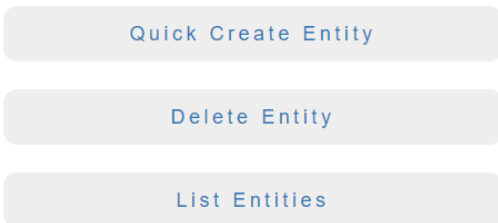# *ERP Fundamentals* User Guide
Entity Management System

1 INTRODUCTION

Entity Management System enables creation and deletion of entities of two types, viz., customers and vendors. The Entity Management System is accessible by any employee who has been assigned the role, "EntityManSys" by the Administrator. The Entity Management System menu is shown hereunder:-

Quick Create Entity

Delete Entity

List Entities

Figure 1

For example, in order to define a customer, click Quick Create Entity, whereupon you will see the following selection:-

Select an Entity Type	Customer ⌄
Select	

Figure 2

You will be able to select between Customer and Vendor; select Customer, then click **Select**, whereupon you will see the following form:-

Name of Customer or Company	Dolly Thakur Associates
Rep. First Name	Dolly
Rep. Last Name	Thakur
Email ID of Representative	ennflo004@gmail.com
SUBMIT	

Figure 3

Fill up the form as shown, then click **SUBMIT**, whereupon you will see a success message. Simultaneously, Dolly Thakur will receive her unique Customer ID and default password in her email.