

TECHNOTE

[43/2014]

DATE: December, 2014

AUTHOR: cardPresso TECHNICAL SUPPORT

PRODUCT/AREA: Database

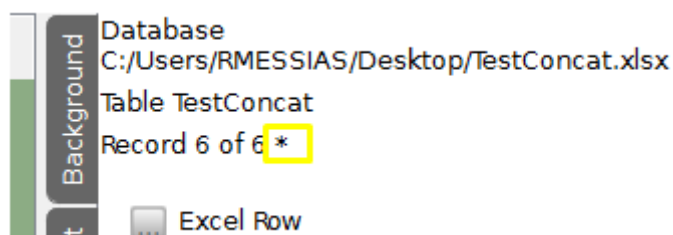
Subject: Add records to an Excel database through cardPresso

To add a new record into your database file through cardpresso please follow the procedure below:

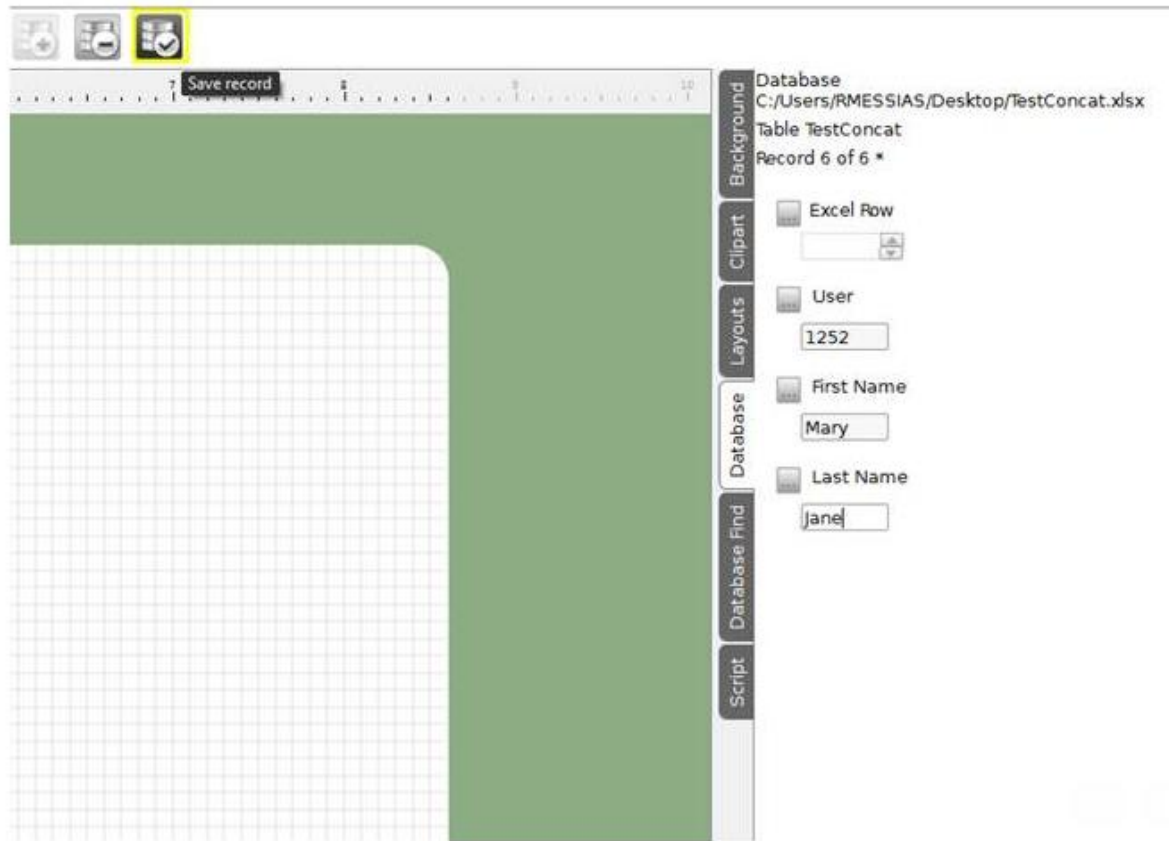
1. Insert new record.



2. When a new record is inserted and hasn't been saved, cardPresso shows an asterisk.



3. After inserting the new record, please click **Save Record** button.



4. To confirm that the record was saved click **Next and Previous Record**.



When editing your database through cardPresso, please make sure that the Excel file is closed; otherwise cardPresso won't be able to update the records.