

How to Add a New Record in Maintenance Screens

The **maintenance screens** in i21 offers the flexibility of having a separate screen to store the data displayed on the combo box list. The screens can be accessed through the **field labels** on specific screens.

1. Open the maintenance screen where the new record will be added.
2. There is an empty on the grid area, this is where you can enter the details. Below is a sample screenshot.

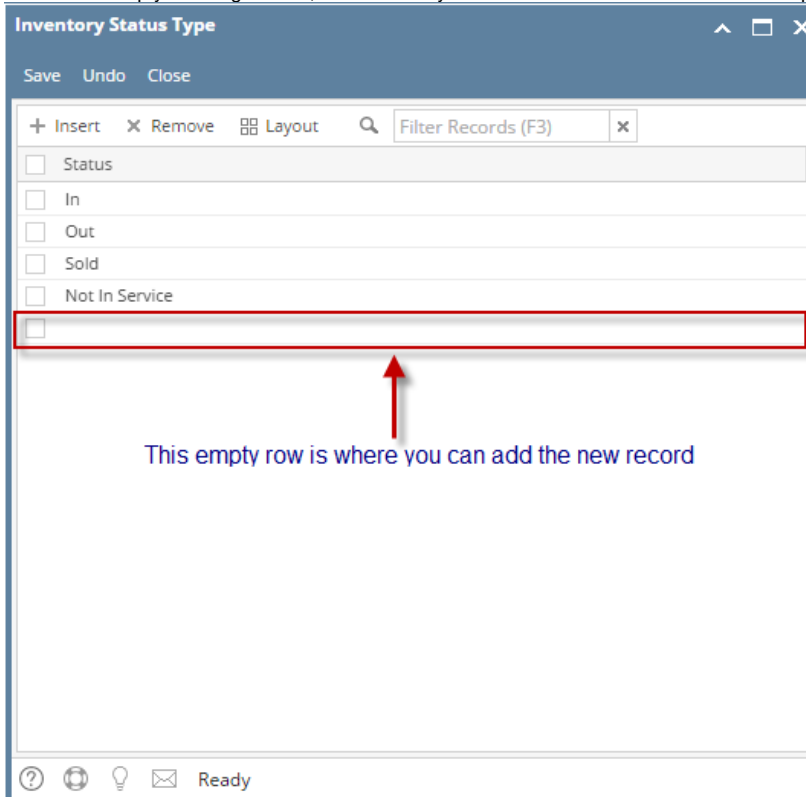
The screenshot shows a window titled "Inventory Status Type". Inside, there's a menu bar with "Save", "Undo", and "Close". Below that is a toolbar with "Insert", "Remove", "Export", "View", and a "Filter (F3)" input. The main area is a table with a single column labeled "Status". The table contains five rows with checkboxes and labels: "Status", "Not In Service", "Sold", "Out", and "In". The sixth row is empty and highlighted with a red border. A red arrow points to this empty row. Below the table, the text "The empty row is where you can add a new value" is displayed in blue. At the bottom of the screen is a status bar with icons for help, search, and a timer showing "0.89s | Ready", along with a "Refresh" button.

3. Click the empty grid area and enter the needed details. To move to the next field or the next row, you can use your **mouse** or hit the **Tab key** of your keyboard.
4. Once done entering the details, **Save** the changes.
5. **Close** the screen.

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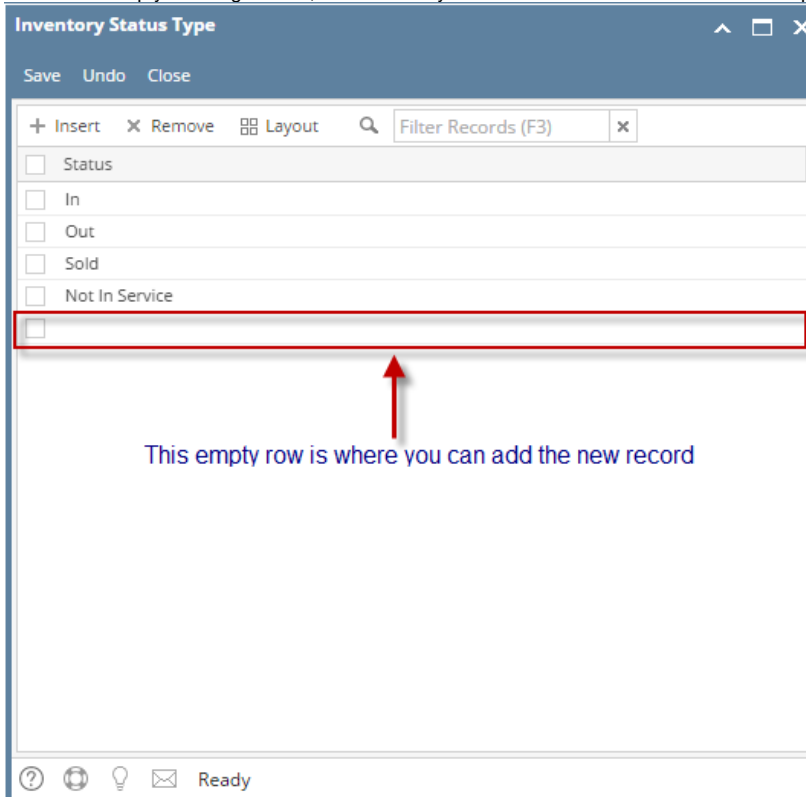


3. Click the empty grid area and enter the needed details. To move to the next field or the next row, you can use your **mouse** or hit the **Tab key** of your keyboard.
4. Once done entering the details, **Save** the changes.
5. **Close** the screen.

The maintenance screens in i21 offers the flexibility of having a separate screen to store the data displayed on the combo box list. The screens can be accessed via Tank Management menu or through labels on specific screens.

1. Open the maintenance screen where the new record will be added.

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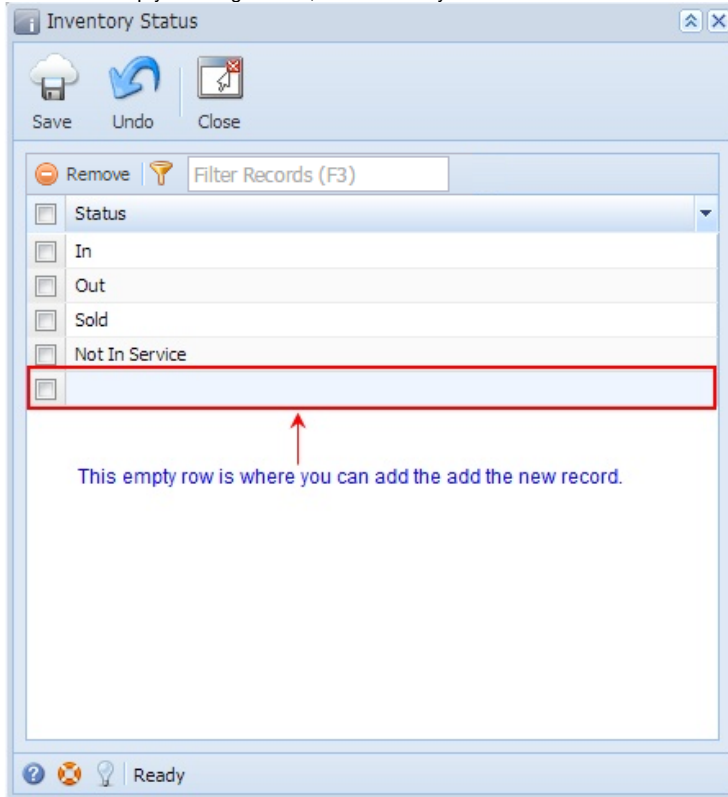


3. Click the empty grid area and enter the needed details. To move to the next field or the next row, you can use your **mouse** or hit the **Tab key** of your keyboard.
4. Once done entering the details, **Save** the changes.
5. **Close** the screen.

The maintenance screens in i21 offers the flexibility of having a separate screen to store the data displayed on the combo box list. The screens can be accessed via Tank Management menu or through View button (magnifying glass icon) on specific screens.

1. Open the maintenance screen where the new record will be added.

2. There is an empty on the grid area, this is where you can enter the details. Below is a sample screenshot.



3. Double click the empty grid area and enter the needed details. To move to the next field or the next row, you can use your **mouse** or hit the **Tab key** of your keyboard.
4. Once done entering the details, **Save** the changes.
5. **Close** the screen.