

## Steps to Change the “E-Form” Field Size and Replace 2 Forms in “Export Overdue Client end Module”

The Client end Export Overdue module requires change due to change in the E-Form No. format.

The software is already installed on the user’s machine at C:\ drive.

Authorized Dealers Branches have to make changes in EXPOD\_BRH directory while AD Head Offices have to make changes in both EXPOD\_BRH and EXPOD\_HO directories.

Follow the steps to change the field size of field “E-Form”.

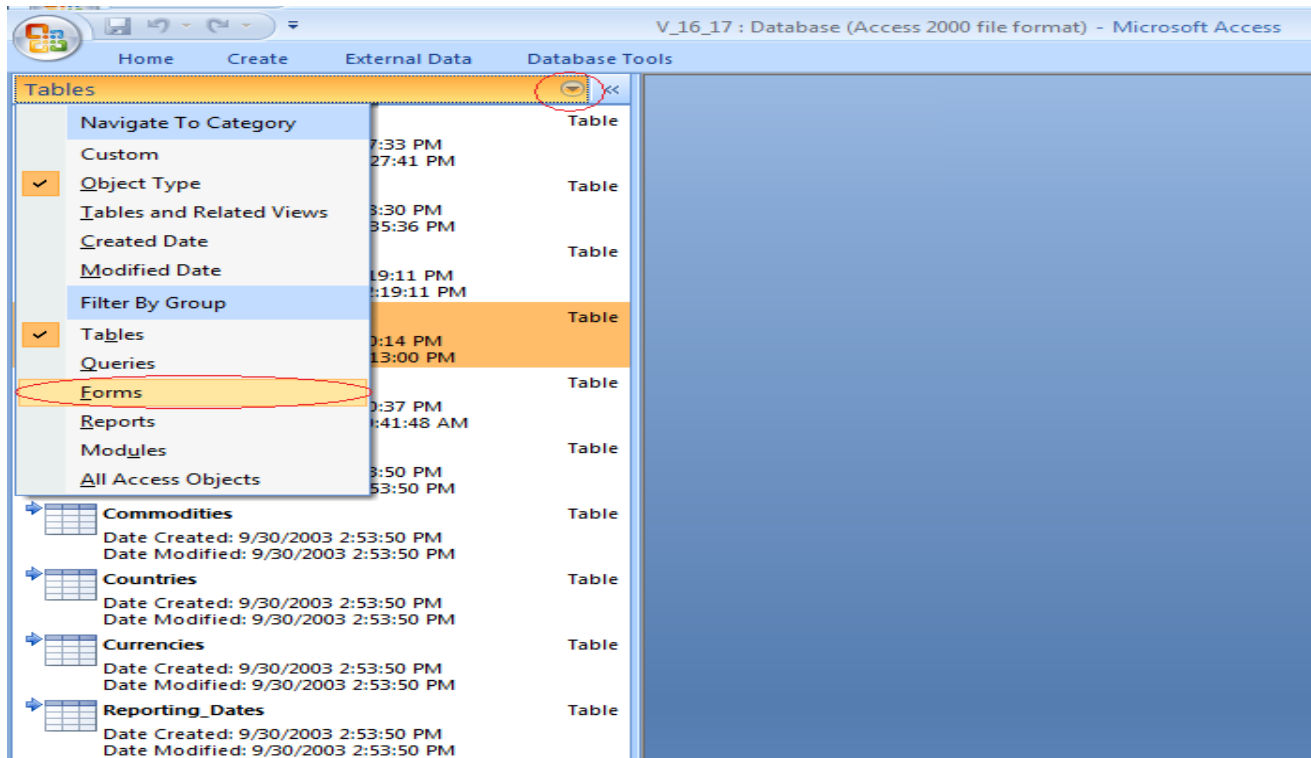
1. Open the Directory EXPOD\_BRH, Following files are seen. Press Shift Button and open the file V\_16\_17.mdb(highlighted in below snapshot)

Name	Date modified	Type	Size
OUTPUT	12/15/2015 12:17 ...	File Folder	
Cities.mdb	10/1/2003 11:00 AM	Microsoft Office A...	232 KB
Commodities.mdb	10/1/2003 10:54 AM	Microsoft Office A...	1,252 KB
Countries.mdb	10/1/2003 11:00 AM	Microsoft Office A...	156 KB
Currencies.mdb	10/1/2003 11:00 AM	Microsoft Office A...	168 KB
Reporting_Dates.mdb	9/20/2003 1:13 PM	Microsoft Office A...	164 KB
SalesTerms.mdb	10/1/2003 10:56 AM	Microsoft Office A...	148 KB
ShipmentCities.mdb	10/1/2003 10:58 AM	Microsoft Office A...	116 KB
V_16_17.mdb	12/15/2015 3:35 PM	Microsoft Office A...	1,252 KB

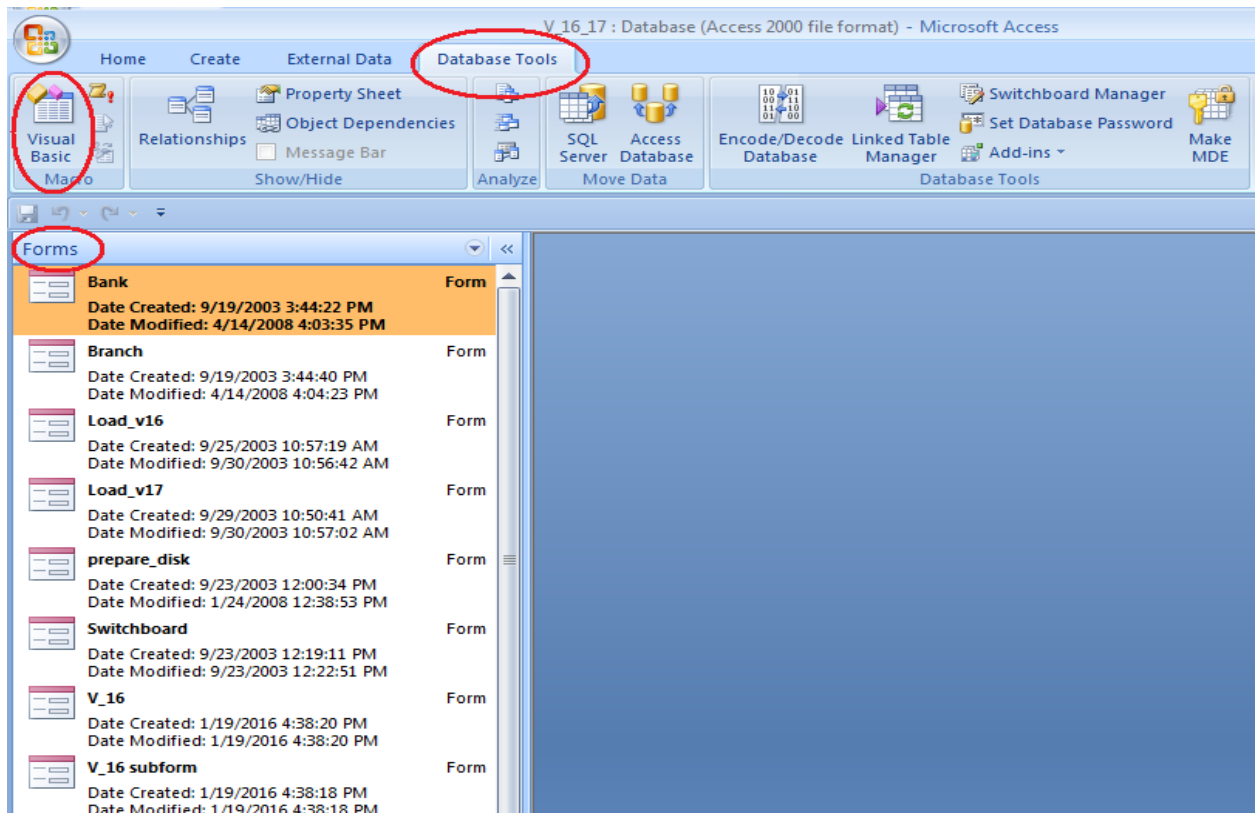
2. Open the table V-16 in Design View, or Select Table V-16, Right Click the mouse, select option <Design view >, Select field <E-Form>, currently the field size is 15, replace it with 50. Press save button.

The screenshot shows the Microsoft Access interface. The 'Tables' list on the left includes Bank, Branch, Switchboard Items, V\_16, V\_17, Cities, Commodities, and Countries. The 'Design' view of table V\_16 is open, showing fields: Bank\_Code (Text), Branch\_Code (Text), E\_Form (Text), Rpt\_Date (Date/Time), Comm\_Code (Text), UOM (Text), Qty (Number), Curr\_Code (Text), and Inv\_Value (Number). The 'E\_Form' field is highlighted. The 'Field Properties' window at the bottom right shows the 'General' tab with 'Field Size' set to 15. The 'Lookup' tab is also visible.

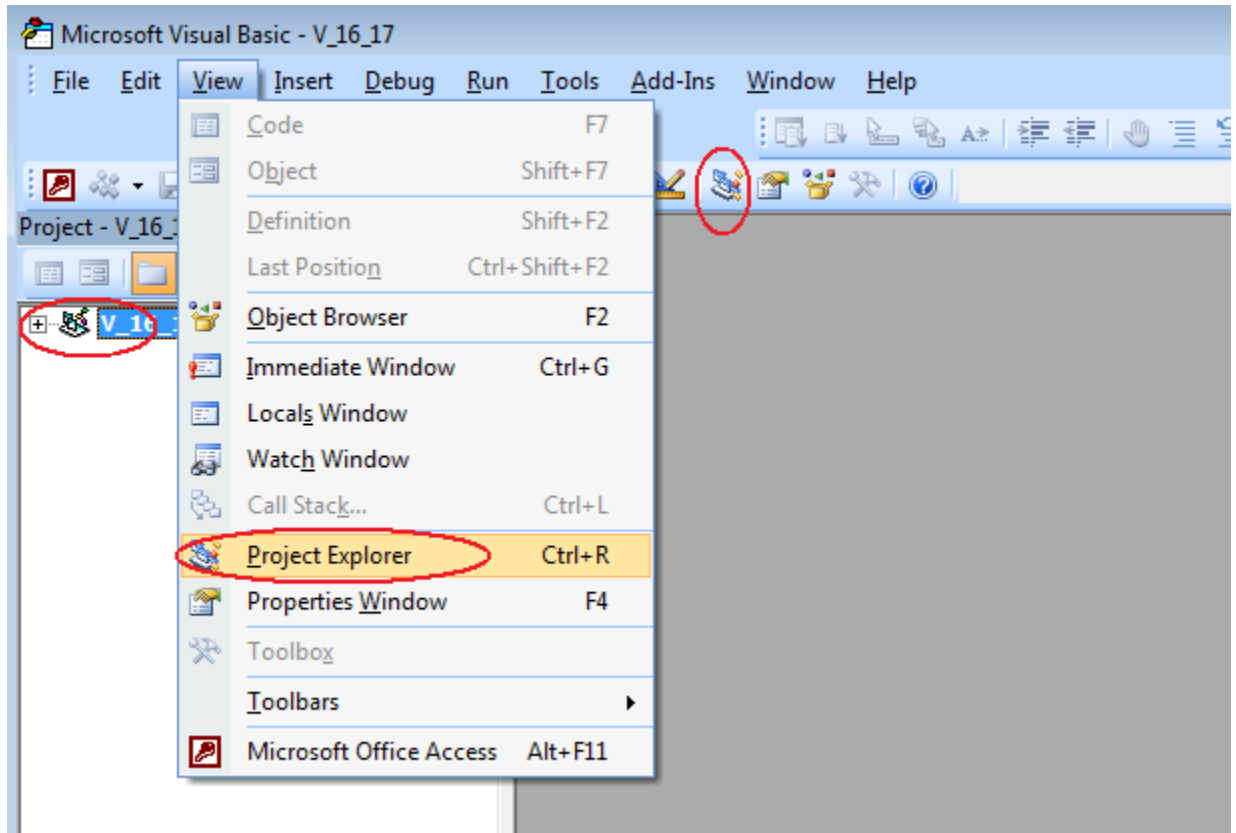
- Click on the drop down list encircled in red and then select Forms



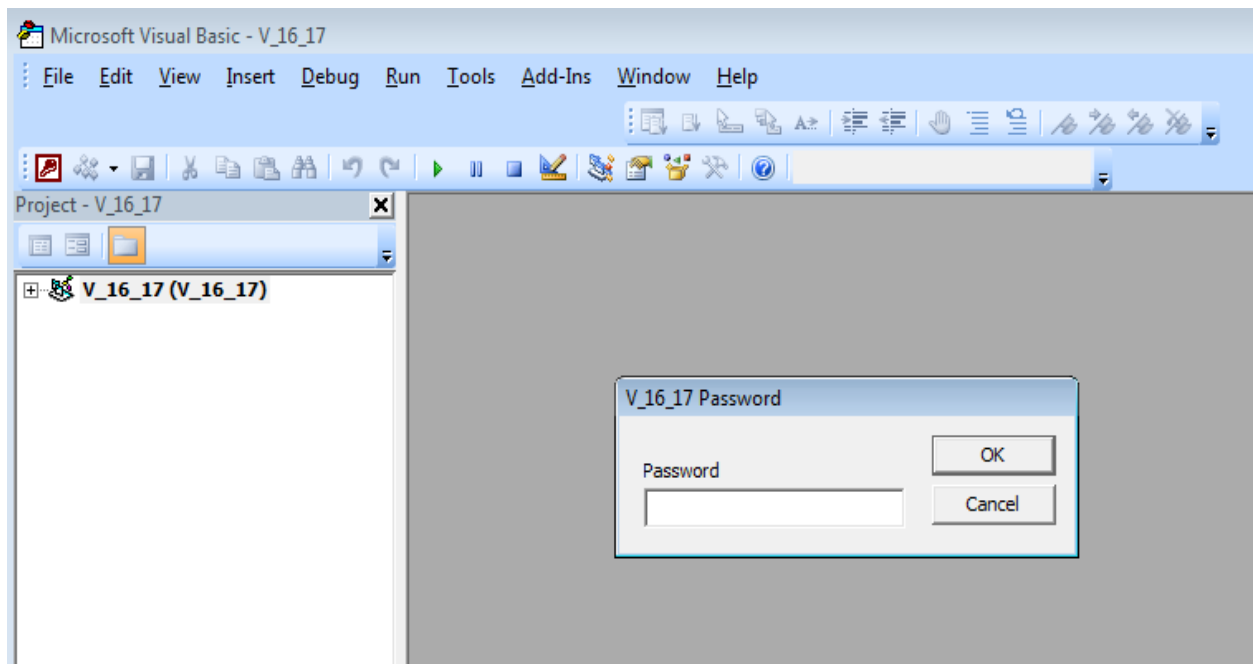
- Select the Tab Page <Database Tools> and select/Click on the Icon <Visual Basic>



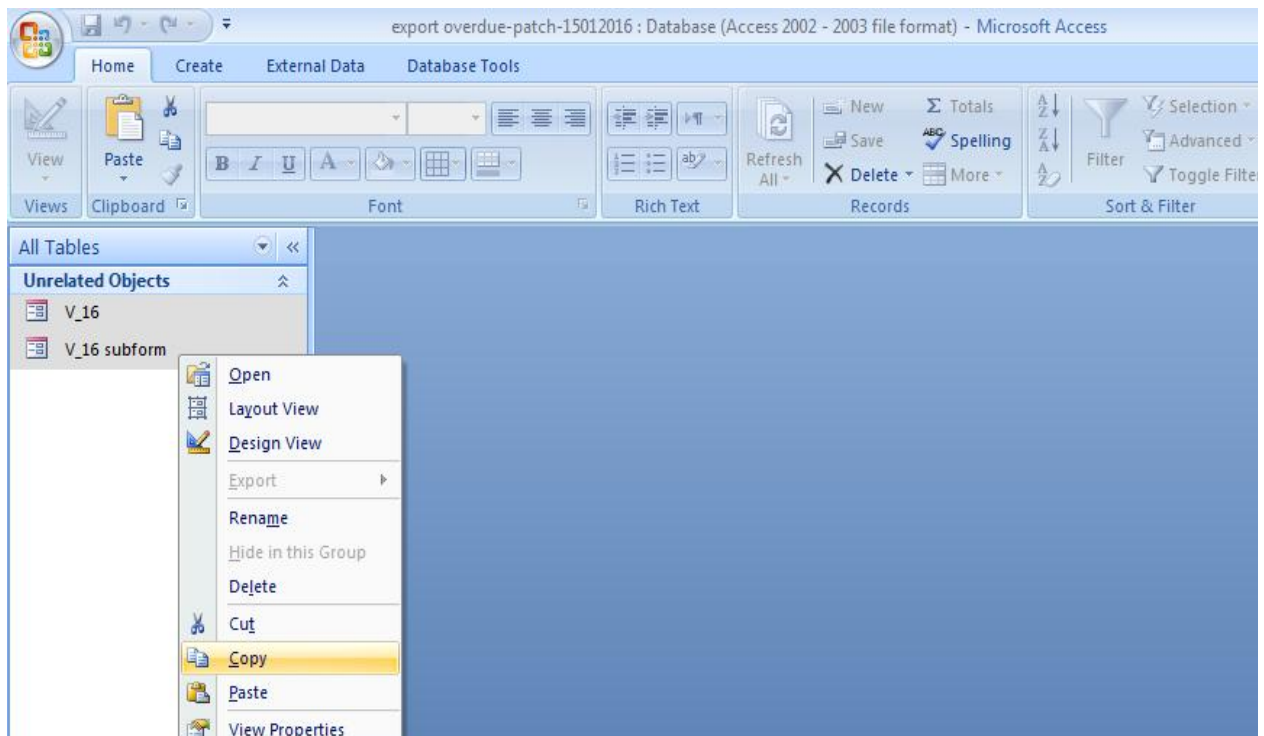
5. System will ask for password. If password screen does not appear then select "Project Explorer" from the "View" Tab. Click on V\_16\_17 , password screen will appear



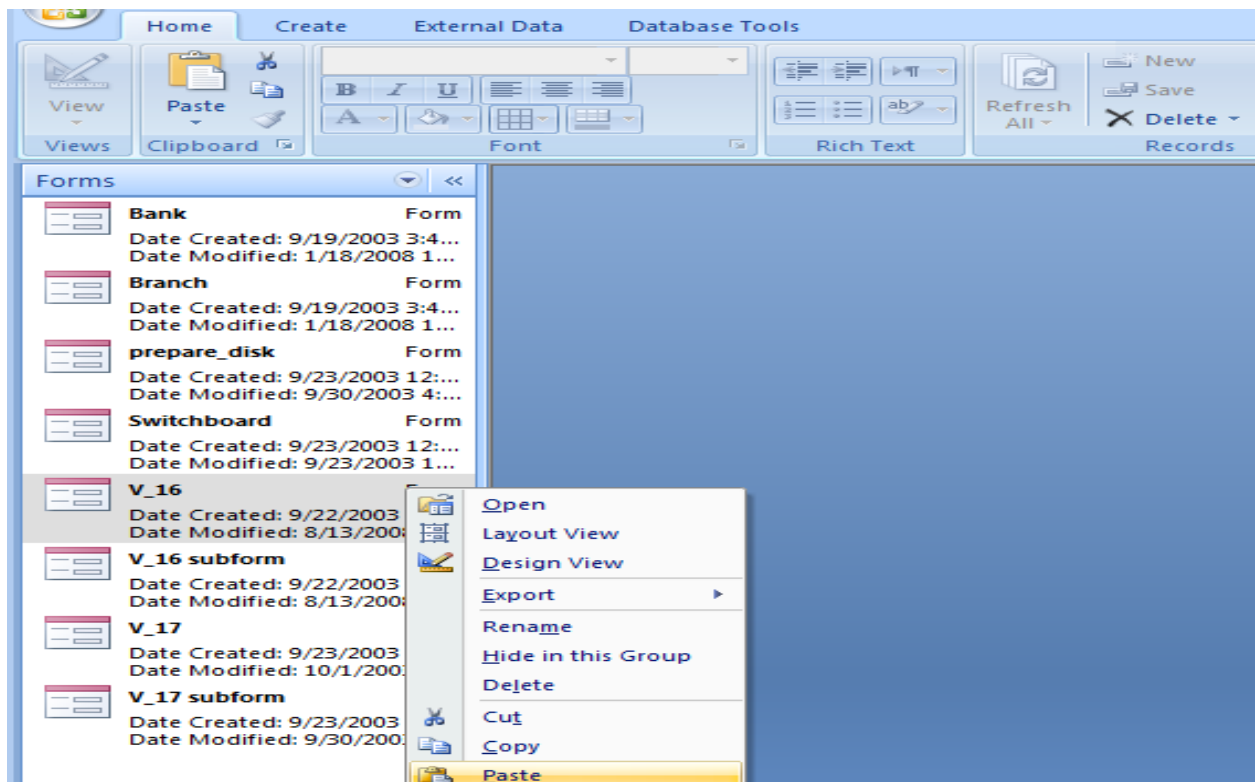
6. Enter password "ali". Press "OK" and close the window.



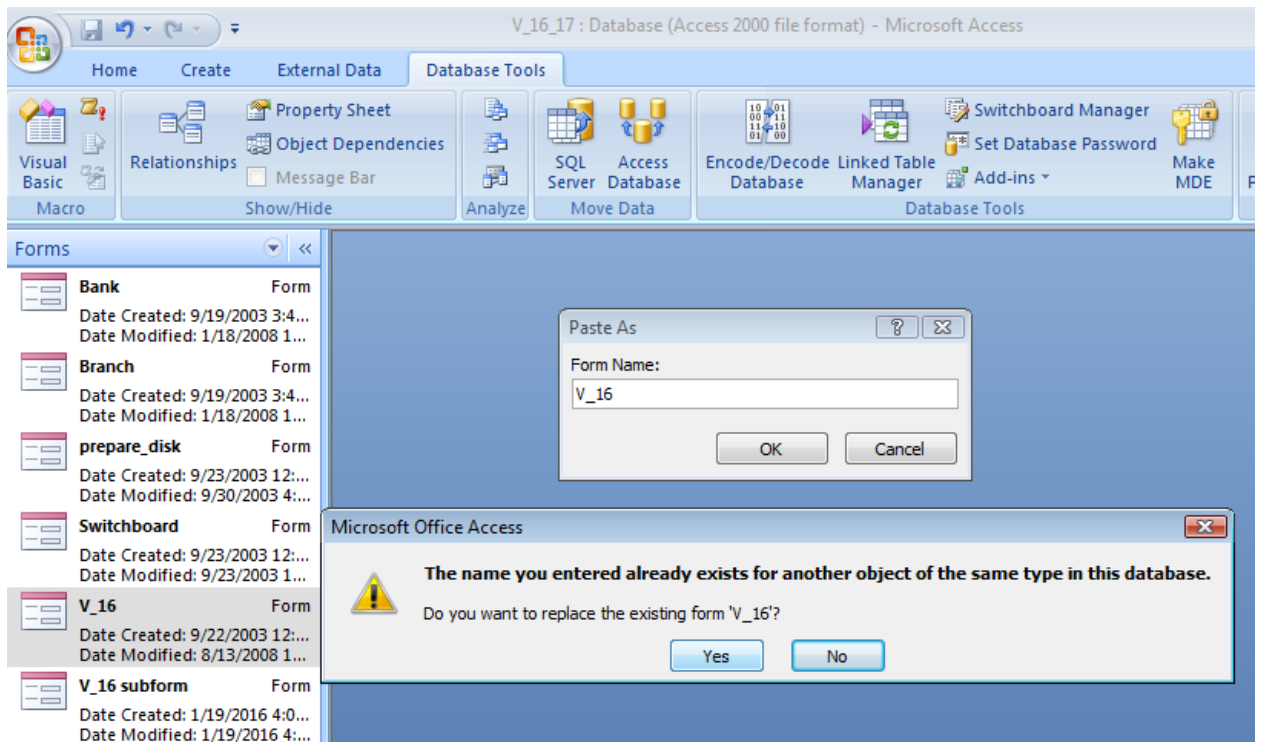
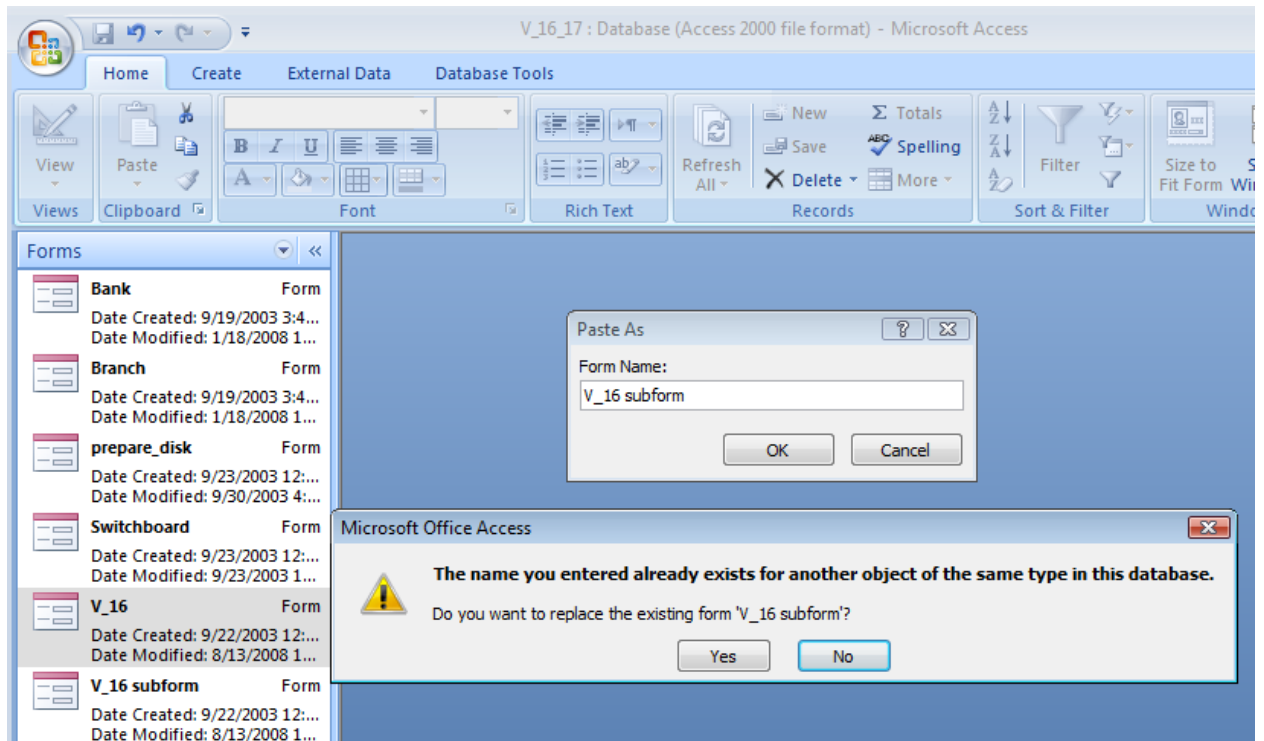
- Open the patch file provided by SBP while pressing Shift Button. Then press Ctrl and click/select both the files (as seen in snapshot below) and select “Copy”



- Switch to the already opened application and right click on V\_16 Form, Select “Paste”.



9. System will ask to replace the forms. Press OK and Yes to get the forms replaced.



10. Close the application.

11. AD Head Office users have to follow the steps 1 & 2 only to upgrade the HO application. They don't need to apply the patch on EXPOD\_HO Module.

12. Execute the application now. System is now capable to record old as well as new E-Form No. format. However, User should make sure that the entered E-Form number is correct in every aspect like format, length etc;. E-Form No. modification requests will not be entertained.