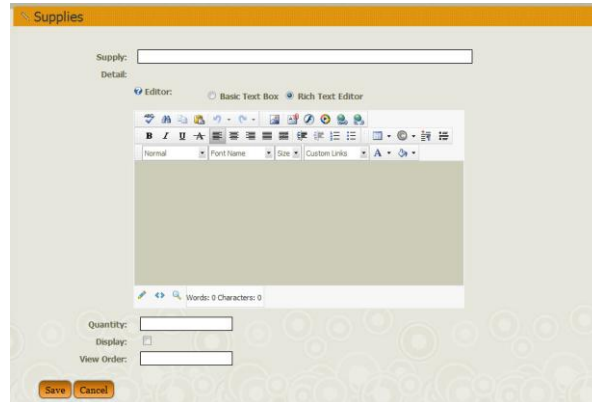


## How To for Supplies PAGE

Click 

**Supply:** Type the name of the supply

**Details:** Not a required field but useful information can be typed here



The screenshot shows a web form titled "Supplies". It has a "Supply:" text input field and a "Detail:" field which is a rich text editor. The rich text editor has a toolbar with various icons and a status bar at the bottom that says "Words: 0 Characters: 0". Below the rich text editor are three more input fields: "Quantity:", "Display:" (with a checkbox), and "View Order:". At the bottom left of the form are "Save" and "Cancel" buttons.

**Quantity:** Type how many is needed or leave blank



**Display:** Click the Box to DISPLAY on Web Page

**View Order:** Place a numerical number here or leave blank

Click  Click 



### To Edit Supplies

Click , Make Changes, Click  Click 

### To Delete Supplies

Click , Scroll down Click , Click  .