

REPORTING

ALL REPORTS - CUSTOMISE REPORTS

A user can **customise** a report to suit preference and several methods can be used to achieve this as set out below.

Ribbon Access: *Reporting > All Reports*

			BPO: Versior	1 2.1.0.69 - TEST ALPHA - JU	DITH PC LOCAL				<u></u>		\times
Equipment and Locations	Contract	Finance and HR	Inventory	Maintenance and Projects	Manufacturing	Procurement	Sales	Service	Reporting	Utilities	
Equipment and Locations Equipment and Locations All Reports URS Reports UREW											
All Reports DRS Reports											
View _											
Open Windows 👻									05 Mar	2019	1

The *Reports* screen will be displayed.

SELECT REPORT

- Browse or search for the report you wish to view.
- Click on *Run Report*.
- In this image, *Active Meters* has been selected.



	Reports - BPO: Version 2.1.0.69 - TEST ALPHA	- JUDITH PC L	OCAL		-	- 🗆 🗙
Home Equipment and Locations Contract Fin Run Report Processing Home Equipment and Locations Most Used Recent Format From t Locations Contract Fin Save Layout Format Locations Save Layout Format Locations Save Layout Fin Fin Save Layout Fin F	ance and HR Inventory Maintenance and Projects	Manufacturing	Procure	ment Sales Service	: Reporting Utili	ties — 🗗 🗙
Name	Description					
7		*				Transfer and
Configuration			V	FieldName	FieldDataType	FieldDefinedSize
			V	CustomerCode	varchar	20
Credit Notes		0	V		varchar	50
Invoices			\checkmark		varchar	50
Contracts			\checkmark		varchar	50
Housekeeping			\checkmark		varchar	50
			\checkmark		varchar	50
Month End			\checkmark		varchar	50
- Heters		U	\checkmark	and the second	numeric	19
Active Meters	Active Meters		\checkmark	A Second State of the second se	int	4
Back Dated Meter Usage	Back Dated Contract Meter Usage and Billing		\checkmark		int	4
			\checkmark		numeric	19
Meters Billed Analysis	Analysis of Meter charges billed and usage		\checkmark		int	4
Meters Billed History	History listing of Meters Billed		\checkmark		numeric	19
Meters History	Meter history report within the last specific period of da	vs	\checkmark	Level3FromQty	int	4
Meters vs Issues		-	• 🗸	Level3	numeric	19
	sp_bpoRPT_INSI_CTRT_MeterReadingVsIssues	*				
\checkmark		Edit Filter	1			+
Open Windows 🔻					05	Mar 2019

- The report screen specific to the selected report will be displayed.
 - In this example, the *Active Meters* screen has been displayed.

Home Equ	upment and Locations Contract	Finance and HF				LPHA - JUDITH P Manufacturing		it Sales Ser	vice Reporting	Utilities — d	× r 3
Sync Sync	Save Layout Exc		Show Groups								
leport :											_
Data Analysis											
Report Results :											
CustomerCode	CustomerName	ContractNo	SerialNo	ModelNo	MeterCode	MeterDefDesc	MinBilling	MinQuantity	Level 1FromQty	Level1	b
9											3
DON0001	Dont Run with Scissors	CO0000153	2020-7865D	SP2020	Mono	Mono meter	980.76	1 000	0	10.5	55
JUS001	Just In Time	CO0000156	2020-65433	SP2020	Colour	Colour Meter	1 050.00	1 000	0	31.5	50
JUS001	Just In Time	CO0000162	2020-76583	SP2020	Mono	Mono meter	1 050.00	1 000	0	105.0	00
JUS001	Just In Time	CO0000162	2020-76583	SP2020	Colour	Colour Meter	1 050.00	1 000	0	126.0	00
BIG0001	Big Bargains	CO0000164	2020-56788	SP2020	Mono	Mono meter	1 050.00	1 000	0	105.0	00
BET0001	Betties Summer Shop at the Beach	MTC0000012	2020-89182F	SP2020	Mono	Mono meter	1 050.00	1 000	0	105.0	00
BET0001	Betties Summer Shop at the Beach	MTC0000012	2020-89182F	SP2020	Colour	Colour Meter	1 050.00	1 000	0	105.0	00
BET0001	Betties Summer Shop at the Beach	MTC0000012	2020-98756T	SP2020	Mono	Mono meter	1 050.00	1 000	0	105.0	00
BET0001	Betties Summer Shop at the Beach	MTC0000012	2020-98756T	SP2020	Colour	Colour Meter	1 050.00	1 000	0	105.0	00
JUS001	Just In Time	CO0000165	2020-98763	SP2020	Colour	Colour Meter	1 050.00	1 000	0	105.0	0
JUS001	Just In Time	CO0000165	2020-98763	SP2020	Mono	Mono meter	1 050.00	1 000	0	126.0	00
	Billys Barn	CO0000166	2020-3030B	SP2020	Mono	Mono meter	1 050.00	1 000	0	105.0	00
BIL0001											
BIL0001 126											

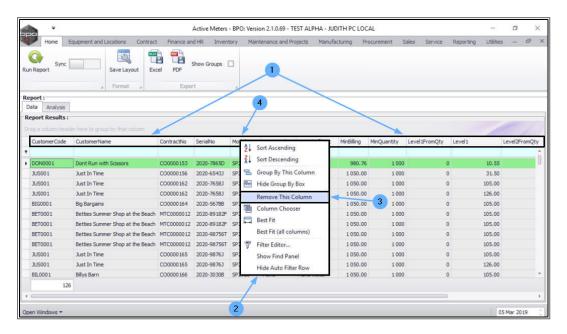


REMOVING/ADDING COLUMNS

There are **2** methods of removing columns:

Method 1:

- 1. *Right click* in any column header.
- 2. The *drop-down* menu will be displayed.
- 3. Click on *Remove This Column* option.
- 4. In this example, the *Model No* column has been selected (it is positioned between the Serial No and Meter Code columns).



• The selected column, in this example *Model No* will now be *removed*.



Home Equ	upment and Locations Contract	Finance and HR	Inventory	Maintenance	and Projects M	anufacturing	Procurement	Sales Service	Reporting Utilities	_ 8	
Sync Sync		8 18 ,	Show Groups [<u>a 10 - 1340</u>	
eport :											_
Data Analysis											
			-	v						-/	
CustomerCode	CustomerName	ContractNo	SerialNo	MeterCode	MeterDefDesc	MinBilling	MinQuantity	Level 1FromQty	Level1	Level2From	Q
·											1
DON0001	Dont Run with Scissors	CO0000153	2020-7865D	Mono	Mono meter	980.76	1 000	0	10.55		I
JUS001	Just In Time	CO0000156	2020-65433	Colour	Colour Meter	1 050.00	1 000	0	31.50		
JUS001	Just In Time	CO0000162	2020-76583	Mono	Mono meter	1 050.00	1 000	0	105.00		
JUS001	Just In Time	CO0000162	2020-7658J	Colour	Colour Meter	1 050.00	1 000	0	126.00		
BIG0001	Big Bargains	CO0000164	2020-5678B	Mono	Mono meter	1 050.00	1 000	0	105.00		
BET0001	Betties Summer Shop at the Beach	MTC0000012	2020-89182F	Mono	Mono meter	1 050.00	1 000	0	105.00		
BET0001	Betties Summer Shop at the Beach	MTC0000012	2020-89182F	Colour	Colour Meter	1 050.00	1 000	0	105.00		
BET0001	Betties Summer Shop at the Beach	MTC0000012	2020-98756T	Mono	Mono meter	1 050.00	1 000	0	105.00		
BET0001	Betties Summer Shop at the Beach	MTC0000012	2020-98756T	Colour	Colour Meter	1 050.00	1 000	0	105.00		
JUS001	Just In Time	CO0000165	2020-98763	Colour	Colour Meter	1 050.00	1 000	0	105.00		
126				4							

Method 2:

- 1. *Click on* the selected column header.
 - In this example, the *Customer Code* column has been selected.
- 2. *Drag* the column header downwards away from the column header row.
- 3. A black cross [X] will appear.

Now *drop* the column header.



			Active Meters	- DPO: VEISIO	n 2.1.0.69 - TEST A	ALPHA - JUD	INFELOCAL	5			0	>
Home E	quipment and Locations Contract	Finance an	d HR Invent	tory Mainte	enance and Projects	s Manufac	cturing Proc.	rement Sales	Service Repo	rting Utilities	- 6	2
Sync Sync	Save Layout Exc		Show Groups									
	a Format a	Expor	rt									
port :												-
ata Analysis												
eport Results :	1											
	sere to group by that column											
CustomerCode 9	CustomerName	ContractNo	SerialNo	MeterCode	MeterDefDesc	MinBilling	MinQuantity	Level 1FromQty	Level1	Level2FromQty	Level	12
customer code												
	Dont Run with Scissors	CO0000153	2020-7865D	Mono	Mono meter	980.76		1	0 10.5	55 (0 0	0.1
				Mono Colour			1 000		0 10.1 0 31.1		·	
DON0001	Dont Run with Scissors Just In Time	CO0000153	2020-7865D	1. Carlos	Mono meter	980.76	1 000			50	1 53	2.1
DON0001	Dont Run with Scissors Just In Time	CO0000153 CO0000156	2020-7865D 2020-65433	Colour	Mono meter Colour Meter	980.76 1 050.00	1 000 1 000 1 000	1	0 31.5	50	1 53	2.
DON0001	Dont Run with Scissors Just In Time	CO0000153 CO0000156 CO0000162	2020-7865D 2020-65433 2020-76583	Colour Mono	Mono meter Colour Meter Mono meter	980.76 1 050.00 1 050.00	1 000 1 000 1 000 1 000		0 31.9	50 10 (10 (2.: 0.i
DON0001 JUS001 JUS001 CustomerCo JUS001	Dont Run with Scissors Just In Time her In Time Just In Time Just In Time 3	CO0000153 CO0000156 CO0000162 CO0000162 CO0000164	2020-7865D 2020-65433 2020-76583 2020-76583 2020-5678B	Colour Mono Colour Mono	Mono meter Colour Meter Mono meter Colour Meter	980.76 1 050.00 1 050.00 1 050.00	1 000 1 000 1 000 1 000 1 000		0 31.1 0 105.0 0 126.0	50 (10 (10 (10 (2. 0.1 0.1
DON0001 JUS001 JUS001 JUS001 BIG0001	Dont Run with Scissors Just In Time Just In Time Just In Time Just In Time Big Bargains	CO0000153 CO0000156 CO0000162 CO0000162 CO0000164 MTC0000012	2020-7865D 2020-65433 2020-76583 2020-76583 2020-5678B 2020-89182F	Colour Mono Colour Mono	Mono meter Colour Meter Mono meter Colour Meter Mono meter	980.76 1 050.00 1 050.00 1 050.00 1 050.00	1 000 1 000 1 000 1 000 1 000 1 000		0 31.5 0 105.0 0 126.0 0 105.0	50		2.! 0.(0.(0.(
DON0001 JUS001 JUS001 JUS001 BIG0001 BET0001	Dont Run with Scissors Just In Time Sust in Time Big Bargains Betties Summer Shop at the Beach	C00000153 C00000156 C00000162 C00000162 C00000164 MTC0000012 MTC0000012	2020-7865D 2020-65433 2020-76583 2020-76583 2020-76588 2020-89182F 2020-89182F	Colour Mono Colour Mono Colour	Mono meter Colour Meter Mono meter Colour Meter Mono meter Mono meter	980.76 1 050.00 1 050.00 1 050.00 1 050.00 1 050.00	1000 1000 1000 1000 1000 1000 1000		0 31.5 0 105.0 0 126.0 0 105.0 0 105.0	50 (1) 10 (1) 10 (1) 10 (1) 10 (1)		2. ! D.(D.(D.(D.(
DON0001 JUS001 JUS001 JUS001 BIG0001 BET0001 BET0001	Dont Run with Scissors Just In Time Autor In Time Gasarian Time Big Bargains Betties Summer Shop at the Beach Betties Summer Shop at the Beach	C00000153 C00000156 C00000162 C00000162 C00000164 MTC0000012 MTC0000012	2020-7865D 2020-65433 2020-76583 2020-76583 2020-56788 2020-89182F 2020-89182F 2020-89182F 2020-98756T	Colour Mono Colour Mono Colour Mono	Mono meter Colour Meter Mono meter Colour Meter Mono meter Mono meter Colour Meter	980.76 1 050.00 1 050.00 1 050.00 1 050.00 1 050.00 1 050.00	1000 1000 1000 1000 1000 1000 1000 100		0 31.5 0 105.0 0 126.0 0 105.0 0 105.0 0 105.0	50 10 10 10 10 10 10 10 10 10 10 10 10 10		D.(D.(D.(D.(D.(D.(D.(
DON0001 JUS001 CustomerCo JUS001 BIG0001 BET0001 BET0001 BET0001	Dont Run with Scissors Just In Time Aust In Time Big Bargains Betties Summer Shop at the Beach Betties Summer Shop at the Beach	C00000153 C00000156 C00000162 C00000162 C00000164 MTC0000012 MTC0000012	2020-7865D 2020-65433 2020-76583 2020-76583 2020-56788 2020-89182F 2020-89182F 2020-89182F 2020-98756T	Colour Mono Colour Mono Colour Mono	Mono meter Colour Meter Mono meter Colour Meter Mono meter Colour Meter Mono meter Mono meter	980.76 1 050.00 1 050.00 1 050.00 1 050.00 1 050.00 1 050.00 1 050.00	1000 1000 1000 1000 1000 1000 1000 100		0 31.1 0 105.0 0 126.0 0 105.0 0 105.0 0 105.0 0 105.0	50 10 10 10 10 10 10 10 10 10 1		2.! D.(D.(D.(D.(D.(
DON0001 JUS001 JUS001 JUS001 BEG0001 BET0001 BET0001 BET0001 BET0001	Dont Run with Scissors Just In Time Art In Time days In Time Big Bargains Betties Summer Shop at the Beach Betties Summer Shop at the Beach Betties Summer Shop at the Beach Betties Summer Shop at the Beach Just In Time	C00000153 C00000156 C00000162 C00000162 C00000164 MTC0000012 MTC0000012 MTC000012	2020-7865D 2020-65433 2020-76583 2020-76583 2020-76583 2020-56788 2020-89182F 2020-89182F 2020-89182F 2020-98756T	Colour Mono Colour Mono Colour Mono Colour	Mono meter Colour Meter Mono meter Colour Meter Mono meter Colour Meter Mono meter Colour Meter Colour Meter	980.76 1 050.00 1 050.00 1 050.00 1 050.00 1 050.00 1 050.00 1 050.00 1 050.00	1000 1000 1000 1000 1000 1000 1000 100		0 31.1 0 105.0 0 126.0 0 105.0 0 105.0 0 105.0 0 105.0 0 105.0	50 10 10 10 10 10 10 10 10 10 1		2.! 0.(0.(0.(0.(0.(0.(

• The selected column, in this example, *Customer Code* will now be *removed*.

		Act	ive ivieters - b	PO: Version 2.1.0	7.03 - TEST AL	PTIA - JODITTI	FCLOCAL				×
Home Equipment and Loca	tions Contrac	t Finance and	HR Invento	ory Maintenanci	e and Projects	Manufacturin	g Procurement	Sales Service F	Reporting Utilities	- 6	9
Sync s		Excel PDF	Show Group	is 🔲							
4	Format 2	E	port	4							
Report :											
Data Analysis											
Report Results :											
Drag a column header here to group b											
CustomerName	ContractNo	SerialNo	MeterCode	MeterDefDesc	MinBilling	MinOuantity	Level 1FromOty	Level1	Level2FromOty	Level2	Lev
e Customentame	Contractivo	Serialiyo	MeterCode	Meterberbesc	Miniohiling	MinQuartury	Level 1 rolligly	Leven	Level21TomQty	Levelz	Lev
Dont Run with Scissors	CO0000153	2020-7865D	Mono	Mono meter	980.76	1 000	0	10.55	0	0.00	
Just In Time	CO0000155	2020-65433	Colour	Colour Meter	1 050.00	1 000					
Just In Time	CO0000150	2020-76581	Mono	Mono meter	1 050.00	1 000	-				
Just In Time	CO0000162	2020-76583	Colour	Colour Meter	1 050.00	1 000				0.000	
Big Bargains	CO0000162	2020-76385 2020-5678B	Mono	Mono meter	1 050.00	1 000					
Betties Summer Shop at the Beach			Mono	Mono meter	1 050.00	1 000					
Betties Summer Shop at the Beach				Colour Meter	1 050.00	1 000		1.			
Betties Summer Shop at the Beach			Mono	Mono meter	1 050.00	1 000	1		-		
Betties Summer Shop at the Beach			Colour	Colour Meter	1 050.00	1 000		0.000.000		1. 1977.54	
Just In Time	CO0000165	2020-98763	Colour	Colour Meter	1 050.00	1 000					
A Subcert time	00000105	2020 30703	Cologi	Colour Meter	1000.00	1000		100,00		0.00	
T											

RECOVERING/ADDING COLUMNS

- 1. *Right click* in any column header.
- 2. The *drop-down* menu will be displayed.



3. Click on *Column Chooser*.

Home Equip	ment	and Locations Contract	Financ			enance and P		IDITH PC LOCAL	rement Sales	Service Report	ng Utili	tes - 6	2
G Sync		Save Layout Excel	PDF	Show Group	ps 🗆								
Data Analysis Report Results :				/	/		$\overline{\langle}$						
rag a column header he CustomerName	^ ↓	Sort Ascending	<u>۳</u> ـــــــــــ	MeterCode	MeterDefDesc	MinBilling	MinQuantity	Level 1FromQty	Level 1	Level2FromQty	Level2	Level3FromQt	ty
	-	1											
Dont Run with Scisso	Z↓	Sort Descending	865D	Mono	Mono meter	980.76	1 000	0	10.55	0	0.00		
Just In Time	8	Group By This Column	5433	Colour	Colour Meter	1 050.00		0	31.50		52.50		
Just In Time	-	Hide Group By Box	558J	Mono	Mono meter	1 050.00		0	105.00				
Just In Time		Remove This Column	5583	Colour	Colour Meter	1 050.00	1 000	0	126.00	0			
Big Bargains	間	Column Chooser 🛛 🗲	578B	Mono 3	Mono meter	1 050.00	1 000	0	105.00				
Betties Summer Shop	10	Best Fit	9182F		Mono meter	1 050.00	1 000	0	105.00				
Betties Summer Shop	-		9182F		Colour Meter	1 050.00		0	105.00				
1		Best Fit (all columns)	8756T		Mono meter	1 050.00		0	105.00	0			
Betties Summer Shop	8	Filter Editor	8756T	Colour	Colour Meter	1 050.00	1 000	0	105.00	0	1		
Betties Summer Shop Betties Summer Shop		Show Find Panel	8763	Colour	Colour Meter	1 050.00	1 000	0	105.00	0	0.00		
Betties Summer Shop	558												
Betties Summer Shop Betties Summer Shop	1920	Hide Auto Filter Row	-		2								

CUSTOMIZATION MENU

- A *Customization* pop up menu will appear in the bottom right hand side of the screen.
- This contains an alphabetical list of all the columns that you can add to your current data grid.

Note: If all the columns are *already* added to your data grid, then there will be <u>nothing</u> listed here.



PO				PO: Version 2.1.0							
Home Equipment and Locat	ions Contrac	t Finance and	HR Invento	ory Maintenance	e and Projects	Manufacturin	g Procurement	Sales Service I	Reporting Utilities		9
Gync Sync S		Excel PDF	Show Group	os 🔲							
4	Format 🔒	E	port	4							
eport :											
Data Analysis											
eport Results :											
CustomerName	ContractNo	SerialNo	MeterCode	MeterDefDesc	MinBilling	MinQuantity	Level 1FromQty	Level1	Level2FromQty	Level2	Le
Dont Run with Scissors	CO0000153	2020-7865D	Mono	Mono meter	980.76	1 000	0	10.55	i 0	0.00	
Just In Time	CO0000156	2020-65433	Colour	Colour Meter	1 050.00	1 000	0	31.50	1	52.50	5
Just In Time	CO0000162	2020-76583	Mono	Mono meter	1 050.00	1 000	0	105.00		0.00)
Just In Time	CO0000162	2020-76583	Colour	Colour Meter	1 050.00	1 000	0	126.00		0.00	1
Big Bargains	CO0000164	2020-5678B	Mono	Mono meter	1 050.00	1 000	0	Cust	omization		2
Betties Summer Shop at the Beach	MTC0000012	2020-89182F	Mono	Mono meter	1 050.00	1 000	0	Cust	omerCode		
Betties Summer Shop at the Beach	MTC0000012	2020-89182F	Colour	Colour Meter	1 050.00	1 000	0	Mod	elNo		
Betties Summer Shop at the Beach	MTC0000012	2020-98756T	Mono	Mono meter	1 050.00	1 000	0				
Betties Summer Shop at the Beach	MTC0000012	2020-98756T	Colour	Colour Meter	1 050.00	1 000	0				
becues summer shop at the beaut	CO0000165	2020-98763	Colour	Colour Meter	1 050.00	1 000	0				
		2020-30703	Coloci	Coloci Meter	1030.00	1000					
Just In Time											

Either,

Method 1:

- In the *Customization* menu, *double click* on the *column header* that you wish to add to your data grid.
 - In this image, *Model No* is selected.

		Acti	ive Meters - B	PO: Version 2.1.0	.69 - TEST AL	PHA - JUDITH	PC LOCAL		-		×
Home Equipment and Locati	ions Contract	t Finance and	HR Invento	ory Maintenance	and Projects	Manufacturin	g Procurement	Sales Service F	Reporting Utilities		9
Un Report Sync Sa		Excel PDF	Show Group	s.							
2 F	Format 🔒	Ex	port	4							
eport :											_
Data Analysis											
Report Results :											
		SerialNo	MeterCode	MeterDefDesc	MinBilling	MinOuantity	Level 1FromOty	Level1	Level2FromOty	Level2	Le
CustomerName	ContractNo	Serialivo	MeterCode	PieterDerDest		MinQuartury	Level 1 rolligly		Level2FromQty	Level2	
	Contractivo	Seriaino	MeterCode	Meterberbesc	Parloaning	MinQuanuty	Lever 1 roingly	Leven	Level2FromQty	Level2	Le
2	CO0000153	2020-7865D	Mono	Mono meter	980.76	1 000	Cevera romoty				
Dont Run with Scissors					-	2			5 0	0.00	
Dont Run with Scissors	CO0000153	2020-7865D	Mono	Mono meter	980.76	1 000	0	10.55	5 CC	0.00)
Dont Run with Scissors Just In Time Just In Time	CO0000153 CO0000156	2020-7865D 2020-6543J	Mono Colour	Mono meter Colour Meter	980.76	1 000	0	10.55 31.50 105.00 125.00		0.00	
Dont Run with Scissors Just In Time Just In Time	CO0000153 CO0000156 CO0000162	2020-7865D 2020-65433 2020-76583	Mono Colour Mono	Mono meter Colour Meter Mono meter	980.76 1 050.00 1 050.00	1 000 1 000 1 000	0	10.55 31.50 105.00 125.00	5 C C 0 1 0 C	0.00	
	CO0000153 CO0000156 CO0000162 CO0000162 CO0000164	2020-7865D 2020-65433 2020-76583 2020-76583 2020-5678B	Mono Colour Mono Colour	Mono meter Colour Meter Mono meter Colour Meter	980.76 1 050.00 1 050.00 1 050.00	1 000 1 000 1 000 1 000	000000000000000000000000000000000000000	10.55 31.50 105.00 25.00 Cust	5 0 0 1 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	0.00	
	CO0000153 CO0000156 CO0000162 CO0000162 CO0000164 MTC0000012	2020-7865D 2020-65433 2020-76583 2020-76583 2020-5678B 2020-89182F	Mono Colour Mono Colour Mono Mono	Mono meter Colour Meter Mono meter Colour Meter Mono meter	980.76 1 050.00 1 050.00 1 050.00 1 050.00	1 000 1 000 1 000 1 000 1 000	000000000000000000000000000000000000000	10.55 31.50 105.00 25.00 Cust	5 C	0.00	
Dont Run with Scissors Just In Time Just In Time Just In Time Just In Time Big Bargains Betties Summer Shop at the Beach	C00000153 C00000156 C00000162 C00000162 C00000164 MTC0000012 MTC0000012	2020-7865D 2020-65433 2020-76583 2020-76583 2020-76588 2020-89182F 2020-89182F	Mono Colour Mono Colour Mono Colour	Mono meter Colour Meter Mono meter Colour Meter Mono meter Mono meter	980.76 1 050.00 1 050.00 1 050.00 1 050.00 1 050.00	1 000 1 000 1 000 1 000 1 000 1 000	000000000000000000000000000000000000000	10.55 31.50 105.00 25.00 Cust	5 0 0 1 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	0.00	
Dont Run with Scissors Just In Time Just In Time Just In Time Big Bargains Betties Summer Shop at the Beach Betties Summer Shop at the Beach	C00000153 C00000156 C00000162 C00000162 C00000164 MTC0000012 MTC0000012 MTC0000012	2020-7865D 2020-65433 2020-76583 2020-76583 2020-56788 2020-89182F 2020-89182F 2020-89182F 2020-89785F	Mono Colour Mono Colour Mono Colour	Mono meter Colour Meter Mono meter Colour Meter Mono meter Mono meter Colour Meter	980.76 1 050.00 1 050.00 1 050.00 1 050.00 1 050.00 1 050.00	1000 1000 1000 1000 1000 1000 1000	000000000000000000000000000000000000000	10.55 31.50 105.00 25.00 Cust	5 0 0 1 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	0.00)



- The selected column, in this example, *Model No* will now be displayed in the data grid.
- Close the Customization menu when you are done.

		2 1 22 1 10 10 10 10							and the second second		-
Home Equipment and Locati	ions Contrac		HR Invent	ory Maint	enance and Project	s Manufacti	uring Procuren	ient Sales Sei	rvice Reporting L	Itilities — d	8 3
Sync Sync Sa		Excel PDF	Show Group	os 🔲							
	Format 🔒	E	port								
Report :											
Data Analysis											
Report Results :											
CustomerName	ContractNo	SerialNo	MeterCode	ModelNo	MeterDefDesc	MinBilling	MinQuantity	Level 1FromOtv	Level1	Level2FromOty	y L
•	Contraction	UCH DIT TO	, icter couc	riodente	, icici beibebe	r in long	(militation of the second sec	cereix rongey		cereic roingej	
Dont Run with Scissors	CO0000153	2020-7865D	Mono	SP2020	Mono meter	980,76	1 000	0	10.55		0
Just In Time	CO0000156	2020-65433	Colour	SP2020	Colour Meter	1 050.00		0			1
Just In Time	CO0000162	2020-76583	Mono	SP2020	Mono meter	1 050.00		0			0
Just In Time	CO0000162	2020-76583	Colour	SP2020	Colour Meter	1 050.00		0			0
Big Bargains	CO0000162	2020-76385 2020-5678B	Mono	SP2020	Mono meter	1 050.00		0	Contemportion		X
Betties Summer Shop at the Beach			Mono	SP2020	Mono meter	1 050.00		0	0.1.01		-
Betties Summer Shop at the Beach			Colour	SP2020	Colour Meter	1 050.00		0			
Betties Summer Shop at the Beach				SP2020	Mono meter	1 050.00		0			
Betties Summer Shop at the Beach				SP2020	Colour Meter	1 050.00		0			
Just In Time	CO0000165	2020-98763	Colour	SP2020	Colour Meter	1 050.00		0			
pube an inne	000000103	2020-90703	Colour	51-2020	Colour Meter	1000.00	1000				

Or,

Method 2:

- 1. In the *Customization* menu, click on the *column header* that you wish to add to the data grid.
 - In this example, *Customer Code* has been selected.
- 2. *Drag* the column to the column header *row*.
- 3. You can drop this header anywhere in the column header row, in between any columns or at the beginning or end of the column header row according to your preference. *2 white arrows* will appear to show you where the column will be added. Keep dragging the selected column along this header row until the arrows point to the required place.



 In this example, the arrows are indicating that the selected Customer Code column will be dropped between the *Customer Name* and *Contract No* columns.

Sync Sync Save Layout POF Show Groups Run Report Save Layout Excel POF Show Groups Bate Analysis 3 CustomerName CustomerName CustomerName CustomerName ModelNo MeterCode MeterDefDesc MinBiling MinQuantity Level1 Level2FromQty Level2 Level3From CustomerName CoustomerName CoustomerName ModelNo MeterCode MeterDefDesc MinBiling MinQuantity Level1 Level2FromQty Level2 Level3From CustomerName CoustomerName CoustomerName 1050.00 0 10.55 0 0.00 Just In Time Co0000158 2020-55813 592.02 Colour Colour 1050.00 1000 0 125.00 0 0.00 125.00 0 0.00 125.00 0 0.00 125.00 0 0.00 125.00 0 0.00 125.00 0 0.00 125.00 0	Home Equipment and	Locations Cont	ract Finance	and HR	Inventory	Maintenance and P	rojects M	anufacturing	Procurement S	ales Se	rvice Reporting	Utilitie	s - 8	1
Analysis 3 Report : 0 Data Analysis Report Results : 0 CustomerName CustomerCode CustomerName CustomerCode CustomerName CustomerCode CustomerName CustomerCode CustomerName CustomerCode CustomerName CustomerCode CustomerName CouncerName CouncerName CouncerName CouncerName CouncerName CouncerName CouncerName CouncerName CouncerName CouncerName CouncerName CouncerName Colour CouncerName Colour CouncerName Colour CouncerName Colour CouncerName Colour Colour Colour Ant In Time Concomote Concomote 1050.00 Jast In Time Concomote Concomote 2020-76813 SP2020 Colour Colour Colou		Save Layout	Excel PDF											
Bepart Results : CustomerCode Control Contro Control Contenter Control Control Control Contenter Control Con	Report :	Tornise a			া									_
Report Results : Operations in the search MTC000012 2020-9756T SP2020 Mono Mono meter Medello MeterCade MeterCade Mindling Mindling <td>Data Analysis</td> <td></td> <td>6</td> <td>3</td> <td></td>	Data Analysis		6	3										
Dant Run with Scissors CC/2000153 2020-78650 SP2020 Mono Hage meter 980.76 1 000 0 10.55 0 0.00 Just In Time C00000156 2020-76583 SP2020 Colour Colour Meter 1 050.00 2 1 000 0 31.50 1 52.50 Just In Time C00000162 2020-76583 SP2020 Colour Mono Mono 1050.00 1 055.00 0 0.00 Just In Time C00000162 2020-76583 SP2020 Colour Colour Mono mono 1 050.00 1 000 0 125.00 0 0.00 Big Bargains C00000164 2020-76583 SP2020 Mono Mono Mono 0 105.00 1 000 0 125.00 0 0.00 Betties Summer Shop at the Beach MTC0000012 2020-98182 SP2020 Mono Mono 1 050.00 1 000 0 105.00 CustomerCode Betties Summer Shop at the Beach MTC0000012 2020-9875		Y /	SerialNo	ModelNo	MeterCode	MeterDefDesr	MinBillion	MnOuantity	Level 1FromOty	Level 1	Level2EromOty	Level2	Level From	Oh
Just In Time C00000156 2020-65433 SP 2020 Colour Colour Meter 1050.00 2 1000 0 31.50 1 52.50 Just In Time C00000162 2020-76583 SP 2020 Mono Mono mono 1050.00 1000 0 105.00 0 0.00 Just In Time 4 C00000162 2020-76583 SP 2020 Colour Colour Meter 1050.00 1000 0 125.00 0 0.00 Just In Time 4 C00000162 2020-76583 SP 2020 Colour Meter 1050.00 1000 0 125.00 0 0.00 Big Bargains C00000164 2020-86788 SP 2020 Mono Mono meter 1050.00 1000 0 105.00 Customization Betties Summer Shop at the Beach MTC0000012 2020-987567 SP 2020 Colour Colour Meter 1050.00 1000 0 105.00 105.00 Estimer Shop at the Beach MTC0000012 2020-987567 SP 2020 <	Customen		Jerares	Pioderto	Pietercode	Preventionence	("III II JIIII I'J	mingodinary	cevera roingry	LEVEL	cevera roingry	LEVEL	CEVES TON	24
Just In Time CO0000162 2020-76583 SP2020 Mono Mono meter 1950.00 1000 0 105.00 0 0.00 Just In Time 4 C00000162 2020-76583 SP2020 Colour Colour Meter 1950.00 1000 0 125.00 0 0.00 Big Bargains CC0000164 2020-76588 SP2020 Mono Mono meter 1950.00 1000 0 15.00 Customization Betties Summer Shop at the Beach MTC000012 2020-98182F SP2020 Colour Colour Meter 1950.00 1000 0 105.00 CustomerCode Betties Summer Shop at the Beach MTC000012 2020-98785F SP2020 Colour Colour Meter 1950.00 1000 0 105.00 CustomerCode Betties Summer Shop at the Beach MTC000012 2020-98756F SP2020 Mono Mono Mono 1050.00 1000 0 105.00 Interval Betties Summer Shop at the Beach MTC0000012 2020-98756F	Dont Run with Scissors	CO1000153	2020-7865D	SP2020	Mono	Meno meter	980.76	1 000	0	10.55	0	0.00		
Just In Time 4 C00000162 2020-76583 SP2020 Colour Colour Meter 1 050.00 1 000 0 126.00 0 0.00 Big Bargains C00000164 2020-76788 SP2020 Mono Mono meter 1 050.00 1 000 0 126.00 0 0.00 Bettes Summer Shop at the Beach MTC0000012 2020-98187 SP2020 Mono Mono meter 1 050.00 1 000 0 105.00 Customization Betties Summer Shop at the Beach MTC0000012 2020-98187 SP2020 Mono Mono Mono meter 1 050.00 1 000 0 105.00 CustomerCode Betties Summer Shop at the Beach MTC0000012 2020-98756 SP2020 Mono Mono Mono meter 1 050.00 1 000 0 105.00 I Betties Summer Shop at the Beach MTC0000012 2020-98756 SP2020 Colour Colour Meter 1 050.00 1 000 0 105.00 I Betties Summer Shop at the Beach MTC0000012	Just In Time	CO0000156	2020-65433	SP2020	Colour	Colour Meter	1.050.00	2 1000	0	31.50	1	52.50		
Big Bargains CO0000164 2020-56788 SP2020 Mono Mono meter 1 050.00 1 000 0 554.00 Castomization Betties Summer Shop at the Beach MTC0000012 2020-98185 SP2020 Mono Mono meter 1 050.00 1 000 0 105.00 CustomerCode Betties Summer Shop at the Beach MTC000012 2020-98185 SP2020 Mono Mono 1 000 0 105.00 1 000 0 105.00 Estimates	Just In Time	CO0000162	2020-76583	SP2020	Mono	Mono meter	1 050.00	1000	0	105.00	0	0.00		
Depties Summer Shop at the Beach MTC0000012 2020-99185 SP2020 Mono Mono Meter 1 050.00 1 000 0 105.00 Extense Betties Summer Shop at the Beach MTC0000012 2020-99185 SP2020 Mono Mono 1 050.00 1 000 0 105.00 Extense Betties Summer Shop at the Beach MTC0000012 2020-98785 SP2020 Colour Mono Meter 1 050.00 1 000 0 105.00 Extense Betties Summer Shop at the Beach MTC0000012 2020-98785 SP2020 Mono Mono meter 1 050.00 1 000 0 105.00 I Betties Summer Shop at the Beach MTC0000012 2020-98785 SP2020 Colour Colour Mono 1 050.00 0 105.00 I	Just In Time 4	CO0000162	2020-76583	SP2020	Colour	Colour Meter	1 050.00	1 000	0	126.00				
Betties Summer Shop at the Beach MTC0000012 2020-99182F SP2020 Colour Colour Meter 1 050.00 1 000 0 105.00 Betties Summer Shop at the Beach MTC0000012 2020-99756T SP2020 Mono Mono 1 050.00 1 000 0 105.00 Betties Summer Shop at the Beach MTC0000012 2020-98756T SP2020 Colour Colour Meter 1 050.00 1 000 0 105.00	Big Bargains	CO0000164	2020-56788	SP2020	Mono	Mono meter	1 050,00	1 000	0	105.00				X
Bettes Summer Shop at the Beach MTC0000012 2020-98756T SP2020 Mono Mono meter 1 050.00 1 000 0 105.00 Betties Summer Shop at the Beach MTC0000012 2020-98756T SP2020 Colour Colour 1 050.00 1 000 0 105.00	Betties Summer Shop at the Bea	ch MTC0000012	2020-89182F	SP2020	Mono	Mono meter	1 050.00	1 000	0	105.00	CustomerCo	ode		
Betties Summer Shop at the Beach MTC0000012 2020-98756T SP2020 Colour Colour Meter 1 050.00 1 000 0 105.00	Betties Summer Shop at the Bea	ch MTC0000012	2020-89182F	SP2020	Colour	Colour Meter	1 050,00	1 000	0	105.00		K		
	Betties Summer Shop at the Bea	ch MTC0000012	2020-98756T	SP2020	Mono	Mono meter	1 050.00	1 000	0	105.00				
List In Time CO0000165 2020-00761 C02020 Colour Colour Mater 1.050.00 1.000 0.105.00	Retties Summer Shop at the Rea	ch MTC0000012	2020-98756T	SP2020	Colour	Colour Meter	1 050.00	1 000	0	105.00			1	
36La mile CC0001053 2020-98783 342020 C0001 C0001 Piele 1050.00 1000 0 105.00		CO0000165	2020-98763	SP2020	Colour	Colour Meter	1 050.00	1 000	0	105.00	8		1	
	Just In Time													

1. The selected column, *Customer Code* will now be displayed in the data grid.

Home Equipment and Locat	ions Contract		R Inventory	Maintenan	ce and Projects	Manufacturing	Procuremen	it Sales Ser	vice Reporting	Utilities	_ d	5
sync Sync S	ave Layout Ex		Show Groups									
	Format 🦼	Expor	rt									
eport : Data Analysis										2		
Report Results :		/								1		_
rag a column header here to group b	u final column 🛛 🛤											
	-	1	12.040	Longation	la seconda		l.		h marine ment		1	
CustomerName	CustomerCode	ContractNo	SerialNo	ModelNo	MeterCode	MeterDefDesc	MinBilling	MinQuantity	Level 1FromQty	Level1	Level2	Fron
												_
Dont Run with Scissors	DON0001	CO0000153	2020-7865D	SP2020	Mono	Mono meter	980.76	1 000				
Just In Time	JUS001	CO0000156	2020-65433	SP2020	Colour	Colour Meter	1 050.00	1 000	0	31.50		(m.)
Just In Time	JUS001	CO0000162	2020-76583	SP2020	Mono	Mono meter	1 050.00	1 000	0	105.00		1
Just In Time	JUS001	CO0000162	2020-76583	SP2020	Colour	Colour Meter	1 050.00	1 000	Customizatio		4 4	
Big Bargains	BIG0001	CO0000164	2020-5678B	SP2020	Mono	Mono meter	1 050.00	1 000	and the second second second		are en la	
Betties Summer Shop at the Beach	BET0001	MTC0000012	2020-89182F	SP2020	Mono	Mono meter	1 050.00	1 000	Drag and drop customize layou		re to	
Betties Summer Shop at the Beach	BET0001	MTC0000012	2020-89182F	SP2020	Colour	Colour Meter	1 050.00	1 000	10			
Betties Summer Shop at the Beach	BET0001	MTC0000012	2020-98756T	SP2020	Mono	Mono meter	1 050.00	1 000				
Betties Summer Shop at the Beach	BET0001	MTC0000012	2020-98756T	SP2020	Colour	Colour Meter	1 050.00	1 000				
Just In Time	JUS001	CO0000165	2020-98763	SP2020	Colour	Colour Meter	1 050.00	1 000				
	126	27/1										

2. *Close* the *Customization* menu when you are done.



ADDITIONAL DATA GRID INFORMATION

For more information on the editing and organisation of data grids, navigate to the following manuals:

- Using BPO Data Grids
- <u>Using BPO Controls and Functions</u>
- Using BPO2 Working Environment

SAVE LAYOUT

1. If you wish to keep the changes made to the data grid, you must click on

Save Layout.

- If you do not use this functionality, the changes will be undone as soon as you close the screen.
- These changes are saved *per user*.
- 2. *Close* the screen when you are done.

		Active	meters - BPU:	version 2.1	.0.09 - TEST A	PHA - JUDITH P	CLOCAL				
Home Equipment and Locati	ions Contract	Finance and HP	Inventory	Maintenan	ce and Projects	Manufacturing	Procuremen	nt Sales Ser	vice Reporting	Utilities	- 8
	ave Layout Ex		Show Groups								
eport :											
Data Analysis											
Report Results :											
CustomerName	CustomerCode	ContractNo	SerialNo	ModelNo	MeterCode	MeterDefDesc	MinBilling	MinQuantity	Level 1FromQty	Level1	Level2From
Dont Run with Scissors	DON0001	CO0000153	2020-7865D	SP2020	Mono	Mono meter	980.76	1 000	0	10.55	
Just In Time	JUS001	CO0000156	2020-65433	SP2020	Colour	Colour Meter	1 050.00	1 000	0	31.50	
Just In Time	JUS001	CO0000162	2020-76583	SP2020	Mono	Mono meter	1 050.00	1 000	0	105.00	
Just In Time	JUS001	CO0000162	2020-76583	SP2020	Colour	Colour Meter	1 050.00	1 000	0	126.00	
Big Bargains	BIG0001	CO0000164	2020-56788	SP2020	Mono	Mono meter	1 050.00	1 000	0	105.00	
Betties Summer Shop at the Beach	BET0001	MTC0000012	2020-89182F	SP2020	Mono	Mono meter	1 050.00	1 000	0	105.00	
Betties Summer Shop at the Beach	BET0001	MTC0000012	2020-89182F	SP2020	Colour	Colour Meter	1 050.00	1 000	0	105.00	
Betties Summer Shop at the Beach	BET0001	MTC0000012	2020-98756T	SP2020	Mono	Mono meter	1 050.00	1 000	0	105.00	
Betties Summer Shop at the Beach	BET0001	MTC0000012	2020-98756T	SP2020	Colour	Colour Meter	1 050.00	1 000	0	105.00	
	JUS001	CO0000165	2020-98763	SP2020	Colour	Colour Meter	1 050.00	1 000	0	105.00	
Just In Time											
Just In Time	126										



GROUP DATA BY COLUMN

Method 1:

- In the column header of your choice, *right click* to display the *drop-down menu*, then click on the *Group By This Column* option.
- In this example, items will be grouped by *Customer Name*.

Home E	upment and Locations		ontract Finance and HR	Inven	tory Mair	ntenance and P	rojects Manufa	cturing Pr	ocurement S	ales Service	Reporting	Utilities -	8
Sync Sync	Save L	ayout	Excel PDF Show G	roups									
port :													
ata Analysis													
eport Results :													
rag a column heade													
CustomerCode	CustomerName	_	متعا بمنتجا	-	ModelNo	MeterCode	MeterDefDesc	MinBilling	MinQuantity	Level 1FromQty	Level1	Level2FromQty	Level2
		21	Sort Ascending										
DON0001	Dont Run with Scissor	Z↓	Sort Descending	65D	SP2020	Mono	Mono meter	980.76	1 000	0	10.55	0) C
JUS001	Just In Time	00	Group By This Column	433	SP2020	Colour	Colour Meter	1 050.00	1 000	0	31.50	1	52
JUS001	Just In Time	1	Hide Group By Box	583	SP2020	Mono	Mono meter	1 050.00	1 000	0	105.00	0	c c
3US001	Just In Time		Remove This Column	583	SP2020	Colour	Colour Meter	1 050.00	1 000	0	126.00	0) C
BIG0001	Big Bargains	-		788	SP2020	Mono	Mono meter	1 050.00	1 000	0	105.00	0) C
BET0001	Betties Summer Shop		Column Chooser	182F	SP2020	Mono	Mono meter	1 050.00	1 000	0	105.00	0) C
BET0001	Betties Summer Shop	Ħ	Best Fit	182F	SP2020	Colour	Colour Meter	1 050.00	1 000	0	105.00) (
BET0001	Betties Summer Shop		Best Fit (all columns)	756T	SP2020	Mono	Mono meter	1 050.00	1 000	0	105.00	0) C
BET0001	Betties Summer Shop	8	Filter Editor	756T	SP2020	Colour	Colour Meter	1 050.00	1 000	0	105.00	0	c
JUS001	Just In Time	Ľ.	Show Find Panel	763	SP2020	Colour	Colour Meter	1 050.00	1 000	0	105.00	0) C
126			Hide Auto Filter Row										
120			THE FILL THE THEFT										

- The data grid will now display the results of your *Group By This Column* choice.
- The *Group By* box above the column will now display which column has been sorted.



					Active Meters	- BPO: Version 2.	.1.0.69 - TEST	ALPHA - JUD	TH PC LOCAL			-		×
Ş	Home Eq	uipment and Loc	ations Contr	act Finance	and HR Inve	entory Maintena	ance and Proje	cts Manufact	uring Procureme	nt Sales	Service Rep	oorting Utilit	ies —	ø
lu	Sync		Save Layout		B Show G	roups 🔲								
		4	Format ,		Export									
	e port : Data Analysis													
	eport Results :													
(CustomerName CustomerCode	ContractNo	SerialNo	ModelNo	MeterCode	MeterDefDesc	MinBillina	MinQuantity	Level 1FromOtv	Level1	Level2FromO1	ty Level2	Level3Fr	Chu
2	CustomerCode	CONTRACTIVO	Serialino	Modelino	Metercoue	Meterbeibesc	Miribilling	MinQuartury	reventeromity	Leven	Level2FromQ	ty Level2	Levelori	omqty
	Customer Customer	lame: Fine Ha lame: Healing												
	► Customer	lame: Hope W	orks (Count-	=10)										
	Customer	lame: Just In	Time (Count	=5)										
4	126	i												
n	en Windows 🔻											06.1	4ar 2019	

Method 2:

- *Click* and *hold* on the column header of your choice.
 - In this example, *Min Billing* has been selected.
- **Drag** the selected header **up** and **away** from the **original** column header position.
- As you do this, *two white arrows* will appear directing you to the *Group By* box.
- **Drop** the column header in this box.



			1						1			8	
Home E	quipment and Locations Contract	the strategy and the second second	d HR Invent	tory Ma	intenance and P	rojects Manufa	icturing Pr	ocurement S	ales Service	Reporting	Utilities -	104	
Sync Sync	Save Layout Exc		Show Groups [
eport : Data Analysis													
eport Results :													
MinBilling	mere to group by that column											1	
CustomerCode	CustomerName	ContractNo	SerialNo	ModelNo	MeterCode	MeterDefDesc	MinBilling *	MinQuantity	Level 1FromQty	Level1	Level2FromQty	Level	12
													1
DON0001	Dont Run with Scissors	CO0000153	2020-7865D	SP2020	Mono	Mono meter	980.76	1 000	-			0 C	2
JUS001	Just In Time	CO0000156	2020-65433	SP2020	Colour	Colour Meter	1 050.00	1 000				1 52	2
JU5001	Just In Time	CO0000162	2020-76583	SP2020	Mono	Mono meter	1 050.00	1 000	0	105.00	1	0 0	ĉ.
JUS001	Just In Time	CO0000162	2020-76583	SP2020	Colour	Colour Meter	1 050.00	1 000	c	126.00		0 C	ĉ
BIG0001	Big Bargains	CO0000164	2020-56788	SP2020	Mono	Mono meter	1 050.00	1 000	0	105.00	() () () () () () () () () ()	0 C	¢
BET0001	Betties Summer Shop at the Beach	MTC0000012	2020-89182F	SP2020	Mono	Mono meter	1 050.00	1 000	0	105.00		0 C	¢
BET0001	Betties Summer Shop at the Beach	MTC0000012	2020-89182F	SP2020	Colour	Colour Meter	1 050.00	1 000	0	105.00	1	0 C	٥
BET0001	Betties Summer Shop at the Beach	MTC0000012	2020-98756T	SP2020	Mono	Mono meter	1 050.00	1 000	C	105.00	1	D C	0
BET0001	Betties Summer Shop at the Beach	MTC0000012	2020-98756T	SP2020	Colour	Colour Meter	1 050.00	1 000	0	105.00		0 C	0
JUS001	Just In Time	CO0000165	2020-98763	SP2020	Colour	Colour Meter	1 050.00	1 000	C	105.00	1	0 C	Ċ.
3US001	Just In Time	CO0000165	2020-98763	SP2020	Mono	Mono meter	1 050.00	1 000	0	126.00	1	0 0	Ċ
BIL0001	Billys Barn	CO0000166	2020-30308	SP2020	Mono	Mono meter	1 050.00	1 000	0	105.00		0 C	¢
126													

- The data grid will now display the results of your column sort.
- The *Group By* box above the columns will now display which column has been sorted.
 - in this example, *Min Billing*.

-		Active M	Aeters - BPO:	Version 2.1.0).69 - TEST ALI	PHA - JUDITH PO	LOCAL			5 <u>-</u>		\times
Home	Equipment and Locations Contract	Finance and HR	Inventory	Maintenance	e and Projects	Manufacturing	Procurement	Sales Service	Reporting	Utilities	- 6	P X
Run Report St		xcel PDF	Show Groups									
	4 Format 4	Expo	rt									
Report :												
Data Analy												-
Report Resul]											
CustomerCo	de CustomerName	ContractNo	SerialNo	ModelNo	MeterCode	MeterDefDesc	MinQuantity	Level 1FromQty	Level1	Level2Fro	mQty	Leve
9												â
► MinBill	ng: 0.00 (Count=11)											
▶ MinBill	ng: 980.76 (Count=1)											
MinBill	ng: 1 000.00 (Count=4)											_
▶ MinBill	ng: 1 050.00 (Count=110)											
	126											*
1	120								-			
										1		
Open Windows	***									06 Mar 20	019	- 1



CREATE A SUB GROUP

You can also create a sub-group.

 In this example, first the *Customer Name* column was grouped, using Method 2 then the *Min Billing* columns was sub-grouped, also using Method 2.

	Ŧ			Active Meters	- BPO: Version 2	.1.0.69 - TEST AL	PHA - JUDITH P	C LOCAL				S		-
	me Equipment a	d Locations Co	ntract Financ	e and HR Inve	entory Maintena	ance and Projects	Manufacturing	Procurem	ent Sales	Service	Reportin	ng Utilities	-	8
Report	Sync	Save Layo		PDF Show G	Groups 🔲									
		, Format		Export										
port :		all manufactorio												
ata A	nalysis													
port R	esults :													
ustomer	rName 🔺													
	Mini	lling 🔺												
Custom	erCode Contra	tNo SerialNo	ModelNo	MeterCode	MeterDefDesc	MinQuantity	Level 1FromQty	Level1	Level2From	Qty Lev	vel2 L	evel3FromQty	Le	vel3
Custom	erCode Contra	tNo SerialNo	ModelNo	MeterCode	MeterDefDesc	MinQuantity	Level1FromQty	Level1	Level2From	Qty Lev	vel2 L	evel3FromQty	Le	vel3
	erCode Contra stomerName: Be					MinQuantity	Level 1FromQty	Level1	Level2From	Qty Lev	vel2 L	evel3FromQty	Le	vela
						MinQuantity	Level 1FromQty	Level1	Level2From	Qty Lev	vel2 L	evel3FromQty	Le	vel
⊦ Cu	stomerName: Be	ties Summer S	hop at the Be			MinQuantity	Level 1FromQty	Level1	Level2From	Qty Lev	vel2 L	evel3FromQty.	Le	vel3
 Custom Custom 	stomerName: Be	ties Summer S Bargains (Cou	hop at the Be			MinQuantity	Level 1FromQty	Level1	Level2From	Qty Lev	vel2 L	evel3FromQty	Le	vel3
 Custom Custom 	stomerName: Be	ties Summer S Bargains (Cou .00 (Count=1)	hop at the Be nt=1)			MinQuantity		Level1		Qty Lev	0.00		0	vel3
⊢ Cu: + Cu:	stomerName: Be stomerName: Bi MinBilling: 105	ties Summer S Bargains (Cou .00 (Count=1)	hop at the Be nt=1)	ach (Count=4)									
 Cu: Cu: Cu: 	stomerName: Be stomerName: Bi MinBilling: 1 05 BIG0001 CO000	ties Summer S Bargains (Cou .00 (Count=1) 164 2020-567	hop at the Be nt=1) 88 SP2020	ach (Count=4)									
▶ Cu: ▼ Cu:	stomerName: Be stomerName: Bi MinBilling: 105	ties Summer S Bargains (Cou .00 (Count=1) 164 2020-567	hop at the Be nt=1) 88 SP2020	ach (Count=4)									
▶ Cu: ▼ Cu:	stomerName: Be stomerName: Bi MinBilling: 1 05 BIG0001 C0000 stomerName: Bil	ties Summer S Bargains (Cou .00 (Count=1) 164 2020-567	hop at the Be nt=1) 88 SP2020	ach (Count=4)									
▶ Cu: ▼ Cu:	stomerName: Be stomerName: Bi MinBilling: 1 05 BIG0001 CO000	ties Summer S Bargains (Cou .00 (Count=1) 164 2020-567	hop at the Be nt=1) 88 SP2020	ach (Count=4)									

• To view the details for any grouping, click on the *arrow* in the selected row.



Customise a Report

				Active Meters	- BPO: Version 2.1	1.0.69 - TEST /	ALPHA - JUDI	TH PC LOCAL			12	-		×
Home Equ	upment and Loo	cations Contr			ntory Maintenar	nce and Projec	ts Manufactu	ring Procuremer	nt Sales	Service Re	eporting Ut	lities	- 8	
Sync Sync		Save Layout		Show G	roups									
	j.	Format 4		Export	4									_
port :														_
ata Analysis														_
port Results :														
CustomerName	*													
CustomerCode	ContractNo	SerialNo	ModelNo	MeterCode	MeterDefDesc	MinBilling	MinQuantity	Level 1FromOty	Level1	Level2From(Oty Level2	Lev	el3From0	Dt
											.,			
► CustomerN	ame: Fine Ha	ir Salon (Cour	nt=4)											
► CustomerN	ame: Fine Ha	ir Salon (Cour	nt=4)											
CustomerN CustomerN														
_	ame: Healing	Hands (Coun	it=2)											
➤ CustomerN	ame: Healing	Hands (Coun	it=2)											
CustomerN CustomerN	ame: Healing ame: Hope W	Hands (Coun Torks (Count=	it=2) =10)											
➤ CustomerN	ame: Healing ame: Hope W	Hands (Coun Torks (Count=	it=2) =10)											
CustomerN CustomerN	ame: Healing ame: Hope W ame: Just In	Hands (Coun Torks (Count=	it=2) =10)											
CustomerN CustomerN CustomerN	ame: Healing ame: Hope W ame: Just In	Hands (Coun Torks (Count=	it=2) =10)											

• You can now view the details of the grouping.

Sync Sync		Save Layout		Show G	iroups								
	k.	Format 🔒		Export									
port : ata Analysis eport Results : CustomerName													
CustomerCode	ContractNo	SerialNo	ModelNo	MeterCode	MeterDefDesc	MinBilling	MinQuantity	Level 1FromQty	Level1	Level2FromQty	Level2	Level3From	Qt
											<u>(</u>		
Customeri FIN0001	CO0000173	2020-5674F	t=4) SP2020	Mono	Mono meter	1 050.00	1 000	0	105.00	0	0.00		-
FIN0001	C00000173	2020-5674F	SP2020	Colour	Colour Meter	1 050.00	1 000	0					-
FIN0001	CO0000173	2020-3074 2020-8793F	SP2020	Colour	Colour Meter	1 050.00	1 000	0		1/2	0.000		
FIN0001		2020-8793F	SP2020	Mono	Mono meter	1 050.00	1 000	0					
Customer	lame: Healing	Hands (Count	:=2)										

HIDE 'GROUP BY' BOX

• *Right click* in any column header to display the *drop-down menu*, then click on the *Hide Group By Box* option.



			Active Meters	- BPO: Versio	on 2.1.0.69 - 1	EST ALPHA - JUI	DITH PC LOCA	-			-	0
Hom	Sync Sync	Contract Finance a	and HR Inver		tenance and P	rojects Manufa	cturing Proc	urement Sales	Service	Reporting	Utilities	- 8
Report ort :	Save Layou	A Excel PDF										
	alysis											
ort Res	•											
Cust	Full Expand Full Collapse	ContractNo	SerialNo	ModelNo	MeterCode	MeterDefDesc	MinQuantity	Level 1FromQty	Level1	Level2FromQty	Level2	Level3F
	Sort Ascending						. <u>R</u>					
~	Sort Descending Sort by Summary											
	UnGroup											
0	Undroup											
> 1	Hide Group By Box Remove This Column											
	Hide Group By Box Remove This Column Column Chooser											
> 1	Hide Group By Box Remove This Column Column Chooser Best Fit (all columns)											
· ·	Hide Group By Box Remove This Column Column Chooser Best Fit (all columns)											
· ·	Hide Group By Box Remove This Column Column Chooser Best Fit (all columns) Filter Editor											

• The *Group By* box which is usually above the column header row is now hidden.

Home Equi	contraction of the second s						-	12.4.5. (2.1.1.1.1.1.1.1.1.1.1.1.1.1.1.1.1.1.1.1	-	a sector	8
	ipment and Locations Contract		l Inventory	Maintenance	and Projects	Manufacturing	Procurement	Sales Service	Reporting	Utilities —	8
Sync Sync	Less T	xcel PDF	Show Groups								
	. Format .	Expo	rt								
Report :											
Data Analysis											
Report Results : CustomerCode	CustomerName	ContractNo	SerialNo	ModelNo	MeterCode	MeterDefDesc	MinQuantity	Level 1FromQty	Level1	Level2FromQty	Lev
٩											
MinBilling: 0	.00 (Count=11)										
▶ MinBilling: 1	80.76 (Count=1) 000.00 (Count=4) 050.00 (Count=110)										
▶ MinBilling: 1	000.00 (Count=4)										
 MinBilling: 1 MinBilling: 1 	000.00 (Count=4)										

UN-HIDE 'GROUP BY' BOX

Right click in any column header to display the *drop-down menu*.
 Then click on the *Show Group By Box* option to display the



Group By box again.

•			Active Meters	- BPO: Vers	ion 2.1.0.69 - T	EST ALPHA - JUI	DITH PC LOCA	L			-	o ×
Home Home Syni Run Report		Excel PDF	ihow Groups		ntenance and Pr	rojects Manufa	acturing Proc	urement Sales	Service	Reporting	Utilities	- & x
Report : Data Analysis		Expor	t									
MinBill MinBill MinBill	Sort Ascending Sort Ascending Group By This Column Show Group By Box Remove This Column Column Chooser Best Fit Best Fit (all columns) Filter Editor Show Find Panel Hide Auto Filter Row	ContractNo	SerialNo	ModelNo	MeterCode	MeterDefDesc	MinQuantity	Level IFromQty	Level1	Level2FromQty	Level2	Level3From
Open Windows *	26											r 2019

• You can now view the *Group By* box.

	-		Active I	Meters - BPO:	Version 2.1.0).69 - TEST ALI	PHA - JUDITH PO	LOCAL			19 <u>1</u> 19		×
0		uipment and Locations Contract		Inventory	Maintenanc	e and Projects	Manufacturing	Procurement	Sales Service	Reporting	Utilities	- 6	7 x
Run	Report Sync		xcel PDF	Show Groups									
		a Format a	Expo	rt	4								
Da	ta Analysis												
	port Results : nBilling 🔺												
	CustomerCode	CustomerName	ContractNo	SerialNo	ModelNo	MeterCode	MeterDefDesc	MinQuantity	Level 1FromQty	Level1	Level2From	nQty	Leve
٩													â
+	MinBilling:	0.00 (Count=11)											-11
-	MinBilling:	980.76 (Count=1)											
	MinBilling:	1 000.00 (Count=4)											
	 MinBilling 	1 050.00 (Count=110)											_
	· runbining.	1050.00 (Count-110)											-
	126	5											
ા										2			F
Ope	n Windows 🔻										06 Mar 20	19	

UNGROUP DATA

Either,



- *Right click* on the *Group By* box to display the drop-down menu.
- Click on *Ungroup*.

		Ŧ				Active Meter	s - BPO: Ver	sion 2.1.0.69 - 1	TEST ALPHA - JUI	DITH PC LOCA	L				-	٥	×
0	Ho	me Equipment and Loo	cations	Contract	Finance an	nd HR Inve	ntory Ma	aintenance and P	rojects Manufa	cturing Proc	curement	Sales	Service	Reporting	Utilities	- 1	8 ×
Run Re	eport		Save Layout	t Exce		Show Groups											
Data		nalysis															
Repo	rt Re	esults :															
MinE		Full Expand															
Cu		Full Collapse			ContractNo	SerialNo	ModelNo	MeterCode	MeterDefDesc	MinQuantity	Level 1Fr	omQty	Level1	Level2FromQty	Level2	Lev	el3From
•		Sort Ascending Sort Descending Sort by Summary															
	00	UnGroup															_
•		Hide Group By Box Remove This Column Column Chooser Best Fit (all columns)	0)														
	7	Filter Editor Show Find Panel Hide Auto Filter Row															
۹ 🖛	Vindo	ws *	_												06 M	ar 2019	1

Or,

- 1. *Click on* the selected column header in the Group By box.
 - In this image, *Min Billing* is selected.
- 2. Drag this header downwards until,
- 3. a black [X] appears then *Drop* the box.



The second										5		12 3
Home Equipment and	Locations Contra			ntory Mainten	ance and Projects	s Manufacturing	Procurem	ent Sales Ser	vice Repi	orting Utilities	- 8	
	. Format .		Export									
eport : Data Analysis Report Results : MinBilling + Y	1										- /	
	lo SerialNo	ModelNo	MeterCode	MeterDefDesc	MinQuantity	Level 1FromQty	Level1	Level2FromQty	Level2	Level3FromQty	Level	3
CustomerCode ContractN	2	HOUCERO										
Imbilling: 1 050.00 (C MinBilling: 1 050.00 (C MinBilling: 1 000.00 (C MinBilling: 1 000.00 (C	2 Count=110) 3 Count=4)											
InBilling: 1 050.00 (C MinBilling X MinBilling: 1 000.00 (C	2 count=110) 3 count=4) unt=1)											

• The data grid will now be displayed <u>without</u> the grouping option.

Note: If you <u>cannot</u> find the column you removed from the *Group By* box, then add the column to the data grid.

ч	Home Equ	ipment and Loca	ations Contra	ct Finance	e and HR Inv	rentory Mair	ntenance and Proje	ects Manufactu	ring Procuremen	t Sales	Service Reportin	ng Utilitie	is — 🗗	1
Rui	Sync Sync		Save Layout		PDF	Groups 🔲								
			Format _		Export	4								
Re	port :													-
D	ata Analysis													
R	eport Results :													
	ag a column heade	er here to group												
	CustomerCode	ContractNo	SerialNo	ModelNo	MinBilling	MeterCode	MeterDefDesc	MinQuantity	Level 1FromQty	Level1	Level2FromQty	Level2	Level3FromQ	Qty
Ŷ														
	DON0001	CO0000153	2020-7865D	SP2020	980.76	Mono	Mono meter	1 000	0	10.55	0	0.00		= (
	JUS001	CO0000156	2020-65433	SP2020	1 050.00	Colour	Colour Meter	1 000	0	31.50	1	52.50		
	JUS001	CO0000162	2020-76583	SP2020	1 050.00	Mono	Mono meter	1 000	0	105.00	0	0.00		
	JUS001	CO0000162	2020-76583	SP2020	1 050.00	Colour	Colour Meter	1 000	0	126.00	0	0.00		
	BIG0001	CO0000164	2020-5678B	SP2020	1 050.00	Mono	Mono meter	1 000	0	105.00	0	0.00		
	BET0001	MTC0000012	2020-89182F	SP2020	1 050.00	Mono	Mono meter	1 000	0	105.00	0	0.00		
	BET0001	MTC0000012	2020-89182F	SP2020	1 050.00	Colour	Colour Meter	1 000	0	105.00	0	0.00		
	BET0001	MTC0000012	2020-98756T	SP2020	1 050.00	Mono	Mono meter	1 000	0	105.00	0	0.00		
	BET0001	MTC0000012	2020-98756T	SP2020	1 050.00	Colour	Colour Meter	1 000	0	105.00	0	0.00		
	JUS001	CO0000165	2020-98763	SP2020	1 050.00	Colour	Colour Meter	1 000	0	105.00	0	0.00		
	126													



FILTERING COLUMNS

THE FILTER SEARCH ROW

The *Filter Search Row* can be used to filter the data in the open screen.

- This row will display any choices of column filtering that you have made in that screen.
- You can type directly in this row to filter your columns.

Home Equipment and Locati	ons Contract	Finance and HR	Inventory	Maintenance	and Project	s Manufactu	ring Procuremen	t Sales Servi	ce Reporting	Utilities -	- 8
Sync Sync Si	ave Layout Ex		Show Groups								
	Format 🦼	Ехро	rt	4							
eport :											
Data Analysis											
eport Results :											
rag a column header here to group b											
CustomerName	CustomerCode	ContractNo	SerialNo	MinBilling	ModelNo	MeterCode	MeterDefDesc	MinQuantity	Level 1FromOty	Level1	Level2Fr
					1.000000.00						
Dont Run with Scissors	DON0001	CO0000153	2020-7865D	980.76	SP2020	Mono	Mono meter	1 000	C	10.55	
Just In Time	JUS001	CO0000156	2020-65433	1 050.00	SP2020	Colour	Colour Meter	1 000	C	31.50	
Just In Time	JUS001	CO0000162	2020-76583	1 050.00	SP2020	Mono	Mono meter	1 000	C	105.00	
Just In Time	JUS001	CO0000162	2020-76583	1 050.00	SP2020	Colour	Colour Meter	1 000	•0	126.00	
Big Bargains	BIG0001	CO0000164	2020-5678B	1 050.00	SP2020	Mono	Mono meter	1 000	C	105.00	
Betties Summer Shop at the Beach	BET0001	MTC0000012	2020-89182F	1 050.00	SP2020	Mono	Mono meter	1 000	C	105.00	
Betties Summer Shop at the Beach	BET0001	MTC0000012	2020-89182F	1 050.00	SP2020	Colour	Colour Meter	1 000	C	105.00	
	BET0001	MTC0000012	2020-98756T	1 050.00	SP2020	Mono	Mono meter	1 000	(105.00	
Betties Summer Shop at the Beach	BET0001	MTC0000012	2020-98756T	1 050.00	SP2020	Colour	Colour Meter	1 000	0	105.00	
Betties Summer Shop at the Beach Betties Summer Shop at the Beach		CO0000165	2020-98763	1 050.00	SP2020	Colour	Colour Meter	1 000	(105.00	
	JUS001	00000103									
Betties Summer Shop at the Beach	JUS001 126	00000103									

- In this example, *hop* has been typed in the *Filter Search row* of the *Customer Code* column.
- The *Customer Code* column now displays all the results of this filter i.e. all the rows containing the word *hop* in that column.
- 3. The total number of results is displayed at the bottom of the column.
- 4. All filters can be viewed at the bottom of the screen.



			Meters - BPO: V							3 	92 	×
Home Equipment ar	nd Locations Contract	Finance and HR	Inventory	Maintenance	and Projects	Manufacturin	ig Procurement	Sales Servi	ce Reporting	Utilities -	- 8	
Sync Sync		kcel PDF	Show Groups									
	. Format .	Ехро	rt									
Report :												-
Data Analysis												
Report Results :	2											
	aroup by											
CustomerName	CustomerCode	ContractNo	SerialNo	MinBilling	ModelNo	MeterCode	MeterDefDesc	MinQuantity	Level 1FromOty	Level1	Level2	Fr
• 1-	hop							(and a set of the set	and an entry			2.0
Hope Works	HOP001	CO0000178	2020-7189H	1 050.00	SP2020	Mono	Mono meter	1 000	(105.00		Ĩ
Hope Works	HOP001	CO0000178	2020-7189H	1 050.00	SP2020	Colour	Colour Meter	1 000		126.00		
Hope Works	HOP001	CO0000178	2020-7589H	1 050.00	SP2020	Mono	Mono meter	1 000		105.00		
Hope Works	HOP001	CO0000178	2020-7589H	1 050.00	SP2020	Colour	Colour Meter	1 000	(105.00		
Hope Works	HOP001	CO0000181	2020-7678H	1 050.00	SP2020	Mono	Mono meter	1 000	(105.00		
Hope Works	HOP001	CO0000181	2020-7678H	1 050.00	SP2020	Colour	Colour Meter	1 000	(126.00		
Hope Works	HOP001	CO0000182	2020-78123H	1 050.00	SP2020	Mono	Mono meter	1 000		105.00		
Hope Works	HOP001	CO0000182	2020-78123H	1 050.00	SP2020	Colour	Colour Meter	1 000	(126.00		
Hono Morke	HODODI			1 050 00	00000	Mana	Mana motor	1 000		105.00		
3 —		0										
+ C	-											
× V Contains([CustomerCo	ode], 'hop')	4									Edit Fi	Ite
And a second sec												

FILTER MULTIPLE COLUMNS

You can also filter *more than one* column.

• In this image, the data is filtered by *Customer Code* and *Meter Code*.

		Active M	Veters - BPO: V	/ersion 2.1.0.	69 - TEST A	LPHA - JUDITH	H PC LOCAL			s in the second	= ×
Home Equipment a	and Locations Contract	Finance and HR	Inventory	Maintenance	and Project	Manufacturi	ing Procuremen	t Sales Serv	ice Reporting	Utilities -	- 8
Sync Sync			Show Groups								
	"Format "	Ехро	rt	4							
Report :											
Data Analysis											
Report Results :											
Drag a column header here t											
CustomerName	CustomerCode	ContractNo	SerialNo	MinBilling	ModelNo	MeterCode 📍	MeterDefDesc	MinQuantity	Level 1FromQty	Level1	Level2Fro
٩	hop					Mono					
Hope Works	HOP001	CO0000178	2020-7189H	1 050.00	SP2020	Mono	Mono meter	1 000		0 105.00	
Hope Works	HOP001	CO0000178	2020-7589H	1 050.00	SP2020	Mono	Mono meter	1 000		0 105.00	
Hope Works	HOP001	CO0000181	2020-7678H	1 050.00	SP2020	Mono	Mono meter	1 000		0 105.00	
Hope Works	HOP001	CO0000182	2020-78123H	1 050.00	SP2020	Mono	Mono meter	1 000		0 105.00	
Hope Works	HOP001	CO0000182	2020-8876H	1 050.00	SP2020	Mono	Mono meter	1 000		0 105.00	
		-1									
	5										
	5										



THE COLUMN HEADER FILTER ICON

- You can also filter in columns by *hovering* over the column header cell.
- The column header cell will *highlight white*.
- A *Filter icon* will appear in the top right of the column header cell.

							- JUDITH PC LO				- c		×
Home Equipment and Loca	tions Contract	Finance an	d HR Invent	ory Main	tenance and	Projects M	lanufacturing P	rocurement S	ales Service	Reporting) Utilities –	- 6	7
	ave Layout Exc		Show Groups [
Report :			-	- 21									_
Data Analysis													
Report Results : Drag a column header here to group by CustomerName	r that column	ContractNo	SerialNo	MinBilling	ModelNo	MeterCode	MeterDefDesc	MinQuantity	Level 1FromOty	Level1	Level2FromQty	Le	evel2
•													
Dont Run with Scissors	DON0001	CO0000153	2020-7865D	980.76	SP2020	Mono	Mono meter	1 000		0 10.55		0	c
Just In Time	JUS001	CO0000156	2020-65433	1 050.00	SP2020	Colour	Colour Meter	1 000		31.50		1	52
Just In Time	JUS001	CO0000162	2020-76583	1 050.00	SP2020	Mono	Mono meter	1 000		105.00		0	C
Just In Time	3US001	CO0000162	2020-76583	1 050.00	SP2020	Colour	Colour Meter	1 000		126.00		0	C
Big Bargains	BIG0001	CO0000164	2020-56788	1 050.00	SP2020	Mono	Mono meter	1 000		105.00		0	C
Betties Summer Shop at the Beach	BET0001	MTC0000012	2020-89182F	1 050.00	SP2020	Mono	Mono meter	1 000		105.00		0	C
Betties Summer Shop at the Beach	BET0001	MTC0000012	2020-89182F	1 050.00	SP2020	Colour	Colour Meter	1 000		105.00		0	C
Betties Summer Shop at the Beach	BET0001	MTC0000012	2020-98756T	1 050.00	SP2020	Mono	Mono meter	1 000		105.00		0	C
Betties Summer Shop at the Beach	BET0001	MTC0000012	2020-98756T	1 050.00	SP2020	Colour	Colour Meter	1 000		105.00		0	C
Just In Time	JUS001	CO0000165	2020-98763	1 050.00	SP2020	Colour	Colour Meter	1 000		105.00		0	C
Just In Time	JUS001	CO0000165	2020-98763	1 050.00	SP2020	Mono	Mono meter	1 000		126.00		0	C
Billys Barn	BIL0001	CO0000166	2020-3030B	1 050.00	SP2020	Mono	Mono meter	1 000		105.00		0	C
	126												
4 0													

- Click on this *Filter* icon.
- A quick reference drop-down *Filter menu* will be displayed.
- This menu lists in numerical / alphabetical order the *contents* of the selected column.



Home Equipment and Loca	North Contra		1100 70000	and Marks		in the second second	to a first start		ales Service		utilities -	8
Home Equipment and Loca			d HR Invent	ory Main	tenance and	Projects P	lanufacturing	Procurement S	Sales Service	Reporting	g Utilities -	
	ave Layout	Excel PDF	Show Groups									
	Format "	Expor	rt.									
eport :												
Data Analysis												_
Report Results :												
CustomerName	CustomerCode	(Custom)	CerialNo	MinBilling	ModelNo	MeterCode	MeterDefDesc	MinQuantity	Level 1FromQty	Level1	Level2FromQty	Level
1		ABCXYZ123										
Dont Run with Scissors	DON0001	BET0001	20-7865D	980.76	SP2020	Mono	Mono meter	1 000		0 10.55	i i	o c
Just In Time	JUS001	BIG0001 BIL0001	20-65433	1 050.00	SP2020	Colour	Colour Meter	1 000		0 31.50		1 52
Just In Time	JUS001	BOT0001	20-76583	1 050.00	SP2020	Mono	Mono meter	1 000		105.00	1	0 0
Just In Time	JUS001	BUI0001 CON001	20-76583	1 050.00	SP2020	Colour	Colour Meter	1 000		126.00	n a	0 0
Big Bargains	BIG0001	DON0001	20-56788	1 050.00	SP2020	Mono	Mono meter	1 000		105.00	()	0 0
Betties Summer Shop at the Beach	BET0001	FIN0001	20-89182F	1 050.00	SP2020	Mono	Mono meter	1 000		105.00	0	0 0
Betties Summer Shop at the Beach	BET0001	GIL000001 HEA0001	20-89182F	1 050.00	SP2020	Colour	Colour Meter	1 000		105.00		0 0
Betties Summer Shop at the Beach	BET0001	HOP001	20-98756T	1 050.00	SP2020	Mono	Mono meter	1 000		0 105.00	0	0 0
Betties Summer Shop at the Beach	BET0001	JUS001 MAN0001	20-98756T	1 050.00	SP2020	Colour	Colour Meter	1 000		0 105.00	() () () () () () () () () ()	0 C
Just In Time	JU5001	MEG001	20-98763	1 050.00	SP2020	Colour	Colour Meter	1 000		0 105.00	() (j	o c
Just In Time	JUS001	SAM001	20-98763	1 050.00	SP2020	Mono	Mono meter	1 000		126.00	() (0 0
Billys Barn	BIL0001	TIA001	20-30308	1 050.00	SP2020	Mono	Mono meter	1 000		105.00	() () () () () () () () () ()	0 0
	1	26	11									
-												

- Click on your choice of *filter* in this menu.
- In this image, filter **CON001** has been selected.

					12.502.502			A 1100				
Home Equipment and Loca	ations Contra		IR Invent	tory Maini	tenance and	Projects N	tanufacturing F	rocurement S	ales Service	Reporting) Utilities —	8
		Excel PDF Sh	ow Groups [
eport :	Gillar A	Export		- 14								
Data Analysis												
Report Results :												
CustomerName	CustomerCode	Plannin la	ialNo	MinBilling	ModelNo	MeterCode	MeterDefDesc	MinQuantity	Level 1FromQty	Level1	Level2FromQty	Level
		(Custom) ABCXYZ123										
Dont Run with Scissors	DON0001	BET0001	20-7865D	980.76	SP2020	Mono	Mono meter	1 000	0	10.55	() (
Just In Time	JUS001	BIG0001 BIL0001	20-65433	1 050.00	SP2020	Colour	Colour Meter	1 000	0	31.50		1 52
	JU5001	BOT0001	20-76583	1 050.00	SP2020	Mono	Mono meter	1 000	0	105.00	() (
Just In Time	303001											
	JUS001	BUI0001	20-76583	1 050.00	SP2020	Colour	Colour Meter	1 000	0	126.00) C
		BUI0001 CON001 DON0001	20-7658J 20-56788	1 050.00		Colour Mono	Colour Meter Mono meter	1 000	0			
Just In Time	JUS001 BIG0001	CON001 DON0001 FIN0001	in divisio		SP2020					105.00		o c
Just In Time Big Bargains	JUS001 BIG0001 BET0001	CON001 DON0001	20-56788	1 050.00	SP2020 SP2020	Mono	Mono meter	1 000	0	105.00 105.00		
Just In Time Big Bargains Betties Summer Shop at the Beach	JUS001 BIG0001 BET0001 BET0001	CON001 DON0001 FIN0001 GIL000001 HEA0001 HOP001	20-56788 20-89182F	1 050.00	SP2020 SP2020 SP2020	Mono Mono	Mono meter Mono meter	1 000 1 000	0	105.00 105.00 105.00		
Just In Time Big Bargains Betties Summer Shop at the Beach Betties Summer Shop at the Beach	3US001 BIG0001 BET0001 BET0001 BET0001	CON001 DON0001 FIN0001 GIL000001 HEA0001 HOP001 JUS001	20-56788 20-89182F 20-89182F	1 050.00 1 050.00 1 050.00	SP2020 SP2020 SP2020 SP2020	Mono Mono Colour	Mono meter Mono meter Colour Meter	1 000 1 000 1 000	0 0 0	105.00 105.00 105.00 105.00		
Just In Time Big Bargains Betties Summer Shop at the Beach Betties Summer Shop at the Beach Betties Summer Shop at the Beach Betties Summer Shop at the Beach	3US001 BIG0001 BET0001 BET0001 BET0001	CON001 DON0001 FIN0001 GIL000001 HEA0001 HOP001 JUS001 MAN0001 MEG001	20-56788 20-89182F 20-89182F 20-89182F	1 050.00 1 050.00 1 050.00 1 050.00	SP2020 SP2020 SP2020 SP2020 SP2020 SP2020	Mono Mono Colour Mono	Mono meter Mono meter Colour Meter Mono meter	1 000 1 000 1 000 1 000	0 0 0 0	105.00 105.00 105.00 105.00 105.00		
Just In Time Big Bargains Betties Summer Shop at the Beach Betties Summer Shop at the Beach Betties Summer Shop at the Beach	JUS001 BIG0001 BET0001 BET0001 BET0001 BET0001	CON001 DON0001 FIN0001 GL000001 HEA0001 HOP001 JUS001 MAN0001	20-56788 20-89182F 20-89182F 20-98756T 20-98756T	1 050.00 1 050.00 1 050.00 1 050.00 1 050.00	SP2020 SP2020 SP2020 SP2020 SP2020 SP2020	Mono Mono Colour Mono Colour	Mono meter Mono meter Colour Meter Mono meter Colour Meter	1 000 1 000 1 000 1 000 1 000	0 0 0 0 0	105.00 105.00 105.00 105.00 105.00	0 6 0 0	

• The data grid will now display the results of that filter.



		Active	Meters - BPO: \	Version 2.1.0.	69 - TEST A	LPHA - JUDITH	H PC LOCAL			- 1	
Home Equipment a	nd Locations Contract	Finance and HR	t Inventory	Maintenance	and Projects	Manufacturi	ng Procuremen	t Sales Serv	ice Reporting	Utilities -	- 8
Sync Sync			Show Groups								
	Format	Expo	rt								
Report :											
Data Analysis											
Report Results :											
CustomerName	CustomerCode	ContractNo	SerialNo	MinBilling	ModelNo	MeterCode	MeterDefDesc	MinQuantity	Level 1FromQty	Level1	Level2Fro
٩	CON001										
Consolidated	CON001	CO0000199	14256154	1 050.00	SP2020ALT	Mono	Mono meter	1 000	(105.00	
Consolidated	CON001	CO0000199	14256154	1 050.00	SP2020ALT	Colour	Colour Meter	1 000	4	126.00	
Consolidated	CON001	CO0000199	2020-456C	1 050.00	SP2020	Mono	Mono meter	1 000	(105.00	
Consolidated	CON001	CO0000199	2020-456C	1 050.00	SP2020	Colour	Colour Meter	1 000	i i	126.00	
		1									
	4										
1 C									0		
× √ [CustomerCode] = 'CO	DN001'										Edit Filter

THE CUSTOM FILTER

Follow a similar process to select the *Custom Filter*.

- Hover over the selected column header cell.
- The column header cell will *highlight white*.
- A *filter icon* will appear in the top right of the column header cell.



Home Equipment and Loca	tions Contract	Finance an	d HR Invent	ory Main	tenance and	d Projects M	1anufacturing	Procurement 5	ales Service	Reporting	Utilities -	8
	eve Layout	8 48 ,	Show Groups									
Report :	unior a	c.po		4								
Data Analysis												
Report Results :												
CustomerName	CustomerCode	ContractNo	SerialNo	MinBilling	ModelNo	MeterCode	MeterDefDesc	MinQuantity	Level 1FromQty	Level1	Level2FromQty	Level2
7												
Dont Run with Scissors	DON0001	CO0000153	2020-7865D	980.76	SP2020	Mono	Mono meter	1 000	(0 10.55	1	D C
Just In Time	JUS001	CO0000156	2020-65433	1 050.00	SP2020	Colour	Colour Meter	1 000	(31.50		1 52
Just In Time	JUS001	CO0000162	2020-76583	1 050.00	SP2020	Mono	Mono meter	1 000	(105.00	1	o c
Just In Time	3US001	CO0000162	2020-76583	1 050.00	SP2020	Colour	Colour Meter	1 000	(126.00		0 C
Big Bargains	BIG0001	CO0000164	2020-56788	1 050.00	SP2020	Mono	Mono meter	1 000	(105.00	1	0 C
Betties Summer Shop at the Beach	BET0001	MTC0000012	2020-89182F	1 050.00	SP2020	Mono	Mono meter	1 000	(105.00		0 0
Betties Summer Shop at the Beach	BET0001	MTC0000012	2020-89182F	1 050.00	SP2020	Colour	Colour Meter	1 000	(105.00		D C
Betties Summer Shop at the Beach	BET0001	MTC0000012	2020-98756T	1 050.00	SP2020	Mono	Mono meter	1 000	(105.00	1	D C
Betties Summer Shop at the Beach	BET0001	MTC0000012	2020-98756T	1 050.00	SP2020	Colour	Colour Meter	1 000	(0 105.00	1	D C
Just In Time	JUS001	CO0000165	2020-98763	1 050.00	SP2020	Colour	Colour Meter	1 000	(105.00		D C
Just In Time	JUS001	CO0000165	2020-98763	1 050.00	SP2020	Mono	Mono meter	1 000	(126.00		D C
Billys Barn	BIL0001	CO0000166	2020-30308	1 050.00	SP2020	Mono	Mono meter	1 000	(105.00	1	0 C
	126											

- Click on this *filter icon*.
- A quick reference *drop-down filter menu* will be displayed.
- This *drop-down filter menu* lists in numerical / alphabetical order the contents of the selected column.

Home Equipment and Locations Cd Analysis Sync Sync Sync Report : Data Analysis Report : CustomerName CustomerC CustomerName CustomerC Other CustomerC Dont Run with Scissors DOM0001 Just In Time JUS001 Just In Time JUS001 Just In Time JUS001	Excel PDF Export Code Clastom ABC/YZ 123 BET0001 BIG0001	ow Groups	MinBilling	ModelNo	d Projects M MeterCode	Ianufacturing P MeterDefDesc		Level IFromQty	Reporting	g Utilities -	EP Level2
Analysis Report Sove Layout Format Export: Data Analysis Report Results: Crag a column header here to group by that colum CustomerName CustomerName Dont Run with Scissors DOntOl Just In Time JUS001 Just In Time JUS001	Excel PDF Export Code Contemport (Custom) ABCXYZ123 BET0001 BIG0001	rialNo	MinBilling	ModelNo	MeterCode	MeterDefDesc	MinQuantity	Level1FromQty	Level1	Level2FromQty	Level2
Data Analysis Report Results : Crag a column header here to group by that colum CustomerName CustomerCa CustomerName CustomerCa	Code (Custom) ABCXYZ123 BET0001 BIG0001			ModelNo	MeterCode	MeterDefDesc	MinQuantity	Level 1FromQty	Level1	Level2FromQty	Level2
Open the set is a column header here to group by that column CustomerName CustomerO Oont Run with Scissors DON0001 Just In Time JUS001 Just In Time JUS001	Code (Custom) ABCXYZ123 BET0001 BIG0001			ModelNo	MeterCode	MeterDefDesc	MinQuantity	Level 1FromQty	Level1	Level2FromQty	Level2
CustomerName CustomerO CustomerName CustomerO Dont Run with Scissors DON0001 Just In Time JUS001 Just In Time JUS001	Code (Custom) ABCXYZ123 BET0001 BIG0001			ModelNo	MeterCode	MeterDefDesc	MinQuantity	Level 1FromQty	Level1	Level2FromQty	Level2
V DON Run with Scissors DON0001 Just In Time JUS001 Just In Time JUS001	(Custom) ABCXYZ123 BET0001 BIG0001			ModelNo	MeterCode	MeterDefDesc	MinQuantity	Level 1FromQty	Level1	Level2FromQty	Level2
Dont Run with Scissors DON0001 Just In Time JUS001 Just In Time JUS001	ABCXYZ123 BET0001 BIG0001	20-7865D									
Just In Time JUS001 Just In Time JUS001	BET0001 BIG0001	20-7865D									1
Just In Time JUS001			980.76	SP2020	Mono	Mono meter	1 000	0	10.55	; 0	c
	BIL0001	20-65433	1 0 50.00	SP2020	Colour	Colour Meter	1 000	c	31.50	1	52
Just In Time 115001	BOT0001	20-76583	1 0 50.00	SP2020	Mono	Mono meter	1 000	C	105.00	0	c
	BUI0001	20-76583	1 050.00	SP2020	Colour	Colour Meter	1 000	0	126.00	0	c
Big Bargains BIG0001	CON001 DON0001	20-56788	1 050.00	SP2020	Mono	Mono meter	1 000	0	105.00	0	c
Betties Summer Shop at the Beach BET0001	FIN0001	20-89182F	1 050.00	SP2020	Mono	Mono meter	1 000	0	105.00	0	c
Betties Summer Shop at the Beach BET0001	GIL000001 HEA0001	20-89182F	1 050.00	SP2020	Colour	Colour Meter	1 000	0	105.00	0	c
Betties Summer Shop at the Beach BET0001	HOP001	20-98756T	1 050.00	SP2020	Mono	Mono meter	1 000	0	105.00		c
Betties Summer Shop at the Beach BET0001	JUS001	20-98756T	1 050.00	SP2020	Colour	Colour Meter	1 000	C	105.00	0	c
Just In Time JUS001	MAN0001 MEG001	20-98763	1 0 50.00	SP2020	Colour	Colour Meter	1 000	0	105.00	0	c
Just In Time JUS001	SAM001	20-98763	1 050.00	SP2020	Mono	Mono meter	1 000	C	126.00	0	c
Billys Barn BIL0001	TIA001	20-3030B	1 050.00	SP2020	Mono	Mono meter	1 000	0	105.00		c
	120	4									
1.0											

• Select *Custom*.



Home Equipment and Loca	ations Contr	act Finance and	HR Invent	Maini	tenance and	Oreinste M	anufacturing P	rocurement S	ales Service	Reporting	Utilities -	8
Home Equipment and Loca			rik triven	ory main	tenance and	Projecta m	anutacturing P	rocurement 5	dies bei vice	Reporting	J Dundes -	
	2											
Sync San Sa		Excel PDF	iow Groups									
an report of	are current											
. 1	Format "	Export										
eport :												
Data Analysis												
eport Results :												
rag a column header here to group bi												
		T Contracthin										1.
CustomerName	CustomerCode	(Custom)	analNo	MinBilling	ModelNo	MeterCode	MeterDefDesc	MinQuantity	Level 1FromQty	Level1	Level2FromQty	Level
	L	ABCXYZ123										
Dont Run with Scissors	DON0001	BET0001 BIG0001	20-7865D	980.76	SP2020	Mono	Mono meter	1 000	0	10.55	C	0
Just In Time	JUS001	BIL0001	20-65433	1 050.00	SP2020	Colour	Colour Meter	1 000	0	31.50	1	52
Just In Time	JUS001	BOT0001	20-76583	1 050.00	SP2020	Mono	Mono meter	1 000	0	105.00	0	
		BUI0001	20-76581	1 050.00	SP2020	Colour	Colour Meter	1 000	0	126.00	C	0
Just In Time	JUS001		20-70303									
Just In Time Big Bargains	3US001 BIG0001	CON001 DON0001	20-56788	1 050.00	SP2020	Mono	Mono meter	1 000	0	105.00	0	
	BIG0001	CON001 DON0001 FIN0001		1 050.00		Mono Mono	Mono meter Mono meter	1 000	0			
Big Bargains	BIG0001 BET0001	CON001 DON0001	20-56788		SP2020				-	105.00	C	C
Big Bargains Betties Summer Shop at the Beach	BIG0001 BET0001 BET0001	CON001 DON0001 FIN0001 GIL000001 HEA0001 HOP001	20-56788 20-89182F	1 050.00	SP2020 SP2020	Mono	Mono meter	1 000	C	105.00	0	
Big Bargains Betties Summer Shop at the Beach Betties Summer Shop at the Beach	BIG0001 BET0001 BET0001 BET0001	CON001 DON0001 FIN0001 GIL000001 HEA0001 HOP001 JUS001	20-56788 20-89182F 20-89182F	1 050.00	SP2020 SP2020 SP2020	Mono Colour	Mono meter Colour Meter	1 000	0	105.00 105.00 105.00	0 0 0	C C
Big Bargains Betties Summer Shop at the Beach Betties Summer Shop at the Beach Betties Summer Shop at the Beach	BIG0001 BET0001 BET0001 BET0001	CON001 DON0001 FIN0001 GIL000001 HEA0001 HOP001	20-56788 20-89182F 20-89182F 20-98756T	1 050.00 1 050.00 1 050.00	SP2020 SP2020 SP2020 SP2020	Mono Colour Mono	Mono meter Colour Meter Mono meter	1 000 1 000 1 000	0 0	105.00 105.00 105.00 105.00	0 0 0	
Big Bargains Betties Summer Shop at the Beach Betties Summer Shop at the Beach Betties Summer Shop at the Beach Betties Summer Shop at the Beach	BIG0001 BET0001 BET0001 BET0001 BET0001	CON001 DON0001 FIN0001 GL000001 HEA0001 HOP001 JUS001 MAN0001	20-56788 20-89182F 20-89182F 20-98756T 20-98756T	1 050.00 1 050.00 1 050.00 1 050.00	SP2020 SP2020 SP2020 SP2020	Mono Colour Mono Colour	Mono meter Colour Meter Mono meter Colour Meter	1 000 1 000 1 000 1 000	0 0 0	105.00 105.00 105.00 105.00	0 0 0	

- 1. The *Custom AutoFilter* screen will be displayed.
- 2. You will note that this screen will display information that corresponds with the column selected in this example; *Customer Code*.

There are a *multitude* of *filter options*:

- 3. You can use the *radio buttons* and
- 4. the *drop-down arrows* to select the custom filter you wish to use.

			leters - BPO: Ver							- L	
Home Equipment a	and Locations Contract F		Inventory M	aintenance a	ind Projects	Manufacturin	g Procurement	Sales Service	e Reporting U	tilities —	8
Q			_								
Sync Sync	Save Layout Exc		how Groups 🔲								
	Format	Export		2							
Report :	1			2							
Data Analysis							_				
Report Results :	Cus	tom AutoFilte	a /			×	E)				
	to group by that column Sh	iow rows where:	1		4						
CustomerName	CustomerCo	CustomerCode		1	6		terDefDesc	MinQuantity	Level 1FromQty	Level1	Level2F
9		Is like	-	Enter	a value)						1
ABC Shoe Co	ABCXYZ123	And	Oor	1			no meter	0	(105.00	
				(Cabo	a value)		our Meter	1.1	1	126.00	
ABC Shoe Co	ABCXYZ123	(Select n open	apr) 🔻	(cinter	d value)		our meter	0	1	J 126.00	
ABC Shoe Co ABC Shoe Co	ABCXYZ123 ABCXYZ123	(Selection oper-		Conter	a value)		no meter	0		125.00	
				Conter	oK	Cancel			(
ABC Shoe Co	ABCXYZ123			(chief		Cancel	no meter	0		0 105.00	
ABC Shoe Co ABC Shoe Co	ABCXYZ123 ABCXYZ123		2020-9988A	1 050.00	OK	Cancel	no meter our Meter	0		0 105.00 0 126.00	
ABC Shoe Co ABC Shoe Co ABC Shoe Co	ABCXYZ123 ABCXYZ123 ABCXYZ123	3		(ОК SP2020		no meter our Meter no meter	0		0 105.00 0 126.00 0 105.00	
ABC Shoe Co ABC Shoe Co ABC Shoe Co ABC Shoe Co ABC Shoe Co	ABCXYZ123 ABCXYZ123 ABCXYZ123 ABCXYZ123	3 CO0000198	2020-9988A	1 050.00	OK SP2020 SP2020	Mono	no meter our Meter no meter Mono meter	000000000000000000000000000000000000000		0 105.00 0 126.00 0 105.00 0 105.00	
ABC Shoe Co ABC Shoe Co ABC Shoe Co ABC Shoe Co ABC Shoe Co ABC Shoe Co	ABCXYZ123 ABCXYZ123 ABCXYZ123 ABCXYZ123 ABCXYZ123	3 CO0000 198 CO0000 198	2020-9988A 2020-9988A	1 050.00	OK SP2020 SP2020 SP2020	Mono Colour	no meter our Meter no meter Mono meter Colour Meter	0 0 1000 1000		0 105.00 0 126.00 0 105.00 0 105.00 0 126.00	
ABC Shoe Co ABC Shoe Co ABC Shoe Co ABC Shoe Co ABC Shoe Co ABC Shoe Co	ABCXYZ123 ABCXYZ123 ABCXYZ123 ABCXYZ123 ABCXYZ123 ABCXYZ123	3 CO0000 198 CO0000 198 CO0000 198	2020-9988A 2020-9988A 2020-567400	1 050.00 1 050.00 1 000.00	OK SP2020 SP2020 SP2020 SP2020	Mono Colour Mono	no meter our Meter no meter Mono meter Colour Meter Mono meter	0 0 1 000 1 000 1 000		 105.00 126.00 105.00 105.00 105.00 105.00 100.00 	
ABC Shoe Co ABC Shoe Co ABC Shoe Co ABC Shoe Co ABC Shoe Co ABC Shoe Co ABC Shoe Co	ABCXY2123 ABCXY2123 ABCXY2123 ABCXY2123 ABCXY2123 ABCXY2123 ABCXY2123 ABCXY2123	3 CO0000 198 CO0000 198 CO0000 199 CO0000 190	2020-9988A 2020-9988A 2020-567400 2020-567400	1 050.00 1 050.00 1 000.00 1 000.00	OK SP2020 SP2020 SP2020 SP2020	Mono Colour Mono Colour	no meter our Meter no meter Mono meter Colour Meter Colour Meter	0 0 1 000 1 000 1 000 1 000		 105.00 126.00 105.00 105.00 105.00 105.00 126.00 126.00 100.00 100.00 	



- Type in the *value* relating to the custom filter.
 - In this image, the filter option *Equals* has been selected and filter value *HOP001* has been typed in.
- Click on Ok.

Home Equipment and	Contract Contract	t Finance a	dun terreter Melabaran	and Protects 10	for the second second	rement Sa	lan Canadan		Utilities -	8
Home Equipment and	Locations Contrac		nd HR. Inventory Maintenance	e and Projects M	lanufacturing Procu	rement Sa	les Service	Reporting	Utilities —	<u> </u>
Sync Sync	Save Layout Ex	Cel PDF	Show Groups							
Report :										
Data Analysis										
Report Results :			Custom AutoFilter		×	1				
			Show rows where:							
CustomerName	CustomerCode	ContractNo	CustomerCode			nQuantity	Level 1FromQty	Level1	Level2FromQty	Level
٩			Equals	HOP001						
ABC Shoe Co	ABCXYZ123	CO000019				0	0	105.00	C	D
ABC Shoe Co	ABCXYZ123	CO000019	Equals Does not equal	(Enter a value	-	0	0	126.00	C	D
ABC Shoe Co	ABCXYZ123	CO000019	Is like	genter o roro		0	0	105.00	0	D
ABC Shoe Co	ABCXYZ123	CO000019		OF	Cancel	0	0	126.00	c	D
ABC Shoe Co	ABCXYZ123	CO000019	Is greater than Is greater than or equal to			0	0	105.00	0	D
ABC Shoe Co	ABCXYZ123	CO0000198	3 Is less than	0 Mono	Mono meter	1 000	0	105.00	C	D
ABC Shoe Co	ABCXYZ123	CO0000198	Is less than or equal to Is null	0 Colour	Colour Meter	1 000	0	126.00	0	D
ABC Shoe Co	ABCXYZ123	CO0000189	Is not null	0 Mono	Mono meter	1 000	0	100.00	C	D
ABC Shoe Co	ABCXYZ123	CO0000189	Is blank Is not blank	0 Colour	Colour Meter	1 000	0	100.00	0	D
ABC Shoe Co	ABCXYZ123	CO0000190) 2020 01/04 1 000/00 3F20	20 Mono	Mono meter	1 000	0	105.00	0	D
	12	26								

• The report will now be filtered according to the selected filter.

• In this image, only rows with *Customer Code equal* to *HOP001* are now displayed as shown in the *Edit Filter* row.

Home Equipment and Loc	North Combrack E	inance and HR	Territoria Bi		- in the second	Manufactoria	Procurement	Calas Cardin	Described 11	tilities —	æ
Home Equipment and Loc	ations Contract F		Inventory M	laintenance a	ind Projects	Manufacturing	g procurement	Sales Service	e Reporting U	tilities —	
Sync Sync	Save Layout	5	how Groups 🗌	1							
4	Format 🦼	Export	t								
Report :											
Data Analysis											
Report Results :											
CustomerName	CustomerCode	ContractNo	SerialNo	MinBilling	ModelNo	MeterCode	MeterDefDesc	MinQuantity	Level 1FromQty	Level1	Level2F
7											
Hope Works	HOP001	CO0000178	2020-7189H	1 050.00	SP2020	Mono	Mono meter	1 000	(105.00	E.
Hope Works	HOP001	CO0000178	2020-7189H	1 050.00	SP2020	Colour	Colour Meter	1 000	0	126.00	i i
Hope Works	HOP001	CO0000178	2020-7589H	1 050.00	SP2020	Mono	Mono meter	1 000	0	105.00	L.
Hope Works	HOP001	CO0000178	2020-7589H	1 050.00	SP2020	Colour	Colour Meter	1 000	0	105.00	l.
Hope Works	HOP001	CO0000181	2020-7678H	1 050.00	SP2020	Mono	Mono meter	1 000	0	105.00	6
Hope Works	HOP001	CO0000181	2020-7678H	1 050.00	SP2020	Colour	Colour Meter	1 000	(126.00	1
Hope Works	HOP001	CO0000182	2020-78123H	1 050.00	SP2020	Mono	Mono meter	1 000	(105.00	1
Hope Works	HOP001	CO0000182	2020-78123H	1 050.00	SP2020	Colour	Colour Meter	1 000	(126.00	1
Hope Works	HOD001	C00000192	2020 00750	1 050 00	600000	Mana	Mana motor	1.000		105.00	g P
	10										
(C	_										



You have the option to use a *second* filter, if required.

- 1. In this image, the *first* filter *Is like HOP001*.
- 2. The *Or* radio button filter has been selected.
- 3. The second filter is *Is like DER0001*.
- 4. Click on *Ok*.

Home Equ		ontract Fina	ance and HR	Inventory	Maintenance	and Projects M	lanufacturing	Procurement	Sales Service	Reportir	ig Utilities —	Ð	
Sync Sync	Save Layo		PDF Show	Groups 🗌	1								
	" Format		Export		4								
port :	10): 	99) 1											_
ata Analysis													
eport Results :													
CustomerC +	CustomerName	ContractNo	SerialNo	ModelNo	MeterCode	MeterDefDesc	MinBilling	MinQuantity	Level 1FromQty	Level1	Level2FromQty	Leve	el2
BOT0001	Bothas Networking inc	CO0000044	1912-102032	SP19-12	Mono	Mono meter	84.38	1 000	0	0.01	C		0
DER001	Derton Technologies	STC0000019	1912-102045	SP19-12	Mono	Mono meter	0.00	0	0	168.00	C		0
DER001	Derton Technologies	STC0000019	1912-102045	SP 19-12	Colour	Colour Meter	0.00	0	0	36.75	C		0
DER001	Derton Technologies	STC0000019	2020-102046	SP2020	Mono	Mono meter	0.00	0	0	84.00	C		0
DER001	Derton Technologies	STC0000019	2020-102046	SP2020	Colour	Colour Meter	0.00	0>	0	168.00	C	() ()	0
HOP001	Hope Works	STC0000027	2020-1 Custo	om AutoFil	ter			x	0	560.00	C	1 8	0
HOP001	Hope Works	STC0000027	2020-1 Shot	v rows when	re: 1	Ň		1	0	1 120.00	C	1 3	0
HOP001	Hope Works	STC0000027	2020-1	stomerCode					0	560.00	C	6	0
HOP001	Hope Works	STC0000027	2020-1		/				0	1 120.00	C		0
HOP001	Hope Works	STC0000029	test12	ike 🦰		HOP001			4 0	10.00	C	0 8	0
HOP001	Hope Works	STC0000029	test12	O And	Or				0	15.00	C	1 1	0
HOP001	Hope Works 2	STC0000030	test12	like		 DER001 			0	80.00	C		0
HOP001	Hope Works	STC0000030	test12	-					0	160.00	0	() ()	0
OFF001	Office Supplies Unlimited	CO0000019	2020-: 🛈		3		ОК	Cancel	0	16.88	C	1 8	0
OFF001	Office Supplies Unlimited	CO0000019	2020-10204	5P2020	Colour	Colour Meter	0.00	J	0	168.75	C		0
SAM001	Samanthas Diner	CO0000018	20-147258	SP2020	Colour	Colour Meter	0.00	0	0	223.26	C	6	0
SAM001	Samanthas Diner	CO0000018	19-12/1202	SP 19-12	Mono	Mono meter	0.00	0	0	9.98	C		0
SAM001	Samanthas Diner	CO0000018	19-12/1202	SP 19-12	Colour	Colour Meter	0.00	0	0	251.17	C	1 3	0
SAM001	Samanthas Diner	CO0000018	1912-102031	SP 19-12	Mono	Mono meter	0.00	0	0	13.95	5 000	1	17
YES001	Young Electric	CO000031		SP204	Mono	Mono meter	0.00	0	0	11.50	C		0
YES001	Young Electric	CO000031		SP204	Colour	Colour Meter	0.00	0	0	115.00	0	0	0
YES001	Youna Electric	CO0000031		SP2020	Mono	Mono meter	0.00	0	0	11.50	C	1 1	0
23													
C													
-													2

- 1. The Report Results data grid will now be filtered according to the selections made.
- 2. The *Edit Filter* row will display the selected filters for reference.



Customise a Report

Customer +	CustomerName	ContractNo	SerialNo	ModelNo	MeterCode	MeterDefDesc	MinBilling	MinQuantity	Level 1FromQty	Level1	Level2FromQty	Level2
DER001	Derton Technologies	STC0000019	1912-102045	6010.12	Mono	Mono meter	0.00	0	0	168.00	0	0.
DER001 DER001	Derton Technologies	STC0000019	1912-102045	100,000,000	Colour	Colour Meter	0.00	0		1.00000000	0	1
DER001 DER001	Derton Technologies	STC0000019	2020-102045		Mono	Mono meter	0.00	0	0		0	
DER001	Derton Technologies	STC0000019	2020-102040		Colour	Colour Meter	0.00	0	0		0	
HOP001	Hope Works	STC0000013	2020-102040		Mono	Mono meter	0.00	0			0	
HOP001	Hope Works	STC0000027	2020-103059		Colour	Colour Meter	0.00	0		1 120.00	0	
HOP001	Hope Works	STC0000027	2020-103059		Mono	Mono meter	0.00	0	0		0	
HOP001	Hope Works	STC0000027	2020-103059		Colour	Colour Meter	0.00	0		1 120.00	0	
HOP001	Hope Works	STC0000029	test121212	SP2020	Mono	Mono meter	0.00	0	0		0	
					Colour			0	0		0	
HOP001			test1234		Mono	Mono meter	0.00	0	0			
HOP001 HOP001 HOP001	Hope Works Hope Works Hope Works	STC0000029 STC0000030 STC0000030	test121212 test1234 test1234	SP2020 SP2020 SP2020		Colour Meter Mono meter Colour Meter	0.00 0.00 0.00		0	80.00	0 0 0	

Related Topics

- Using BPO2 Data Grids
- Introduction to All Reports

MNU.149.003