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.
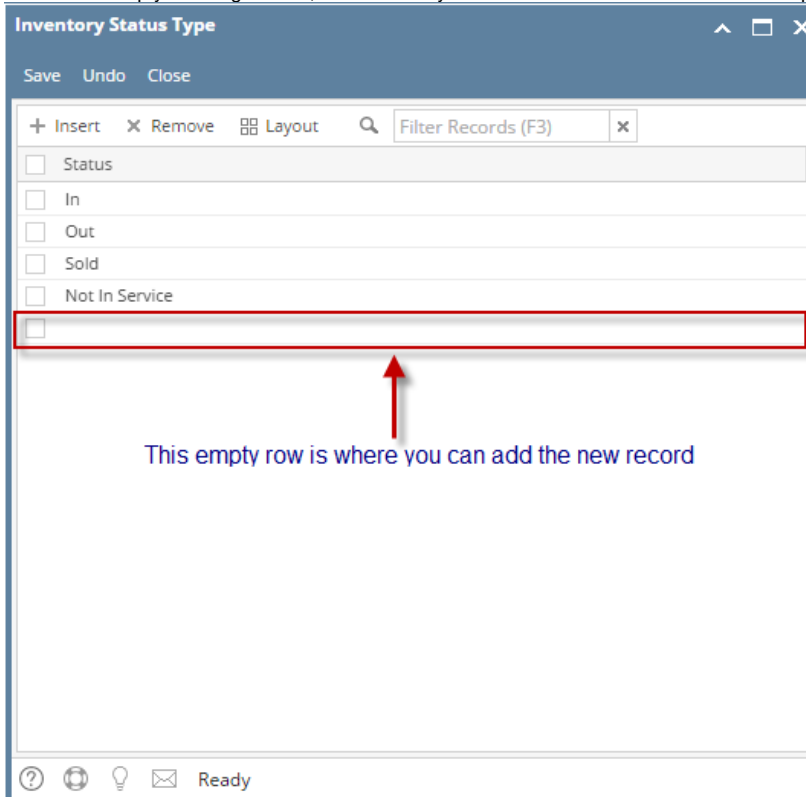

3. Click the empty grid area and enter the needed details. To move to the next field or the next row, you can use your **mouse** or hit the **Tab key** of your keyboard.
4. Once done entering the details, **Save** the changes.
5. **Close** the screen.

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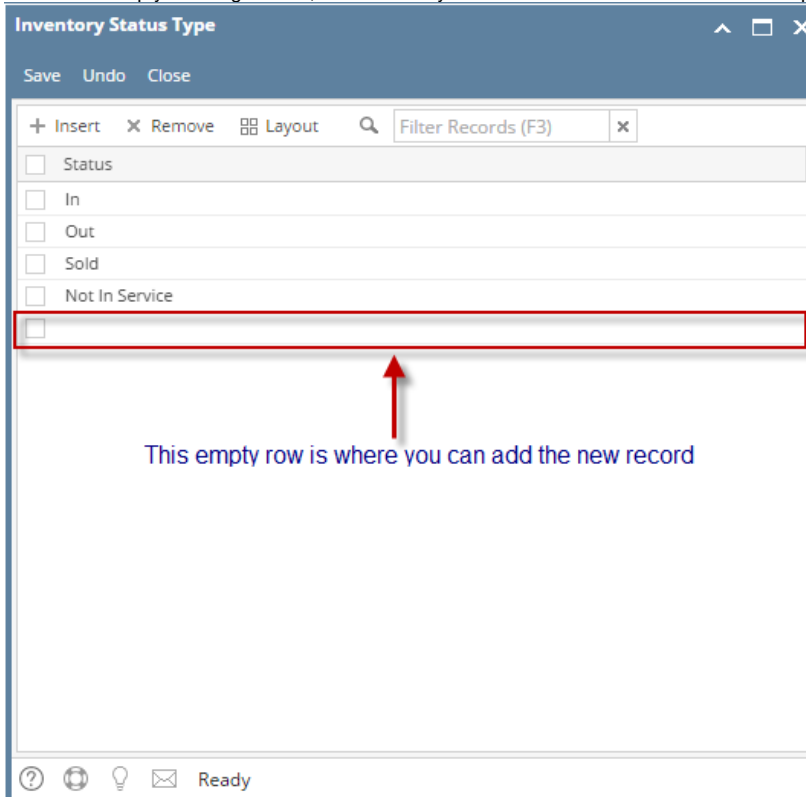

This empty row is where you can add the new record

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.

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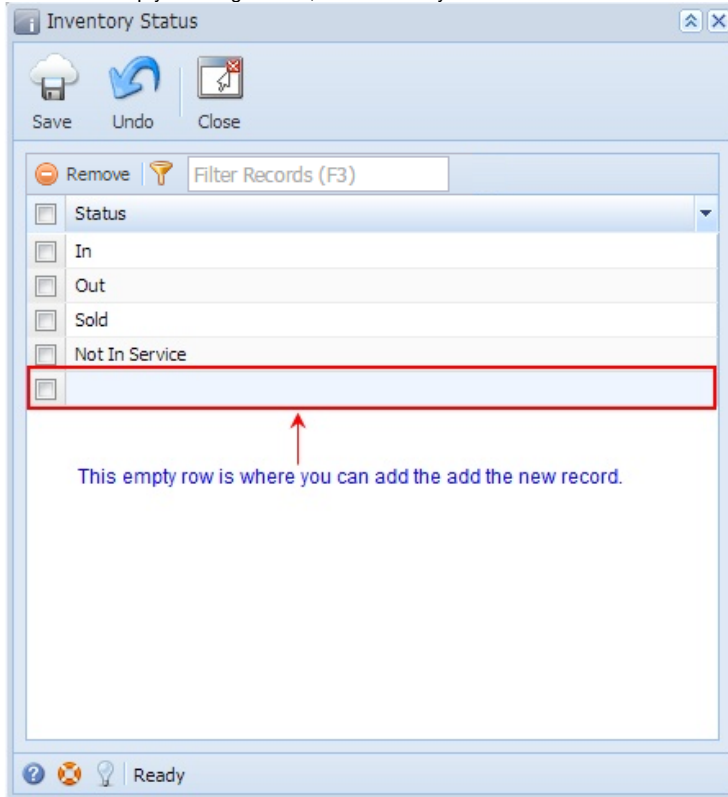

3. Click the empty grid area and enter the needed details. To move to the next field or the next row, you can use your **mouse** or hit the **Tab key** of your keyboard.
4. Once done entering the details, **Save** the changes.
5. **Close** the screen.

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.