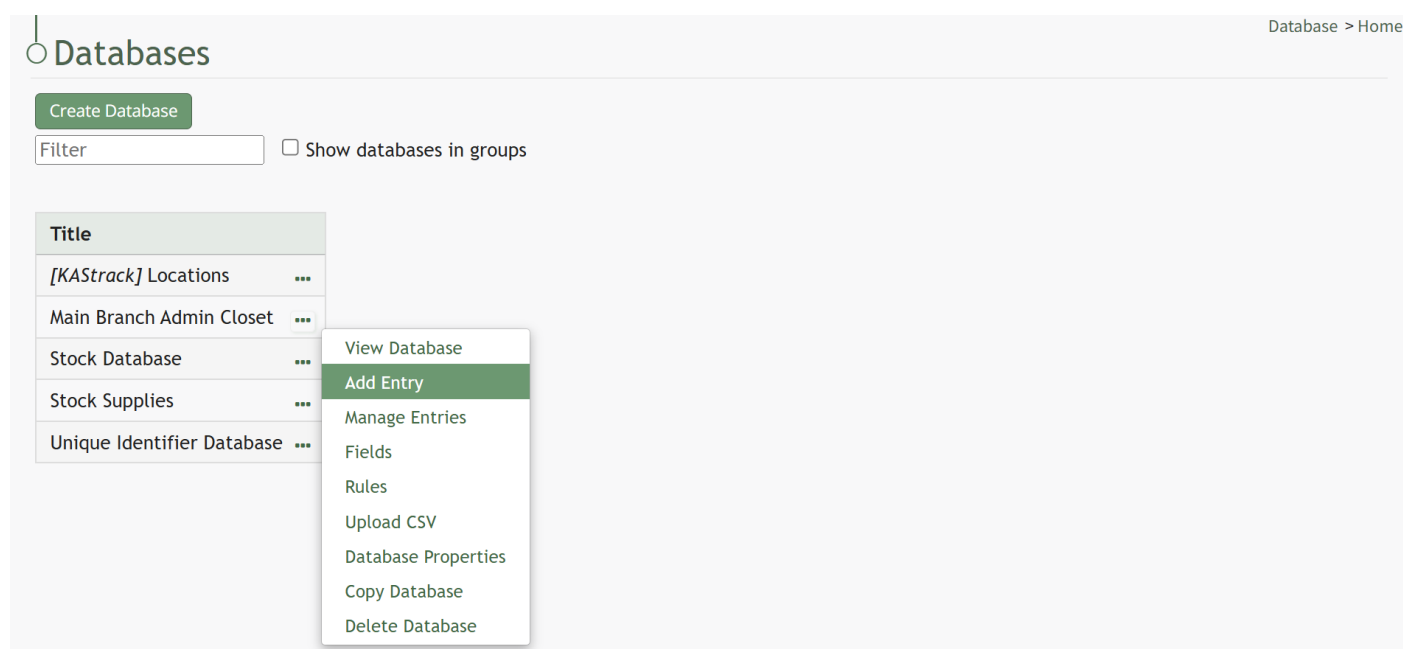


Add an Individual Database Entry

To add a database entry, go to the Home Page of the Database Module. Click the three dot (...) icon to the right of the database you wish to add an entry to opening the context menu. Select “Add Entry”.

You can select “Add Entry” from any context menu in the Database Modal without returning to the Home Page.



Selecting “Add Entry” opens the New Database Entry modal. Two visual examples of this modal have been included below.

The New Database Entry Modal will vary for every database, based on the fields that have been created for it.

This screenshot shows the 'New Database Entry' modal with the following fields populated:

- Locations: Shelf1 - Bin1
- Items: (empty text input)
- Quantity: (empty text input)
- Part Type: Please Choose...
- Category: Client

Buttons: Save, Cancel

This screenshot shows the 'New Database Entry' modal with the following fields:

- Shelf: Please Choose
- Bin: Please Choose

Buttons: Save, Cancel

Input the entry data into the modal. Select "Save" for the new entry to be added to the database.

If no fields have been created for the database, the New Database Entry Modal will show without any fields as seen below.

This screenshot shows the 'New Database Entry' modal with no input fields, only the Save and Cancel buttons.

If you select to "Save" a database entry prior to the creation of database fields, an entry will be assigned an Entry ID by the system and will show in the Entries Table. The submitter, approval status, and entry date will be logged.

The screenshot shows the 'Entries for database 'Branch Locations'' interface. It includes buttons for 'Add Entry', 'Import Entries', and 'Export Entries', a 'Filter' input, and an 'Enable Bulk Edit Mode' checkbox. Below is a table with one entry:

Entry ID	Submitter	Approval Status	Entry Date
12 ...	Mitzi Orkus	Approval not required	Mon Oct 13 2025 at 6:18 PM

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