

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		*				Inclusion
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	× • •
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.	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											

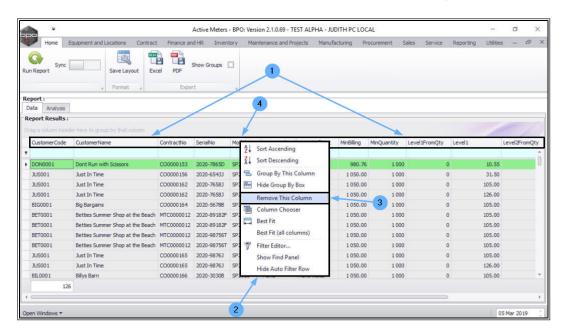


REMOVING/ADDING COLUMNS

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	Planner and Dr	Taurahama		and Projects M	en frida da e	Descenter	Sales Service	Reporting Utilities	_ 8	1 3
		and a second	c inventory	Maintenance	and Projects in	anuracturing	Procurement	Sales Service	Reporting Outlines		
Sync			Show Groups								
un Report	Save Layout Exc	el PDF									
	4 Format 4	Expo	rt	4							
eport :				0							_
Data Analysis											
Report Results :											
				V							
CustomerCode	CustomerName	ContractNo	SerialNo	MeterCode	MeterDefDesc	MinBilling	MinQuantity	Level 1FromQty	Level 1	Level2From	nQ
,											
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	2020-76583	Colour	Colour Meter	1 050.00	1 000	0	126.00		
BIG0001	Big Bargains	CO0000164	2020-56788	Mono	Mono meter	1 050.00	1 000	0	105. <mark>0</mark> 0		
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		
DETODOT	Betties Summer Shop at the Beach	MTC0000012	2020-98756T	Colour	Colour Meter	1 050.00	1 000	0	105.00		
BET0001	Just In Time	CO0000165	2020-98763	Colour	Colour Meter	1 050.00	1 000	0	105.00		
				A							
BET0001				A							

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	Level21 rolligty	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 10/100	
Just In Time	CO0000165	2020-98763	Colour	Colour Meter	1 050.00	1 000					
A Subcert time	00000105	2020 30703	Cologi	Colour Pictur	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>	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			
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
G 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.

	and southers					Section Construction	252 (Salaring Constant)	Market Statistics of	and a second second		8
Home Equipment and Locati		N. The second second second	and the second second second	ory Maintenance	e and Projects	Manufacturin	g Procurement	Sales Service I	Reporting Utilities	s — I	8
Sync Sync Sa		Excel PDF	Show Group	os 🔲							
4	Format 🔒	Ex	cport	4							
eport :											
Data Analysis											
Report Results :											
CustomerName	ContractNo	SerialNo	MeterCode	MeterDefDesc	MinBilling	MinQuantity	Level 1FromQty	Level1	Level2FromQty	Level2	Le
9											
Dont Run with Scissors	CO0000153	2020-7865D	Mono	Mono meter	980.76	1 000	0	10.55	5 (0.0	D
	CO0000153 CO0000156	2020-7865D 2020-6543J	Mono Colour	Mono meter Colour Meter	980.76	1 000				0.00	
Dont Run with Scissors							0	31.50	0	1 52.5	D
Dont Run with Scissors Just In Time	CO0000156	2020-65433	Colour	Colour Meter	1 050.00	1 000	0	31.50 105.00 126.00)))	1 52.50 0 0.00	D D
Dont Run with Scissors Just In Time Just In Time	CO0000156 CO0000162	2020-65433 2020-76583	Colour Mono	Colour Meter Mono meter	1 050.00	1 000 1 000	0 0 0	31.50 105.00	D :	1 52.50 0 0.00	0
Dont Run with Scissors Just In Time Just In Time Just In Time Just In Time	CO0000156 CO0000162 CO0000162 CO0000164	2020-65433 2020-76583 2020-76583 2020-76583	Colour Mono Colour	Colour Meter Mono meter Colour Meter	1 050.00 1 050.00 1 050.00	1 000 1 000 1 000	0 0 0 0	31.50 105.00 Cust	tomization	1 52.50 0 0.00	0
Dont Run with Scissors Just In Time Just In Time Just In Time Big Bargains	CO0000156 CO0000162 CO0000162 CO0000164 MTC0000012	2020-65433 2020-76583 2020-76583 2020-5678B 2020-89182F	Colour Mono Colour Mono Mono	Colour Meter Mono meter Colour Meter Mono meter	1 050.00 1 050.00 1 050.00 1 050.00	1 000 1 000 1 000 1 000	0 0 0 0 0	31.50 105.00 Cust	o (o (tomization	1 52.50 0 0.00	0
Dont Run with Scissors Just In Time Just In Time Just In Time Big Bargains Betties Summer Shop at the Beach	CO0000156 CO0000162 CO0000162 CO0000164 MTC0000012	2020-65433 2020-76583 2020-76583 2020-56788 2020-89182F 2020-89182F	Colour Mono Colour Mono Mono Colour	Colour Meter Mono meter Colour Meter Mono meter Mono meter	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	0 0 0 0 0	31.50 105.00 125.00 Cust Cust	tomization	1 52.50 0 0.00	0
Just In Time Just In Time Just In Time Big Bargains Betties Summer Shop at the Beach Betties Summer Shop at the Beach	CO0000156 CO0000162 CO0000162 CO0000164 MTC0000012 MTC0000012	2020-65433 2020-76583 2020-76583 2020-5678B 2020-89182F 2020-89182F 2020-98756T	Colour Mono Colour Mono Mono Colour	Colour Meter Mono meter Colour Meter Mono meter Mono meter Colour Meter	1 050.00 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	0 0 0 0 0 0 0 0	31.50 105.00 125.00 Cust Cust	tomization	1 52.50 0 0.00	D



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

		Act	ive Meters - E	BPO: Version	2.1.0.69 - TEST A	LPHA - JUDI	TH PC LOCAL			- 0	\times
Home Equipment and Locati	ions Contrac	t Finance and	HR Invent	ory Mainte	enance and Project	s Manufact	uring Procuren	nent Sales Ser	vice Reporting L	Itilities — 4	8 3
		Excel PDF	Show Group	os 🗌							
Report :											
Data Analysis											
Report Results :											
CustomerName	ContractNo	SerialNo	MeterCode	ModelNo	MeterDefDesc	MinBilling	MinQuantity	Level 1FromQty	Level1	Level2FromQty	y L
۴											
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	1 000	0	31.50		1
Just In Time	CO0000162	2020-76583	Mono	SP2020	Mono meter	1 050.00	1 000	0	105.00		0
Just In Time	CO0000162	2020-76583	Colour	SP2020	Colour Meter	1 050.00	1 000	0			0
Big Bargains	CO0000164	2020-5678B	Mono	SP2020	Mono meter	1 050.00	1 000	0			X
Betties Summer Shop at the Beach	MTC0000012	2020-89182F	Mono	SP2020	Mono meter	1 050.00	1 000	0	CustomerCode		
Betties Summer Shop at the Beach	MTC0000012	2020-89182F	Colour	SP2020	Colour Meter	1 050.00	1 000	0			
Betties Summer Shop at the Beach	MTC0000012	2020-98756T	Mono	SP2020	Mono meter	1 050.00	1 000	0			
Betties Summer Shop at the Beach	MTC0000012	2020-98756T	Colour	SP2020	Colour Meter	1 050.00	1 000	0			
Just In Time	CO0000165	2020-98763	Colour	SP2020	Colour Meter	1 050.00	1 000	0			

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.

Home Equipment a	nd Locations Cont	ract Finance	and HR 1	Inventory	Maintenance and P	rojects M	anufacturing	Procurement S	ales Se	rvice Reporting	Utilitie	- 8	
Sync Sync		Excel PDF	Show Grou	aps 🗆									
Report :	a romor a		-10-01-0	1									_
Data Analysis		6	3										
Report Results : Drag a column head of none to r	¢	4									/	-	
CustomerName Custor	nerCode Contractio	SerialNo	ModelNo	MeterCode	MeterDefDesc	MinBilling	MinQuantity	Level 1FromQty	Level1	Level2FromQty	Level2	Level3From	Qty
Dont Run with Scissors	CO5000153	2020-7865D	SP2020	Mono	Mago meter	980.76	1 000	0	10.55	0	0.00		
Just In Time	CO0000156	2020-65433	SP2020	Colour	Colour Meter	1.050.00	2 1000	0	31.50	1	52.50		
Just In Time	CO0000162	2020-76583	SP2020	Mono	Mono meter	1 050.00	1 000	0	105.00	0	0.00		
	CO0000162	2020-76583	SP2020	Colour	Colour Meter	1 050.00	1 000	0	126.00	0			
Just In Time 4			SP2020	Mono	Mono meter	1 050.00	1 000	0	105.00	Customiza	tion	-	×
Just In Time 4 Big Bargains	CO0000164	2020-56788							107.00	CustomerCo			
			SP2020	Mono	Mono meter	1 050.00	1 000	0	105.00	Customercu	de		_
Big Bargains	Beach MTC0000012	2020-89182F		Mono Colour	Mono meter Colour Meter	1 050.00		0		Customercu	xde		
Big Bargains Betties Summer Shop at the	Beach MTC0000012 Beach MTC0000012	2020-89182F 2020-89182F	SP2020				1 000			Customeree	ode		
Big Bargains Betties Summer Shop at the Betties Summer Shop at the	Beach MTC0000012 Beach MTC0000012 Beach MTC0000012	2020-89182F 2020-89182F 2020-98756T	SP2020 SP2020	Colour	Colour Meter	1 050.00	1 000 1 000	0	105.00 105.00	Costanta Co	ode		

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 - BPO:	Version 2.1	.0.69 - TEST AI	PHA - JUDITH P	C LOCAL			\sim		×
Home Equipment and Locati	ions Contract	Finance and HR	Inventory	Maintenan	ce and Projects	Manufacturing	Procuremen	it Sales Ser	vice Reporting	Utilities	- 8	
	ave Layout	8 18 ;	Show Groups [
eport :												
Data Analysis												
leport Results :												
CustomerName	CustomerCode	ContractNo	SerialNo	ModelNo	MeterCode	MeterDefDesc	MinBilling	MinQuantity	Level 1FromQty	Level1	Level2Fro	om
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	2020-7658J	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		
	BIG0001	CO0000164	2020-5678B	SP2020	Mono	Mono meter	1 050.00	1 000	0	105.00		
Big Bargains									0	105.00		
Big Bargains Betties Summer Shop at the Beach	BET0001	MTC0000012	2020-89182F	SP2020	Mono	Mono meter	1 050.00	1 000	U	103.00		
			2020-89182F 2020-89182F	SP2020 SP2020	Mono Colour	Mono meter Colour Meter	1 050.00	1 000	0			
Betties Summer Shop at the Beach	BET0001	MTC0000012		SP2020						105.00		
Betties Summer Shop at the Beach Betties Summer Shop at the Beach	BET0001 BET0001	MTC0000012 MTC0000012	2020-89182F	SP2020 SP2020	Colour	Colour Meter	1 050.00	1 000	0	105.00 105.00		
Betties Summer Shop at the Beach Betties Summer Shop at the Beach Betties Summer Shop at the Beach	BET0001 BET0001	MTC0000012 MTC0000012	2020-89182F 2020-98756T	SP2020 SP2020	Colour Mono	Colour Meter Mono meter	1 050.00	1 000 1 000	0	105.00 105.00 105.00		
Betties Summer Shop at the Beach Betties Summer Shop at the Beach Betties Summer Shop at the Beach Betties Summer Shop at the Beach	BET0001 BET0001 BET0001	MTC0000012 MTC0000012 MTC0000012	2020-89182F 2020-98756T 2020-98756T	SP2020 SP2020 SP2020	Colour Mono Colour	Colour Meter Mono meter Colour Meter	1 050.00 1 050.00 1 050.00	1 000 1 000 1 000	0	105.00 105.00 105.00		



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	guipment and Locations	C	ontract Finance and HR	Invent	tory Mai	ntenance and P	rojects Manufa	acturing Pr	ocurement S	ales Service	Reporting	Utilities -	8	a : :
Sync Sync	Save La	yout	Excel PDF Show G	roups [
eport :			ithic - C											_
Data Analysis														
eport Results :														
CustomerCode	CustomerName		ور وال المراجع ا	-	ModelNo	MeterCode	MeterDefDesc	MinBilling	MinOuantity	Level 1FromQty	Level1	Level2FromOty	Lev	el2
		21	Sort Ascending											
DON0001	Dont Run with Scissor	Z↓	Sort Descending	65D	SP2020	Mono	Mono meter	980.76	1 000	0	10.55		0	6
JU5001	Just In Time	2	Group By This Column	433	SP2020	Colour	Colour Meter	1 050.00	1 000	C	31.50	1	1	52
JUS001	Just In Time	-	Hide Group By Box	583	SP2020	Mono	Mono meter	1 050.00	1 000	0	105.00		0	с
3US001	Just In Time		Remove This Column	583	SP2020	Colour	Colour Meter	1 050.00	1 000	C	126.00)	C
BIG0001	Big Bargains	PER.		788	SP2020	Mono	Mono meter	1 050.00	1 000	0	105.00)	C
BET0001	Betties Summer Shop	-	Column Chooser	182F	SP2020	Mono	Mono meter	1 050.00	1 000	C	105.00)	c
BET0001	Betties Summer Shop	H	Best Fit	182F	SP2020	Colour	Colour Meter	1 050.00	1 000	0	105.00)	C
BET0001	Betties Summer Shop		Best Fit (all columns)	756T	SP2020	Mono	Mono meter	1 050.00	1 000	0	105.00)	C
BET0001	Betties Summer Shop	8	Filter Editor	756T	SP2020	Colour	Colour Meter	1 050.00	1 000	C	105.00		0	c
JUS001	Just In Time	Ĩ	Show Find Panel	763	SP2020	Colour	Colour Meter	1 050.00	1 000	0	105.00)	C
126			Hide Auto Filter Row											
-			The Plate Plate Row											

- 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.



		Finance an	100 1000			winds there for			also Courtes	Description	Utilities	8	
Home E	quipment and Locations Contract	In the second dates	d HR Invent	tory ma	intenance and P	rojects Manufa	icturing Pr	ocurement S	ales Service	Reporting	Utilities -	L.	
Sync Sync	Save Layout Exc		Show Groups										
eport : Data Analysis	2 Format 2	Expo	8	4									
Report Results :	1												
MinBilling	nere to group by that column												
CustomerCode	CustomerName	ContractNo	SerialNo	ModelNo	MeterCode	MeterDefDesc	MinBilling ^T	MinQuantity	Level 1FromQty	Level1	Level2FromQty	Leve	el2
DON0001	Dont Run with Scissors	CO0000153	2020-7865D	SP2020	Mono	Mono meter	980.76	1 000	(10.55		0	c
JUS001	Just In Time	CO0000156	2020-65433	SP2020	Colour	Colour Meter	1 050.00	1 000	C	31.50		1 5	52
JUS001	Just In Time	CO0000162	2020-76583	SP2020	Mono	Mono meter	1 050.00	1 000	0	105.00		0	c
JUS001	Just In Time	CO0000162	2020-76583	SP2020	Colour	Colour Meter	1 050.00	1 000	0	126.00		0	c
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	1	2	c
BET0001	Betties Summer Shop at the Beach	MTC0000012	2020-89182F	SP2020	Colour	Colour Meter	1 050.00	1 000	c	105.00	1	0	c
BET0001	Betties Summer Shop at the Beach	MTC0000012	2020-98756T	SP2020	Mono	Mono meter	1 050.00	1 000	C	105.00		D	c
BET0001	Betties Summer Shop at the Beach	MTC0000012	2020-98756T	SP2020	Colour	Colour Meter	1 050.00	1 000	0	105.00	. i	0	c
JUS001	Just In Time	CO0000165	2020-98763	SP2020	Colour	Colour Meter	1 050.00	1 000	C	105.00	1	D I	C
3US001	Just In Time	CO0000165	2020-98763	SP2020	Mono	Mono meter	1 050.00	1 000	0	126.00		0	C
BIL0001	Billys Barn	CO0000166	2020-30308	SP2020	Mono	Mono meter	1 050.00	1 000	(105.00)	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 Meters BPO: Version 2.1.0.69 TEST ALPHA JUDITH PC LOCAL

 Ilocations Contract Finance and HR Inventory Maintenance and Projects Manufacturing Procurement Sales Service

		Active	Meters - BPO:	Version 2.1.0	.69 - TEST ALI	PHA - JUDITH PO	LOCAL			- <u>-</u>	
	uipment and Locations Contract		R Inventory	Maintenance	and Projects	Manufacturing	Procurement	Sales Service	Reporting	Utilities -	8
Run Report Sync		cel PDF	Show Groups								
Report : Data Analysis											
Report Results : MinBilling +										/	
CustomerCode	CustomerName	ContractNo	SerialNo	ModelNo	MeterCode	MeterDefDesc	MinQuantity	Level 1FromQty	Level1	Level2From(Qty Le
▶ MinBilling:	0.00 (Count=11) 980.76 (Count=1)										
	1 000.00 (Count=4) 1 050.00 (Count=110)										
126	6								-		
Open Windows 🔻										06 Mar 2019	9 C



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.

	¥.			į.	Active Meters	- BPO: Version 2.	1.0.69 - TEST AL	PHA - JUDITH P	CLOCAL						×
Hom	e Equipr	ment and Loc	ations Contra	ct Finance	e and HR Inve	entory Maintena	ince and Projects	Manufacturing	Procureme	ent Sales	Service	Reporting	g Utilities	-	8
(C) In Report	Sync		Save Layout		PDF	iroups 🔲									
			Format 🦼		Export	4									
eport :	10													_	
Data An	alysis														
eport Re	sults :		_												
CustomerN	ame 🔺	MinBilling													
		MinBilling	<u> </u>												
Customer	rCode (ContractNo	SerialNo	ModelNo	MeterCode	MeterDefDesc	MinQuantity	Level 1FromQty	Level1	Level2From	Qty Lev	el2 Le	vel3FromQty	Le	vel3
► Cust	tomerNan	ne: Betties	Summer Shop	at the Bea	ach (Count=4)									
	tomerNan	ne: Big Barg	ains (Count=	ι)											
- 1	MinBilling:	: 1 050.00 (Count=1)												
	BIG0001 C	00000164	2020-5678B	SP2020	Mono	Mono meter	1 000	(105.00		0	0.00		0	0.(
h Curt		nor Billing Bo	rn (Count=6)												
r cust	Uniernan	ne, pinys pa	in (counc-o)												
	126														
	120														
-															-
en Windov	NS 🔻												06 Mar 20	019	-

• 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.

in Repo	Sync ort		Save Layout		Show G	iroups								
		k.	Format 4		Export									
	Analysis													
81 8 03803	Results :	•												
Custo	omerCode	ContractNo	SerialNo	ModelNo	MeterCode	MeterDefDesc	MinBilling	MinQuantity	Level 1FromQty	Level1	Level2FromQty	Level2	Level3From	Qt
÷ C	ustomerN	lame: Fine Hai	ir Salon (Coun	t=4)										
F	IN0001	CO0000173	2020-5674F	SP2020	Mono	Mono meter	1 050.00	1 000	C	105.00	0	0.00		
F	IN0001	CO0000173	2020-5674F	SP2020	Colour	Colour Meter	1 050.00	1 000	C	126.00	0	0.00		
F	IN0001	CO0000173	2020-8793F	SP2020	Colour	Colour Meter	1 050.00	1 000	്വ	126.00	្ល	0.00		
F	IN0001	CO0000173	2020-8793F	SP2020	Mono	Mono meter	1 050.00	1 000	C	105.00	0	0.00		

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: Vers	ion 2.1.0.69 - T	TEST ALPHA - JUI	DITH PC LOCAL				-	0	×
Hon	Sync Save La	yout Exc	1	Show Groups		ntenance and Pr	rojects Manufa	icturing Proc	urement Sales	Service	Reporting	Utilities	- 8	3
eport : Data Ani Report Res MinBilling	alysis sults :	1											/	
	Sort Descending Sort by Summary		ContractNo	SerialNo	ModelNo	MeterCode	MeterDefDesc	MinQuantity	Level IFromQty	Level1	Level2FromQty	Level2	Level3F	Fro
, ,	I mae oroup by box													

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

		Active	Meters - BPO:	Version 2.1.0.	.69 - TEST ALI	PHA - JUDITH PO	LOCAL				×
Home Equ	ipment and Locations Contract	Finance and HR	Inventory	Maintenance	and Projects	Manufacturing	Procurement	Sales Service	Reporting	Utilities —	8
Sync Sync		xcel PDF	Show Groups								
	. Format .	Expo	rt								
Report :											
Data Analysis											
Report Results : CustomerCode	CustomerName	ContractNo	SerialNo	ModelNo	MeterCode	MeterDefDesc	MinQuantity	Level 1FromQty	Level 1	Level2FromQty	Lev
9											
	980.76 (Count=1) 1 000.00 (Count=4)										
→ MinBilling: 1											
→ MinBilling: 1	1 000.00 (Count=4) 1 050.00 (Count=110)										

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 - JU	DITH PC LOCA	L			-	o ×
Home Contemport Run Report Syn	Save Layout		Show Groups		ntenance and Pr	rojects Manufa	acturing Proc	urement Sales	Service	Reporting	Utilities	- & x
Report : Data Analys	s	Expo		4								
	Sort Ascending Sort Descending Group By This Column Show Group By Box Remove This Column Column Chooser Best Fit Best Fit (all columns) Fitter Editor Show Find Panel Hide Auto Filter Row	Contractilo	SerialNo	ModelNo	MeterCode	MeterDefDesc	MinQuantity	Level JFromQty	Level1	Level2FromQty	Level2	Level3From
4 C	126	20 									06 Ma	r 2019

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

			Active	Meters - BPO:	Version 2.1.0	0.69 - TEST ALI	PHA - JUDITH PO	LOCAL			3 11 3		×
9		uipment and Locations Contract	Finance and HR	Inventory	Maintenance	e and Projects	Manufacturing	Procurement	Sales Service	Reporting	Utilities	-	8 x
Run	Sync Sync	Save Layout Ex	cel PDF	Show Groups									
Rep Da	ort : ta Analysis	a Format a	Cxpu	u c	4								
	nBilling 🔺												
9	CustomerCode	CustomerName	ContractNo	SerialNo	ModelNo	MeterCode	MeterDefDesc	MinQuantity	Level 1FromQty	Level1	Level2Fro	omQty	Leve
	MinBilling:	0.00 (Count=11) 980.76 (Count=1) 1 000.00 (Count=4)											
	 MinBilling: 126 	1 050.00 (Count=110)											
.4.0	n Windows 🔻									>	06 Mar 2	019	•

UNGROUP DATA

Either,



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

	3					Active Mete	rs - BPO:	: Version 2.1.0.69 - 1	EST ALPHA - JU	DITH PC LOCA	L				-	٥	×
0	Hon	ne Equipment and Loi	cations	Contract		nd HR Inv	entory	Maintenance and P	ojects Manufa	acturing Proc	urement	Sales	Service	Reporting	Utilities	-	ъ х
Run Rep	ort		Save Layo	ut Exc		Show Groups											
Report Data		alvsis															
Report																	
MinB	-	Full Expand	-														4
Cu		Full Collapse			ContractNo	SerialNo	Mode	INo MeterCode	MeterDefDesc	MinQuantity	Level 1Fr	omQty	Level1	Level2FromQty	Level2	Les	el3From
* * *	Z.	Sort Ascending Sort Descending Sort by Summary	,														
	-	UnGroup	_														_
•	Ö	Hide Group By Box Remove This Column Column Chooser Best Fit (all columns)	0)														
		Filter Editor Show Find Panel Hide Auto Filter Row															
1																	÷
Open Wi	ndov	vs *													06 M	lar 201	9 0

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.



			Active Meters	- BPO: Version 2	2.1.0.69 - TEST A	LPHA - JUDITH P	C LOCAL			-		×
Home Equipment and	Locations Contra			entory Mainten	ance and Projects	s Manufacturing	Procurem	ient Sales Ser	vice Rep	orting Utilities	- 8	12
Sync Sync	Save Layout		PDF Show G	iroups 🔲								
	Format 4		Export									
eport :												
Data Analysis												
leport Results :												
MinBilling 👻 🍸												
CustomerCode ContractN		ModelNo	MeterCode	MeterDefDesc	MinQuantity	Level 1FromQty	Level1	Level2FromQty	Level2	Level3FromQty	Level	3
	2											
 PinBilling: 1 050.00 (C) 												
HinBilling: 1 050.00 (C												
	ount=110))										
MinBilling X	ount=110)											
MinBilling X	ount=110) 3 ount=4)											
MinBilling X	ount=110) 3 ount=4))	111111111111111111111111111111111111111									
MinBilling X MinBilling: 1 000.00 (C MinBilling: 980.76 (Co	ount=110) 3 ount=4) unt=1))										
MinBilling X	ount=110) 3 ount=4) unt=1))										
MinBilling X MinBilling: 1 000.00 (C MinBilling: 980.76 (Co	ount=110) 3 ount=4) unt=1)											
MinBilling X	ount=110) 3 ount=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.

Ru	Sync Sync		Save Layout		PDF	Groups 🔲								
		A	Format 🦼		Export	4								
	eport :	2												
	ata Analysis													_
	eport Results :													
	ag a column headi											1	1	
	CustomerCode	ContractNo	SerialNo	ModelNo	MinBilling	MeterCode	MeterDefDesc	MinQuantity	Level 1FromQty	Level1	Level2FromQty	Level2	Level3FromQ	ty
٩														1
۲	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 0 50.00	Colour	Colour Meter	1 000	្ល	126.00	0	0.00		
	BIG0001	CO0000164	2020-56788	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		
	200001													



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 I	Finance and HR	Inventory	Maintenance	and Projects	Manufacturi	ing Procurement	t Sales Servi	ce Reporting	Utilities -	- 8
Gy Sync			Show Groups						in the second	Control	
	Format 🔒	Ехро	rt	4							
eport :											
ata Analysis											
eport Results :											
ag a column header here to group b											
CustomerName	CustomerCode	ContractNo	SerialNo	MinBilling	ModelNo	MeterCode	MeterDefDesc	MinQuantity	Level 1FromOty	Level1	Level2F
				-						1	
Dont Run with Scissors	DON0001	CO0000153	2020-7865D	980.76	SP2020	Mono	Mono meter	1 000	3	0 10.55	
Just In Time	JUS001	CO0000156	2020-65433	1 050.00	SP2020	Colour	Colour Meter	1 000		31.50	
Just In Time	JUS001	CO0000162	2020-76583	1 050.00	SP2020	Mono	Mono meter	1 000	1	0 105.00	
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	1	0 105.00	
Betties Summer Shop at the Beach	BET0001	MTC0000012	2020-89182F	1 050.00	SP2020	Mono	Mono meter	1 000	1	0 105.00	
	BET0001	MTC0000012	2020-89182F	1 050.00	SP2020	Colour	Colour Meter	1 000	1	0 105.00	
Betties Summer Shop at the Beach	BET0001	MTC0000012	2020-98756T	1 050.00	SP2020	Mono	Mono meter	1 000		0 105.00	
Betties Summer Shop at the Beach Betties Summer Shop at the Beach		MTC0000012	2020-98756T	1 050.00	SP2020	Colour	Colour Meter	1 000		0 105.00	
	BET0001		2020-98763	1 050.00	SP2020	Colour	Colour Meter	1 000		0 105.00	
Betties Summer Shop at the Beach	BET0001 JUS001	CO0000165									
Betties Summer Shop at the Beach Betties Summer Shop at the Beach		CO0000165									

- 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.



ppo			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	Meters - BPO: V	ersion 2.1.0.	69 - TEST A	LPHA - JUDITH	PC LOCAL			- [3 ×
Home Equipment a	and Locations Contract	Finance and HR	Inventory	Maintenance	and Projects	Manufacturi	ng Procurement	t Sales Servi	ce Reporting	Utilities -	. 8
Sync Sync	Save Layout		Show Groups]							
	, Format ,	Expo	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	<u> </u>				Mono	- -				
Hope Works	HOP001	CO0000178	2020-7189H	1 050.00	SP2020	Mono	Mono meter	1 000	(105.00	
Hope Works	HOP001	CO0000178	2020-7589H	1 050.00	SP2020	Mono	Mono meter	1 000	(105.00	
Hope Works	HOP001	CO0000181	2020-7678H	1 050.00	SP2020	Mono	Mono meter	1 000	(105.00	
	HOP001	CO0000182	2020-78123H	1 050.00	SP2020	Mono	Mono meter	1 000		105.00	
Hope Works			2020-8876H	1.050.00	SP2020	Mono	Mono meter	1 000	(105.00	
Hope Works Hope Works	HOP001	CO0000182	2020-06760	1000.00							
		1	2020-0676H	1000.00							
	HOP001	1	2020-06700	1030.00							
	5			1030.00							Edit Filte



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	tions Contra	act Finance an	d HR. Invent	ory Main	tenance and	Projects N	lanufacturing	Procurement S	ales Service	Reporting	Utilities —	8
	ave Layout	Excel PDF	Show Groups									
eport :	Format 🔒	Expor	t									
Data Analysis												
Report Results :												
CustomerName	CustomerCode	T Contraction	CerialNo	MinBilling	ModelNo	MeterCode	MeterDefDesc	MinQuantity	Level 1FromOty	Level1	Level2FromQty	Level
Customerhame	CustomerCode	- (Custom)	Idii 40	Percentry	Modelino	Meter Coue	MeterDerDesc	minguantry	Leverbronitzty	Level	Level2 roingly	Levela
Dont Run with Scissors	DON0001	ABCXYZ123 BET0001	20-7865D	090 76	SP2020	Mono	Mono meter	1 000	(10.55		o c
Just In Time	JUS001	BIG0001	20-65433	1 050.00		Colour	Colour Meter	1 000				1 52
Just In Time	JUS001	BIL0001 BOT0001	20-76583	1 050.00		Mono	Mono meter	1 000				0 0
Just In Time	JUS001	BUI0001	20-76583	1 050.00		Colour	Colour Meter	1 000				
Big Bargains	BIG0001	CON001 DON0001	20-56788	1 050.00		Mono	Mono meter	1 000				
Betties Summer Shop at the Beach		FIN0001	20-89182F	1 050.00		Mono	Mono meter	1 000				0 0
Betties Summer Shop at the Beach		GIL000001 HEA0001	20-89182F	1 050.00		Colour	Colour Meter	1 000				0 0
Betties Summer Shop at the Beach		HOP001	20-98756T	1 050.00	SP2020	Mono	Mono meter	1 000		105.00		o c
Betties Summer Shop at the Beach	BET0001	JUS001	20-98756T	1 050.00	SP2020	Colour	Colour Meter	1 000	0	105.00		o c
Just In Time	JUS001	MAN0001 MEG001	20-98763	1 050.00	SP2020	Colour	Colour Meter	1 000	0	105.00		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:	20	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										
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.



			Active Meters	- BPO: Versi	on 2.1.0.69	- TEST ALPHA	A - JUDITH PC LC	CAL			- 0	
Home Equipment and Loca	tions Contract	Finance an	d HR Invent	tory Main	tenance and	Projects N	lanufacturing	Procurement S	ales Service	Reporting) Utilities —	8
	ave Layout Exc		Show Groups [
eport :				- 201								
Data Analysis												
Report Results :												
CustomerName	CustomerCode ^(*)	ContractNo	SerialNo	MinBilling	ModelNo	MeterCode	MeterDefDesc	MinQuantity	Level 1FromQty	Level1	Level2FromQty	Level2
Dont Run with Scissors	DON0001	CO0000153	2020-7865D	980.76	SP2020	Mono	Mono meter	1 000	1	10.55	(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 0
Big Bargains	BIG0001	CO0000164	2020-56788	1 050.00	SP2020	Mono	Mono meter	1 000		105.00	1	0 0
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	1	0 0
Betties Summer Shop at the Beach	BET0001	MTC0000012	2020-98756T	1 050.00	SP2020	Mono	Mono meter	1 000		105.00	1	0 0
Betties Summer Shop at the Beach	BET0001	MTC0000012	2020-98756T	1 050.00	SP2020	Colour	Colour Meter	1 000		105.00		o c
Just In Time	JUS001	CO0000165	2020-98763	1 050.00	SP2020	Colour	Colour Meter	1 000		105.00		0 0
Just In Time	JUS001	CO0000165	2020-98763	1 050.00	SP2020	Mono	Mono meter	1 000		126.00		0 0
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/YZ123 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 Exercise Report : Crag a column header here to group by that colum CustomerName CustomerName Dont Run with Scissors Dont Run	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*.



	Second Second	1000 CONTRACTOR 1000	2.2.2.2. (ACCOUNTS)				Second States and States		an occurrent at an and a second	10 Mar 10 Mar 10 10 C	- And	1.
Home Equipment and Loca	ations Cont	onn os on terroeter ton	HR Invent	ory Maint	tenance and	Projects M	lanufacturing F	rocurement S	ales Service	Reporting	y Utilities –	8
Sync Sa		Excel PDF	now Groups	-								
. F	Format ,	Export										
eport :												
Data Analysis												
Report Results :												
CustomerName	CustomerCode	Contractile	SerialNo	MinBilling	ModelNo	MeterCode	MeterDefDesc	MinQuantity	Level 1FromOty	Level1	Level2FromOty	Level
1	[(Custom) ABCXYZ123										
Dont Run with Scissors	DON0001	BET0001	20-7865D	980.76	SP2020	Mono	Mono meter	1 000	(0 10.55		0 C
		BIG0001		1 050.00	600000	Colour						
Just In Time	JUS001	BTI 0001	20-65433	1050.00	3P2020	COIOUR	Colour Meter	1 000	(0 31.50		1 52
	3US001 3US001	BIL0001 BOT0001	20-6543J 20-7658J	1 050.00		Mono	Mono meter	1 000				1 52
Just In Time		BOT0001 BUI0001			SP2020				(0 105.00	1	1 52 0 C 0 C
Just In Time Just In Time	JUS001	BOT0001	20-7658J	1 050.00	SP2020 SP2020	Mono	Mono meter	1 000	(0 105.00 0 126.00	1	0 0
Just In Time Just In Time	JUS001 JUS001 BIG0001	BOT0001 BUI0001 CON001 DON0001 FIN0001	20-7658J 20-7658J	1 050.00	SP2020 SP2020 SP2020	Mono Colour	Mono meter Colour Meter	1 000 1 000		0 105.00 0 126.00 0 105.00	 	0 0
Just In Time Just In Time Big Bargains	3US001 3US001 BIG0001 BET0001	BOT0001 BUI0001 CON001 DON0001	20-7658J 20-7658J 20-5678B	1 050.00 1 050.00 1 050.00	SP2020 SP2020 SP2020 SP2020 SP2020	Mono Colour Mono	Mono meter Colour Meter Mono meter	1 000 1 000 1 000		0 105.00 0 126.00 0 105.00 0 105.00		0 C 0 C
Just In Time Just In Time Big Bargains Betties Summer Shop at the Beach	JUS001 JUS001 BIG0001 BET0001 BET0001	BOT0001 BUI0001 CON001 DON0001 FIN0001 GIL000001 HEA0001 HOP001	20-7658J 20-7658J 20-5678B 20-89182F	1 050.00 1 050.00 1 050.00 1 050.00	SP2020 SP2020 SP2020 SP2020 SP2020 SP2020	Mono Colour Mono Mono	Mono meter Colour Meter Mono meter Mono meter	1 000 1 000 1 000 1 000		0 105.00 0 126.00 0 105.00 0 105.00 0 105.00		
Just In Time Just In Time Big Bargains Betties Summer Shop at the Beach Betties Summer Shop at the Beach	3US001 3US001 BIG0001 BET0001 BET0001 BET0001	BOT0001 BUI0001 CON001 DON0001 FIN0001 GIL000001 HEA0001 HOP001 JUS001	20-7658.J 20-7658.J 20-56788 20-89182F 20-89182F	1 050.00 1 050.00 1 050.00 1 050.00 1 050.00	SP2020 SP2020 SP2020 SP2020 SP2020 SP2020 SP2020	Mono Colour Mono Mono Colour	Mono meter Colour Meter Mono meter Mono meter Colour Meter	1 000 1 000 1 000 1 000 1 000		0 105.00 0 126.00 0 105.00 0 105.00 0 105.00		0 C 0 C 0 C 0 C
Just In Time Just In Time Big Bargains Betties Summer Shop at the Beach Betties Summer Shop at the Beach Betties Summer Shop at the Beach	3US001 3US001 BIG0001 BET0001 BET0001 BET0001	BOT0001 BUI0001 CON001 DON0001 FIN0001 GIL000001 HEA0001 HOP001	20-7658J 20-7658J 20-56788 20-89182F 20-89182F 20-89182F	1 050.00 1 050.00 1 050.00 1 050.00 1 050.00 1 050.00	SP2020 SP2020 SP2020 SP2020 SP2020 SP2020 SP2020 SP2020	Mono Colour Mono Mono Colour Mono	Mono meter Colour Meter Mono meter Mono meter Colour Meter Mono meter	1 000 1 000 1 000 1 000 1 000 1 000		0 105.00 0 126.00 0 105.00 0 105.00 0 105.00 0 105.00		
Just In Time Just In Time Big Bargains Betties Summer Shop at the Beach Betties Summer Shop at the Beach Betties Summer Shop at the Beach	JUS001 JUS001 BIG0001 BET0001 BET0001 BET0001 BET0001	BOT0001 BUI0001 CON001 DON0001 FIN0001 GIL000001 HEA0001 HOP001 JUS001 MAN0001	20-76583 20-76583 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 1 050.00 1 050.00	SP2020 SP2020 SP2020 SP2020 SP2020 SP2020 SP2020 SP2020	Mono Colour Mono Colour Mono Colour	Mono meter Colour Meter Mono meter Colour Meter Mono meter Colour Meter Colour Meter	1 000 1 000 1 000 1 000 1 000 1 000 1 000		0 105.00 0 126.00 0 105.00 0 105.00 0 105.00 0 105.00 0 105.00		

- 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 Locations Contrac	t Finance a	nd HR Inventory Mair	itenance and Projec	to Manu	afacturing Proc	rement Sa	les Service	Reporting	Utilities -	5
Home Equipment			no nec unventory mai	itenance and Projec	is Maria	nacturing Proci	a emerit 50	PES DELVICE	Reporting	ounces -	
Run Report Sync	Save Layout Ex	cel PDF	Show Groups								
Report : Data Analysis	1										
Report Results :			Custom AutoFilter			х	1				
Drag a column header here to			Show rows where:				1				
CustomerName	CustomerCode	ContractNo					nQuantity	Level 1FromOty	Level1	Level2FromOty	Level
9			Equals	- HOPC	01						
ABC Shoe Co	ABCXYZ123	CO000019	Lyudis	- nore	01		0	o	105.00	0	0
ABC Shoe Co	ABCXYZ123	CO000019	Equals				0	c	126.00	C	D
ABC Shoe Co	ABCXYZ123	CO000019	Does not equal Is like	lente	r a value)		0	0	105.00	0	D
ABC Shoe Co	ABCXYZ123	CO000019	Is not like	ſ	ок	Cancel	0	0	126.00	c	D
ABC Shoe Co	ABCXYZ123	CO000019	Is greater than Is greater than or equa	to	UK	Cancer	0	0	105.00	0	D
ABC Shoe Co	ABCXYZ123	CO0000198	Is less than	10 Mor	10	Mono meter	1 000	c	105.00	C	D
ABC Shoe Co	ABCXYZ123	CO0000198	Is less than or equal to Is null	0 Col	our	Colour Meter	1 000	C	126.00	0	D
ABC Shoe Co	ABCXYZ123	CO0000189		0 Mor	10	Mono meter	1 000	C	100.00	C	D
ABC Shoe Co	ABCXYZ123	CO0000189		t0 Col	our	Colour Meter	1 000	0	100.00	C	D
ABC Shoe Co	ABCXYZ123	CO0000190	Is not blank	Mor	10	Mono meter	1 000	C	105.00	(D
	12	6									

• 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.

		-			16			out-		adar .	æ
Home Equipment and Loca	tions Contract Fi		Inventory M	laintenance a	ind Projects	Manufacturing	Procurement	Sales Service	e Reporting L	Itilities —	24
Sync Sync	Save Layout Exce		how Groups 🗌	1							
4	Format 🔒	Export									
Report :											
Data Analysis											
Report Results :											
CustomerName	CustomerCode *	ContractNo	SerialNo	MinBilling	ModelNo	MeterCode	MeterDefDesc	MinQuantity	Level 1FromQty	Level 1	Level2F
9											1
Hope Works	HOP001	CO0000178	2020-7189H	1 050.00	SP2020	Mono	Mono meter	1 000	1	0 105.00	
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	1	0 105.00	
Hope Works	HOP001	CO0000178	2020-7589H	1 050.00	SP2020	Colour	Colour 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	CO0000181	2020-7678H	1 050.00	SP2020	Colour	Colour Meter	1 000		0 126.00	1
Hope Works	HOP001	CO0000182	2020-78123H	1 050.00	SP2020	Mono	Mono meter	1 000	1	0 105.00	
	HOP001	CO0000182	2020-78123H	1 050.00	SP2020	Colour	Colour Meter	1 000		126.00	
Hope Works	HODOD1	00000192	2020 00250	1 050 00	600000	Mana	Mana matar	1.000		105.00	
Hope Works											
and the second sec	10										
and the second sec								2			



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 Equipart Sync	ipment and Locations C Save Layo Format		PDF Show	Inventory Groups	Maintenance	and Projects M	anufacturing	Procurement	Sales Service	Reportir	ng Utilities —	æ
eport : Data Analysis		10										
eport Results :												
CustomerC *		ContractNo	SerialNo	ModelNo	MeterCode	MeterDefDesc	MinBilling	MinQuantity	Level 1FromQty	Level1	Level2FromQty	Level
castonicient	customentame	Contradeuto	Jenaryo	HOGENO	Metercode	ine ter bier bierbiebe	Pariotaning	minquarracy	Level a romoey	cever	cevera romoey	Level.
	Bothas Networking inc	CO0000044	1912-102032	SP19-12	Mono	Mono meter	84.38	1 000	0	0.01	(0
DER001	Derton Technologies	STC0000019	1912-102045	100 (100 (100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100	Mono	Mono meter	0.00	0	(C.	168.00		
DER001	Derton Technologies	STC0000019	1912-102045	SP19-12	Colour	Colour Meter	0.00	0	0	36.75	(0
DER001	Derton Technologies	STC0000019	2020-102046		Mono	Mono meter	0.00	0	0	84.00	(0
DER001	Derton Technologies	STC0000019	2020-102046	SP2020	Colour	Colour Meter	0.00	0	0	168.00	(0
HOP001	Hope Works	STC0000027	2020-1 Custo	om AutoFil	ter			X	0	560.00	(0
HOP001	Hope Works	STC0000027	2020-1 cha	w rows when					0	1 120.00	(0
HOP001	Hope Works	STC0000027	2020-1		e:				0	560.00	(0
HOP001	Hope Works	STC0000027	2020-1	istomerCode	/				0	1 120.00	(0
HOP001	Hope Works	STC0000029	test12	s like 🦯	_	▼ HOP001			4 0	10.00	(0
HOP001	Hope Works	STC0000029	test12	O And	Or				0	15.00	(0
HOP001	Hope Works 2	STC0000030	test12 Is	s like	_	▼ DER001			0	80.00	(0
HOP001	Hope Works	STC0000030	test12			1_			0	160.00	(0
OFF001	Office Supplies Unlimited	CO0000019	2020-1 ①		3		OK	Cancel	0	16.88	(0
OFF001	Office Supplies Unlimited	CO0000019	2020-10204	5P2020	COIDUI	COIOUR Meter	0.00		0	168.75	(0
SAM001	Samanthas Diner	CO0000018	20-147258	SP2020	Colour	Colour Meter	0.00	0	0	223.26	(0
SAM001	Samanthas Diner	CO0000018	19-12/1202	SP19-12	Mono	Mono meter	0.00	0	0	9.98	(0
SAM001	Samanthas Diner	CO0000018	19-12/1202	SP19-12	Colour	Colour Meter	0.00	0	0	251.17	(0
SAM001	Samanthas Diner	CO0000018	1912-102031	SP19-12	Mono	Mono meter	0.00	0	0	13.95	5 000	17
YES001	Young Electric	CO0000031		SP204	Mono	Mono meter	0.00	0	0	11.50	(0
YES001	Young Electric	CO0000031		SP204	Colour	Colour Meter	0.00	0	0	115.00	(0
YES001	Young Electric	CO0000031		SP2020	Mono	Mono meter	0.00	0	0	11.50	(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

header here to group by that	ContractNo	SerialNo	ModelNo	MeterCode	MeterDefDesc	MinBilling					
	CONTRACTIVO	Sendino	Modelino	Metercoue				Level 1FromQty	Level1	Level2FromQty	Level2
						Minibiling	MinQuantity	Level1FromQty	Level1	Level2PromQty	Level2
Derton Technologies	STC0000019	1912-102045	SP19-12	Mono	Mono meter	0.00	0	0	168.00	0	0.
Derton Technologies	STC0000019	1912-102045		Colour	Colour Meter	0.00	0	0		0	
Derton Technologies	STC0000019	2020-102046	SP2020	Mono	Mono meter	0.00	0	0	84.00	0	0.
Derton Technologies	STC0000019	2020-102046	SP2020	Colour	Colour Meter	0.00	0	0	168.00	0	0.
Hope Works	STC0000027	2020-103059	SP2020	Mono	Mono meter	0.00	0	0	560.00	0	0.
Hope Works	STC0000027	2020-103059	SP2020	Colour	Colour Meter	0.00	0	0	1 120.00	0	0.
Hope Works	STC0000027	2020-103059	SP2020	Mono	Mono meter	0.00	0	0	560.00	0	0.
Hope Works	STC0000027	2020-103059	SP2020	Colour	Colour Meter	0.00	0	0	1 120.00	0	0.
Hope Works	STC0000029	test121212	SP2020	Mono	Mono meter	0.00	0	0	10.00	0	0.
Hope Works	STC0000029	test121212	SP2020	Colour	Colour Meter	0.00	0	0	15.00	0	0.
Hope Works	STC0000030	test1234	SP2020	Mono	Mono meter	0.00	0	0	80.00	0	0.
	STC0000030	test1234	SP2020	Colour	Colour Meter	0.00					
	Derton Technologies Derton Technologies Hope Works Hope Works Hope Works Hope Works Hope Works Hope Works	Derton Technologies STC000019 Derton Technologies STC000019 Hope Works STC000027 Hope Works STC000029 Hope Works STC000029 Hope Works STC000029 Hope Works STC000029	Derton Technologies STC0000019 2020-102046 Derton Technologies STC0000019 2020-102046 Hope Works STC0000027 2020-103059 Hope Works STC0000029 test121212 Hope Works STC0000027 test121212	Derton Technologies STC0000019 2020-102046 SP2020 Derton Technologies STC0000019 2020-102046 SP2020 Hope Works STC0000027 2020-103059 SP2020 Hope Works STC0000028 test121212 SP2020	Derton Technologies STC000019 2020-102046 SP2020 Mano Derton Technologies STC0000019 2020-102046 SP2020 Calour Hope Works STC0000027 2020-103059 SP2020 Calour Hope Works STC0000027 test121212 SP2020 Calour	Derton Technologies STC0000019 2020-102046 SP2020 Mono Mono meter Derton Technologies STC0000019 2020-102046 SP2020 Colour Colour Meter Hope Works STC0000027 2020-103059 SP2020 Mono Mono meter Hope Works STC0000027 2020-103059 SP2020 Colour Colour Meter Hope Works STC0000027 2020-103059 SP2020 Colour Mono meter Hope Works STC0000027 2020-103059 SP2020 Colour Mono meter Hope Works STC0000022 2020-103059 SP2020 Colour Mono meter Hope Works STC0000022 2020-103059 SP2020 Colour Meter Hope Works STC0000022 test121212 SP2020 Colour Meter Hope Works STC0000029 test121212 SP2020 Colour Meter	Derton Technologies STC0000019 2020-102046 SP2020 Mono Mono meter 0.00 Derton Technologies STC0000019 2020-102046 SP2020 Colour Colour Meter 0.00 Hope Works STC0000027 2020-103059 SP2020 Mono Mono meter 0.00 Hope Works STC0000027 2020-103059 SP2020 Colour Colour Meter 0.00 Hope Works STC0000027 2020-103059 SP2020 Colour Colour Meter 0.00 Hope Works STC0000027 2020-103059 SP2020 Colour Colour Meter 0.00 Hope Works STC0000027 2020-103059 SP2020 Colour Colour Meter 0.00 Hope Works STC0000027 2020-103059 SP2020 Colour Colour Meter 0.00 Hope Works STC0000029 test121212 SP2020 Colour Colour Meter 0.00 Hope Works STC0000029 test121212 SP2020 Colour Colour Meter 0.00 </th <th>Derton Technologies STC0000019 2020-102046 SP2020 Mono Mono meter 0.00 0 Derton Technologies STC0000019 2020-102046 SP2020 Colour Colour Meter 0.00 0 Hope Works STC000027 2020-103059 SP2020 Colour Colour Meter 0.00 0 Hope Works STC000027 2020-103059 SP2020 Colour Colour Meter 0.00 0 Hope Works STC0000027 2020-103059 SP2020 Colour Colour Meter 0.00 0 Hope Works STC0000027 2020-103059 SP2020 Colour Colour Meter 0.00 0 Hope Works STC0000027 2020-103059 SP2020 Colour Colour Meter 0.00 0 Hope Works STC0000027 2020-103059 SP2020 Colour Colour Meter 0.00 0 Hope Works STC0000029 test121212 SP2020 Colour Colour Meter 0.00 0 Hope</th> <th>Derton Technologies STC0000019 2020-102046 SP2020 Mono Mono meter 0.00 0 Derton Technologies STC0000019 2020-102046 SP2020 Colour Colour Meter 0.00 0 0 Hope Works STC000027 2020-103059 SP2020 Colour Colour Meter 0.00 0 0 Hope Works STC000027 2020-103059 SP2020 Colour Colour Meter 0.00 <t< th=""><th>Derton Technologies STC0000019 2020-102046 SP2020 Mano Mano meter 0.00 0 84.00 Derton Technologies STC0000019 2020-102046 SP2020 Colour Colour Meter 0.00 0 168.00 Hope Works STC000027 2020-103059 SP2020 Mano Mano meter 0.00 0 560.00 Hope Works STC000027 2020-103059 SP2020 Colour Colour Meter 0.00 0 120.00 Hope Works STC000027 2020-103059 SP2020 Colour Colour Meter 0.00 0 560.00 Hope Works STC000027 2020-103059 SP2020 Colour Colour Meter 0.00 0 560.00 Hope Works STC0000027 2020-103059 SP2020 Colour Colour Meter 0.00 0 120.00 Hope Works STC000027 2020-103059 SP2020 Colour Colour Meter 0.00 0 120.00 Hope Works STC000027</th><th>Derton Technologies STC000019 2020-102046 SP2020 Kono Mono Mono meter 0.00 0 84.00 0 Derton Technologies STC000019 2020-102046 SP2020 Colour Colour Meter 0.00 0 168.00 0 0 168.00 0 0 168.00 0 0 0 168.00 0</th></t<></th>	Derton Technologies STC0000019 2020-102046 SP2020 Mono Mono meter 0.00 0 Derton Technologies STC0000019 2020-102046 SP2020 Colour Colour Meter 0.00 0 Hope Works STC000027 2020-103059 SP2020 Colour Colour Meter 0.00 0 Hope Works STC000027 2020-103059 SP2020 Colour Colour Meter 0.00 0 Hope Works STC0000027 2020-103059 SP2020 Colour Colour Meter 0.00 0 Hope Works STC0000027 2020-103059 SP2020 Colour Colour Meter 0.00 0 Hope Works STC0000027 2020-103059 SP2020 Colour Colour Meter 0.00 0 Hope Works STC0000027 2020-103059 SP2020 Colour Colour Meter 0.00 0 Hope Works STC0000029 test121212 SP2020 Colour Colour Meter 0.00 0 Hope	Derton Technologies STC0000019 2020-102046 SP2020 Mono Mono meter 0.00 0 Derton Technologies STC0000019 2020-102046 SP2020 Colour Colour Meter 0.00 0 0 Hope Works STC000027 2020-103059 SP2020 Colour Colour Meter 0.00 0 0 Hope Works STC000027 2020-103059 SP2020 Colour Colour Meter 0.00 0 <t< th=""><th>Derton Technologies STC0000019 2020-102046 SP2020 Mano Mano meter 0.00 0 84.00 Derton Technologies STC0000019 2020-102046 SP2020 Colour Colour Meter 0.00 0 168.00 Hope Works STC000027 2020-103059 SP2020 Mano Mano meter 0.00 0 560.00 Hope Works STC000027 2020-103059 SP2020 Colour Colour Meter 0.00 0 120.00 Hope Works STC000027 2020-103059 SP2020 Colour Colour Meter 0.00 0 560.00 Hope Works STC000027 2020-103059 SP2020 Colour Colour Meter 0.00 0 560.00 Hope Works STC0000027 2020-103059 SP2020 Colour Colour Meter 0.00 0 120.00 Hope Works STC000027 2020-103059 SP2020 Colour Colour Meter 0.00 0 120.00 Hope Works STC000027</th><th>Derton Technologies STC000019 2020-102046 SP2020 Kono Mono Mono meter 0.00 0 84.00 0 Derton Technologies STC000019 2020-102046 SP2020 Colour Colour Meter 0.00 0 168.00 0 0 168.00 0 0 168.00 0 0 0 168.00 0</th></t<>	Derton Technologies STC0000019 2020-102046 SP2020 Mano Mano meter 0.00 0 84.00 Derton Technologies STC0000019 2020-102046 SP2020 Colour Colour Meter 0.00 0 168.00 Hope Works STC000027 2020-103059 SP2020 Mano Mano meter 0.00 0 560.00 Hope Works STC000027 2020-103059 SP2020 Colour Colour Meter 0.00 0 120.00 Hope Works STC000027 2020-103059 SP2020 Colour Colour Meter 0.00 0 560.00 Hope Works STC000027 2020-103059 SP2020 Colour Colour Meter 0.00 0 560.00 Hope Works STC0000027 2020-103059 SP2020 Colour Colour Meter 0.00 0 120.00 Hope Works STC000027 2020-103059 SP2020 Colour Colour Meter 0.00 0 120.00 Hope Works STC000027	Derton Technologies STC000019 2020-102046 SP2020 Kono Mono Mono meter 0.00 0 84.00 0 Derton Technologies STC000019 2020-102046 SP2020 Colour Colour Meter 0.00 0 168.00 0 0 168.00 0 0 168.00 0 0 0 168.00 0

Related Topics

- Using BPO2 Data Grids
- Introduction to All Reports

MNU.149.003