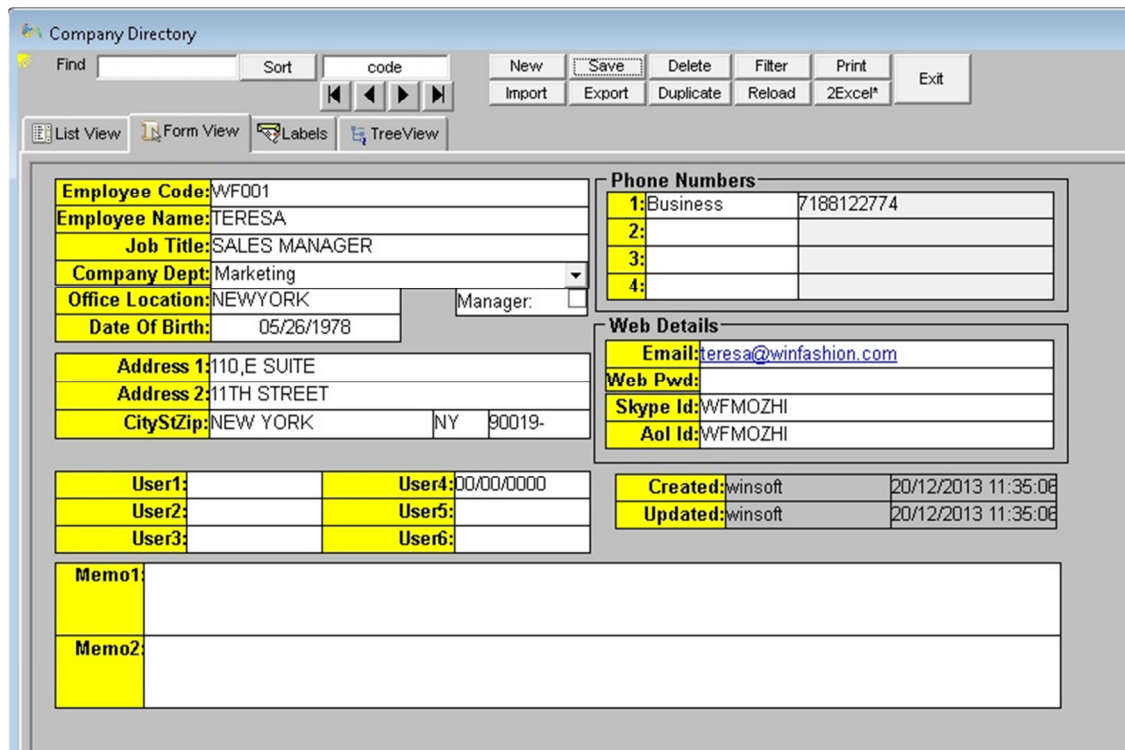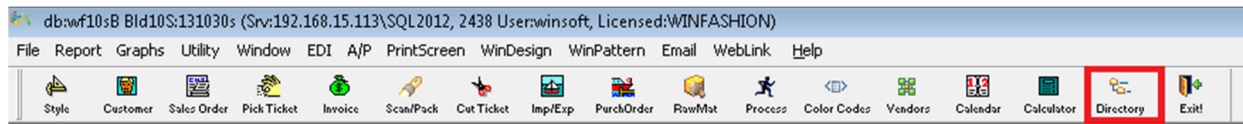# Directory

This command allows you to input your company Employee details. It holds their **contact information** as well as Job title and other related their information. This list holds all the Employee details.

Click on the tool bar **"Directory"**

- Click on the **New** button to create an Employee Details
- Assign a **Code** for the Employee Name.
- Enter an **Employee Name** and other employee details
- After entering the necessary information, click on the **Save** button

List View of Directory

Labels

Labels are made from the Directory list. Remember the **labels** are made from the directory information and you cannot manually input the information onto the labels. You can make labels by going to the **List**, highlight the desired employee details, and then click on the Labels tab.

To make Employee labels:

- Highlight the **Employee** that you want to include on the mailing labels by holding down the <Ctrl> key and the left button of the mouse
- Click on the **Labels Tab**
- The Employee information automatically enters in the **label** format.
- Click on the **Print** button

Tree View ⌇ TreeView

This command allows you to see your employee details by tree view of Department wise / Location wise

To see Tree view:-

- Click on the **Tree View** Tab
- Click on the **by Location/Dept** or **by Dept/Location**
- Then **double click** on this by which depart wise you would like to see the information

New   New

- Click on the **New** button to add a __new entry__ to the list, table, or line. An additional blank row will be at the bottom of the list.
- Click on the **cell** of the blank row that needs to be changed
- Type the **details** on the cell
- For more changes, go back to **Step 2**
- To save, click **Save**

Delete Button   Delete

- The **Delete** button is used to delete a **row/record** from the list, table, or line (click **Delete**).
- If you click **Delete**, the program will confirm **deletion** (click **Yes** to do so and **No**, otherwise).

Save Button   Save
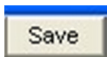
The **Save** button is used to save the **record** to the table/list (click Save).

Import Button   Import

The **Import** button is used to import Winfashion related information from a **DOS** file **\FASHION\IMPORT.DBF** (a database file compatible to **DBASE, FOXPRO, CLIPPER,** etc.).

- To **import** text into WinFashion, copy the text from the desired **.dbf** file and paste it onto the clipboard.
- **NOTE**: You can only import text from a **.dbf** file, database compatible file, and a DOS file.
- From the clipboard, you can import using the **import button** on the screen.
- Once you click on the **import button**, a screen will prompt you to import from Windows.

Export Button   Export

Excel

This command allows you to use **EXCEL**, a very powerful accounting software created by **MICROSOFT™.** Some of the things you could do with EXCEL are spreadsheet-manipulation, creation of supplementary reports (graph, changing icons, adding headers, footers, etc.) and a lot more. For more information on **EXCEL**, consult an **EXCEL** manual and/or run it and see its on-line help.

- **Highlight** the items to be exported
- To **export** from Winfashion, click on the **Export** button

- Select the file that you want to save your WinFashion information in.
- Enter a **File** Name
- Save As Type: enter **Excel with Headers**
- Click on the **Save** Button

At Excel

- Select **File**
- Choose Open and select the saved file
- **To Generate Subtotals**
- Go to **Subtotals** of the Menu Bar
- Select Data Subtotals
- Enter the **Column**
- Enter **Sum** at "**Use Function**"
- Check all items to be subtotaled at "**Add Subtotal To**:"
- Click on **OK**

Reload Button

Click the **Reload button** to refresh the information displayed on the current window (click **Reload**). Use this button when you want to **refresh/renew** the information on the current window. This button is useful when you go to **utility → recalculate** among other areas of Winfashion.

Duplicate Button

The **Duplicate button** is used to copy the current record or line to a new record or line (click **Duplicate**).

Important Tip: For some tables (ex. **code table**), Winfashion will give an error message if you do not change the main code (primary key) for this duplicated record/row after clicking the Save button. For example, if you duplicate the color BLUE in the **colors code table** and click **Save**, an error message will appear (BLUE should not be in the list twice - click **OK**, type another code or **Delete** the duplicated record).