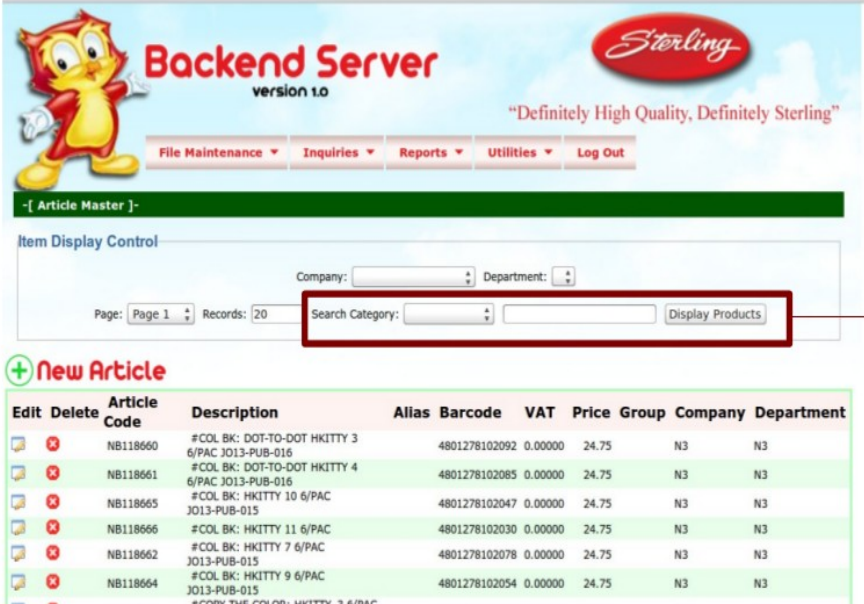


To upload new item (Backroom)

1. Go to <http://202.164.189.68:286/apps/mybrnueva/>
2. Enter Username and Password.
3. Click **Utilities**.
4. Select **Upload Article Master**.
5. Next click **Select Article File** button.
6. Then click **Upload File** button.
7. And the new Item will be uploaded.

To view the uploaded Items:

1. Click **File Maintenance**.
2. Select **Article Master**.



The screenshot shows the Sterling Backend Server interface. At the top, there is a logo for "Sterling" with the tagline "Definitely High Quality, Definitely Sterling". Below the logo, there are navigation tabs: "File Maintenance", "Inquiries", "Reports", "Utilities", and "Log Out". The main content area is titled "Article Master" and includes an "Item Display Control" section. This section has a "Company" dropdown, a "Department" dropdown, a "Page" dropdown (set to "Page 1"), "Records: 20", a "Search Category" dropdown, and a "Display Products" button. A red box highlights the "Search Category" dropdown and the "Display Products" button, with a red arrow pointing to the text "Search section". Below the search section, there is a "+ New Article" button and a table of articles.

Edit	Delete	Article Code	Description	Alias	Barcode	VAT	Price	Group	Company	Department
		NB118660	#COL BK: DOT-TO-DOT HKITTY 3 6/PAC JO13-PUB-016		4801278102092	0.00000	24.75		N3	N3
		NB118661	#COL BK: DOT-TO-DOT HKITTY 4 6/PAC JO13-PUB-016		4801278102085	0.00000	24.75		N3	N3
		NB118665	#COL BK: HKITTY 10 6/PAC JO13-PUB-015		4801278102047	0.00000	24.75		N3	N3
		NB118666	#COL BK: HKITTY 11 6/PAC JO13-PUB-015		4801278102030	0.00000	24.75		N3	N3
		NB118662	#COL BK: HKITTY 7 6/PAC JO13-PUB-015		4801278102078	0.00000	24.75		N3	N3
		NB118664	#COL BK: HKITTY 9 6/PAC JO13-PUB-015		4801278102054	0.00000	24.75		N3	N3

3. On the search section click the drop down.
4. Choose what category you want to search.
5. Then input the detail of the item user wants to sort in the space provided beside the drop down list.
6. And click the **Display Products** button.