "Website" field contains "http://www.quiltinaday.com/shoonline/book/647". The "Manufacturer" dropdown menu is set to "Quilt In A Day". The "Rating" dropdown menu is set to "5 Stars", which is represented by five yellow stars. The "Description" text area contains the text "This is a new quilt pattern that is being added with the Easy Organizer Suite Lessons.". At the bottom left, there is a "Picture..." button. At the bottom right, there are "OK" and "Cancel" buttons. The "OK" button is highlighted with a red rectangle. A red asterisk and the text "* Required Field" are located at the bottom left of the dialog box.

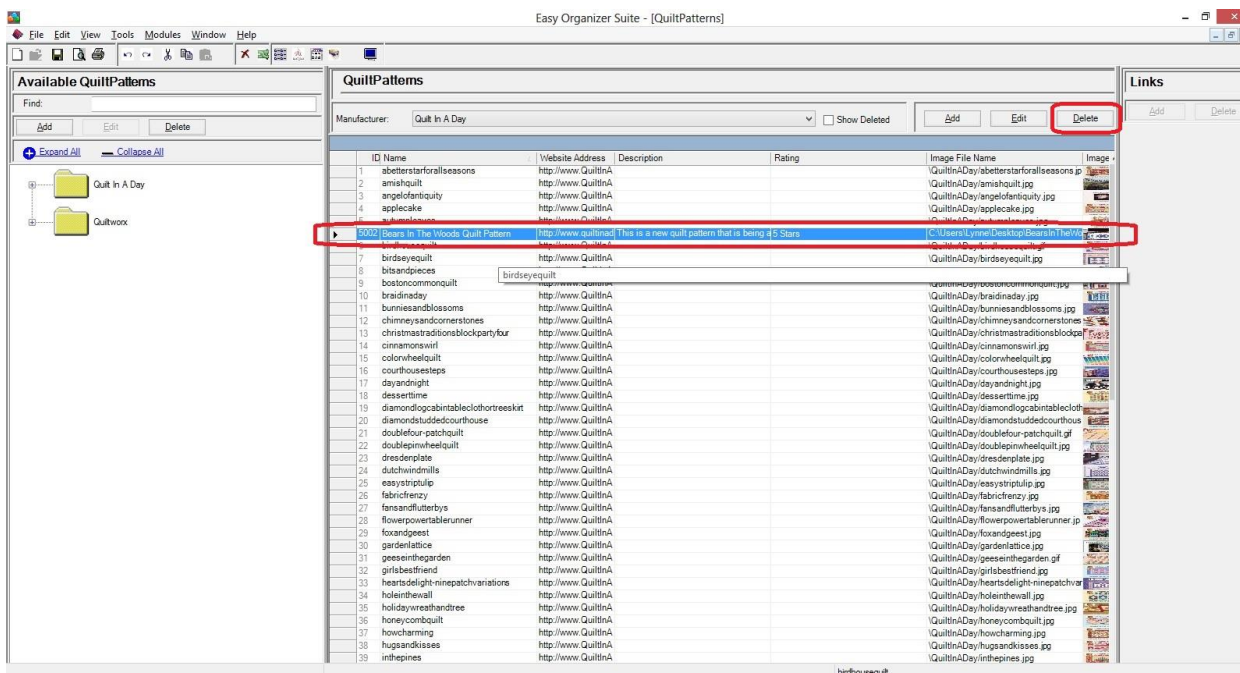
18. You will now see the quilt pattern with the changed information.



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

Deleting a Quilt Pattern

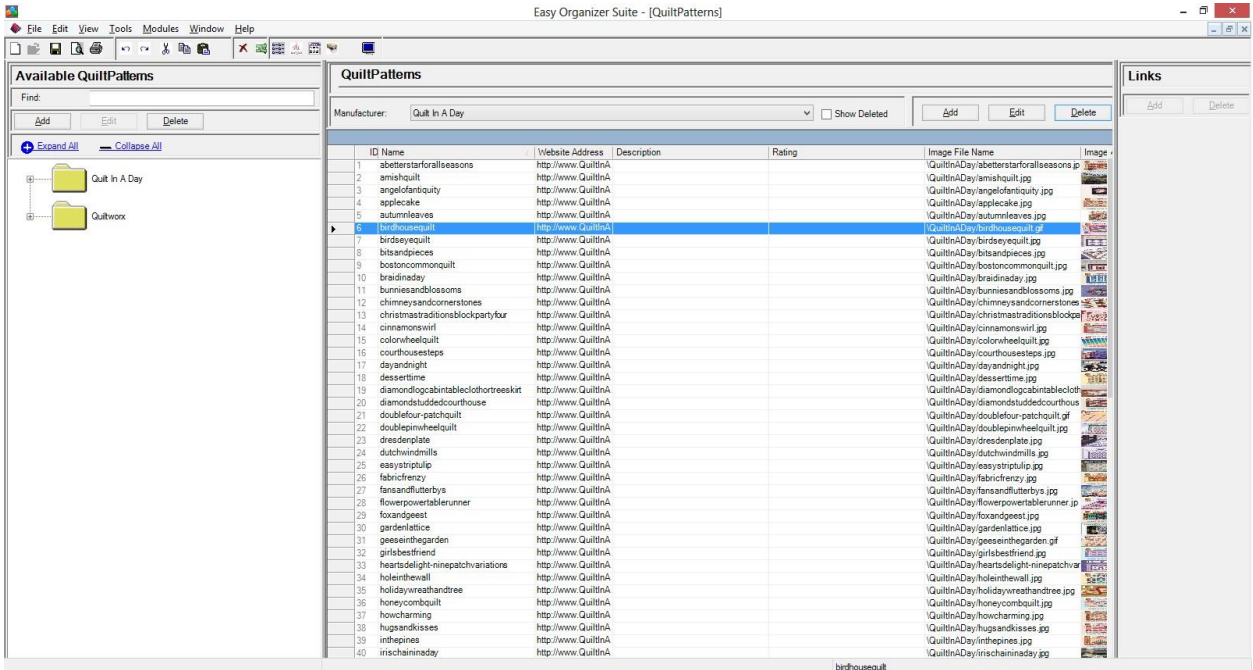
19. You can delete a quilt pattern by selecting the quilt pattern and then clicking on the Delete button. Let's delete our new quilt pattern. Select The Very Best New Quilt Pattern row and click on the Delete button.



20. The system will ask if you are sure. Click on the Yes button to delete the quilt pattern, or click on the No button to cancel the delete. For this lesson, click on the Yes button.



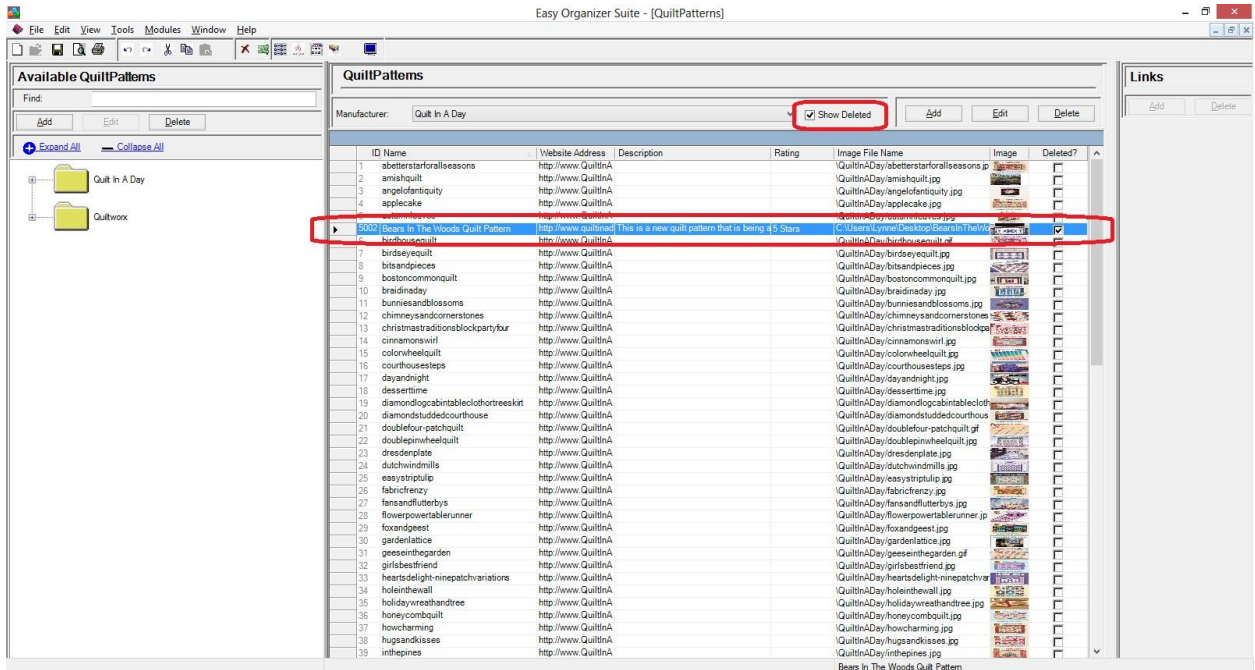
21. The quilt pattern will no longer be visible in the Quilt Patterns System Table.



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

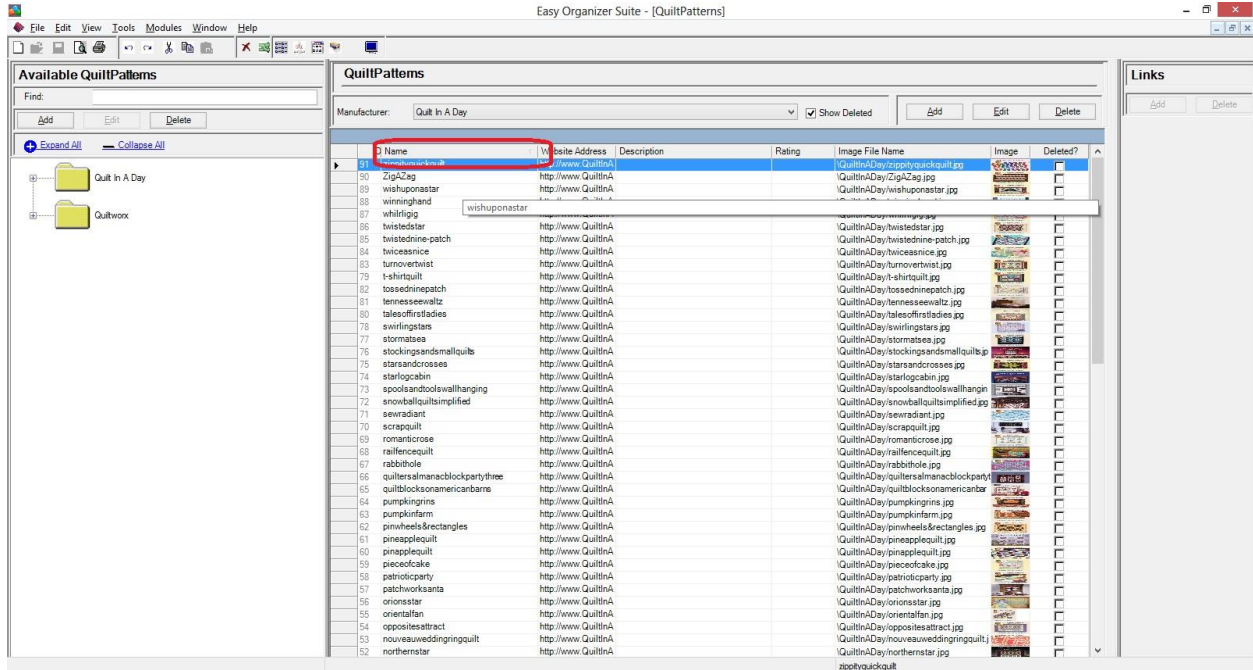
Filtering Quilt Patterns

22. To filter the list of quilt patterns that are displayed, you can check the Show Deleted checkbox. This will show the deleted quilt patterns. You can now see the new quilt pattern that we just deleted, with the Deleted checkbox checked.



Sorting Quilt Patterns

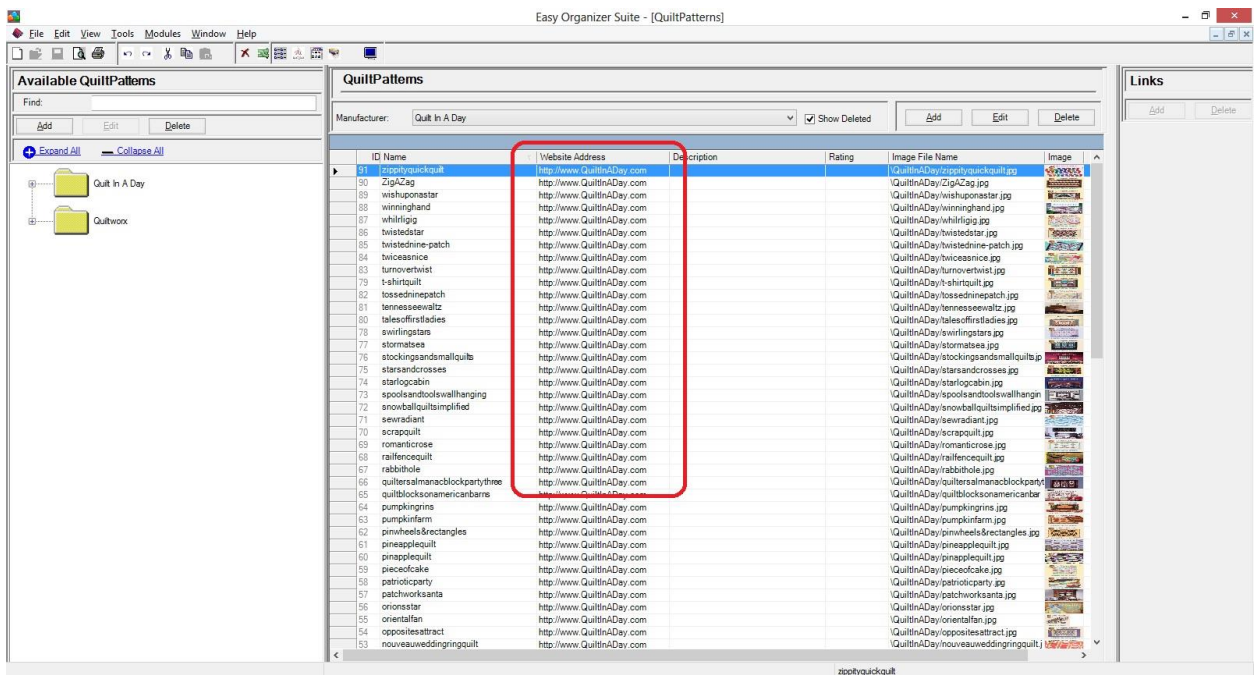
23. In any chart, including the Quilt Patterns System Table Chart, you can sort the grid by clicking on the column heading. So, if you want to sort the grid by the Name column in ascending order, click on the Name column heading. If you click it again, the program will sort the grid in descending order.



Resizing Columns

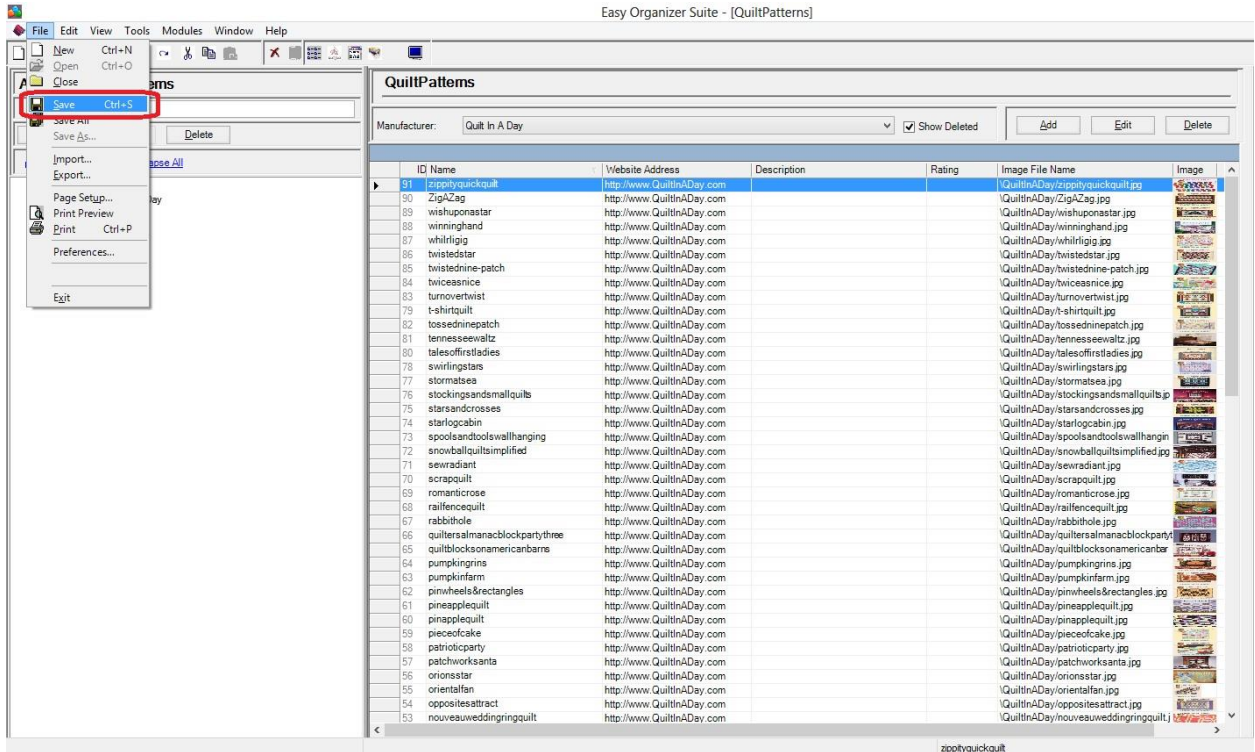
24. To resize the columns of a grid, hover the mouse over end of the column you would like to resize until the mouse becomes a resize cursor. Then click and drag the column either to the left to make the column smaller or to the right to make the column larger. When the column is the size you want, let go of the mouse button to accept the new size of the column.

When you save the changes, the program will remember the size you have made the columns.



Save

25. Be sure to save the Quilt Patterns System Table Chart. Select File → Save or click on the Save icon in the toolbar.



Congratulations! You have finished the How to Work With the Quilt Patterns System Table.