

We are currently updating our site; thank you for your patience.

INTERFACE AND ENVIRONMENT

USING NUCLEUS SERVICE – CONTROLS AND FUNCTIONS

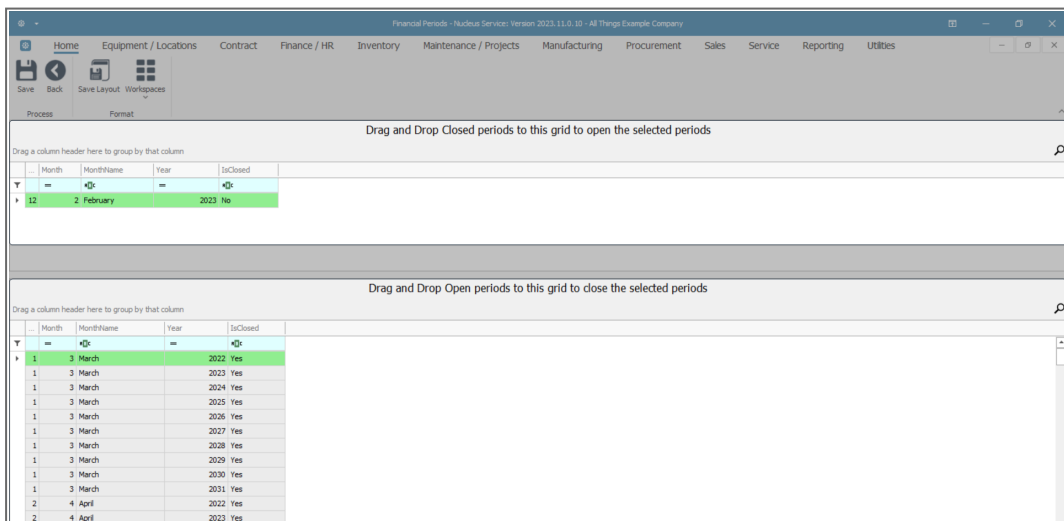
Understanding the **Controls & Functions** and [Working Environment](#) of Nucleus Service is important as it minimises confusion when using the system.

All Nucleus Service beginners should familiarise themselves with these two manuals to get the most out of the system functionality.

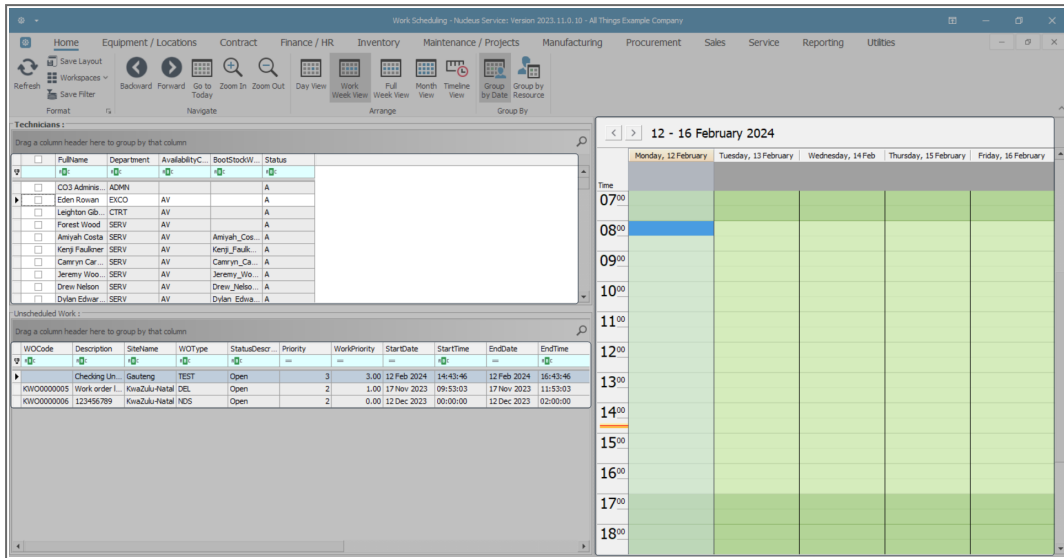
Additionally, it will be beneficial to review [Datagrids](#) and [Datagrid Filtering](#).

MULTIPLE DATA GRIDS IN A SCREEN

- Some screens have more than one **data grid**.
- For the system to know which data you wish to work with, click anywhere in that specific **data grid**.
 - In this example there are **2** data grids in the screen.



- In this example there are data grids in the screen.



DRAG AND DROP FUNCTIONALITY

- The **drag** and **drop** screen feature enhances user experience by enabling you to move data back and forth between two grids in the same screen.
- You can select a single item line or multi select item lines and move them from one grid to the other.

In the image below -

- the **Stock Status** screen is divided into,
- the **Selected Warehouse** data grid, and
- the **Selected Items** data grid.

DRAG AND DROP A SINGLE ITEM LINE

- **Click** and **hold** in the **row selector column** of the single item line you wish to move.
- **Drag** this item line across to the second grid, (in this example, the 'Selected Items' grid), and **drop** it anywhere in this grid.

The screenshot shows the BPO2 interface with the 'Selected Warehouse' set to 'KZ - Main'. The 'Selected Items' frame on the right contains a single item line:

PartType	PartTypeDesc	PartCode	PartName	CurrentStock	WarehouseName	NetStock	ReorderLevel	ReorderAmount
B	B Class Part	SP2020-7223	Fuser Unit	50.00	KZ - Main	50.00	40.00	

- The single item line can now be seen in the **Selected Items** frame.

The screenshot shows the BPO2 interface with the 'Selected Warehouse' set to 'KZ - Main'. The 'Selected Items' frame on the right contains multiple item lines:

PartType	PartTypeDesc	PartCode	PartName	CurrentStock	WarehouseName	NetStock	ReorderLevel	ReorderAmount
B	B Class Part	SP2020-7223	Fuser Unit	50.00	KZ - Main	50.00	40.00	0.00

DRAG AND DROP MULTIPLE ITEM LINES

You may wish to select more than one item line, **either** -

- A **block** of items lines,
- **Or**
- Several items lines that are in **nonsequential order**.

Select Multiple Item Lines - Block

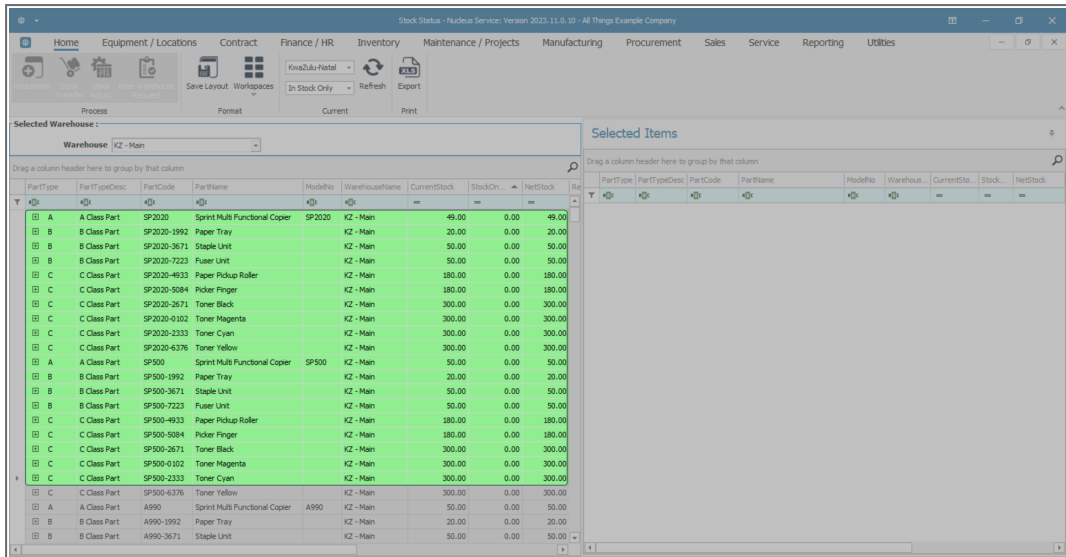
There are **two** methods to select a **block** of item lines:

Method 1

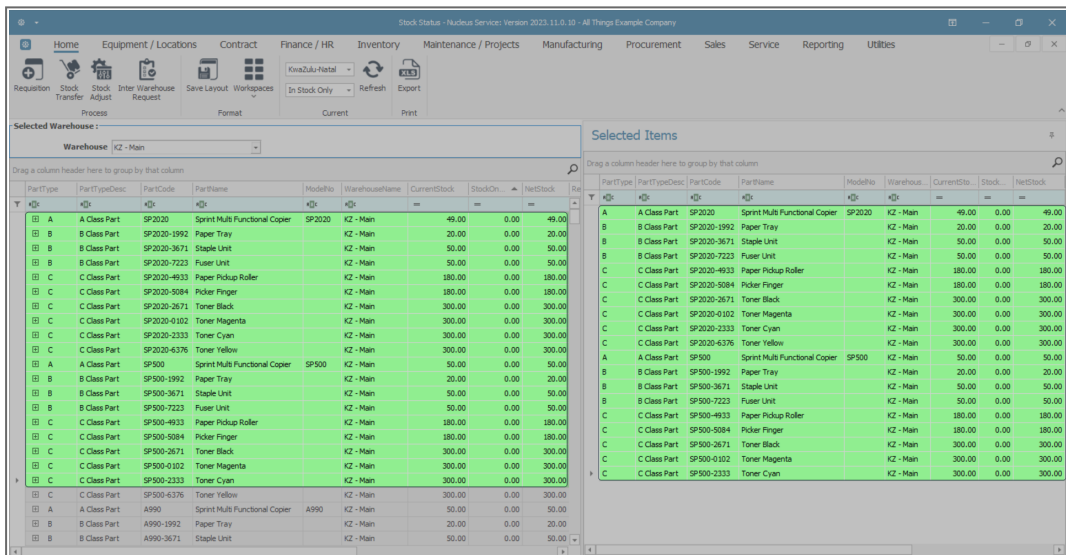
- Select the **first row** in the block that you wish to move.
- Press and hold the **Shift** button on your keyboard.
- Use your mouse to click on the **final** row in the block you wish to move thereby highlighting all the rows between and including the first selected and the last selected.
- Still pressing the **hold** button, click in the **row selector column** of the final row and **drag** and **drop** the whole block to the second grid.

Method 2

- Select the **first row** in the block that you wish to move.
- Press and hold the **Shift** button on your keyboard.
- Use the **Up** and **Down** arrows on your keyboard to select all the rows that you wish to move. Each line will be highlighted as selected.
- Still pressing the **Hold** button, click in the **row selector column** of the final row and **drag** and **drop** the whole block to the second grid.



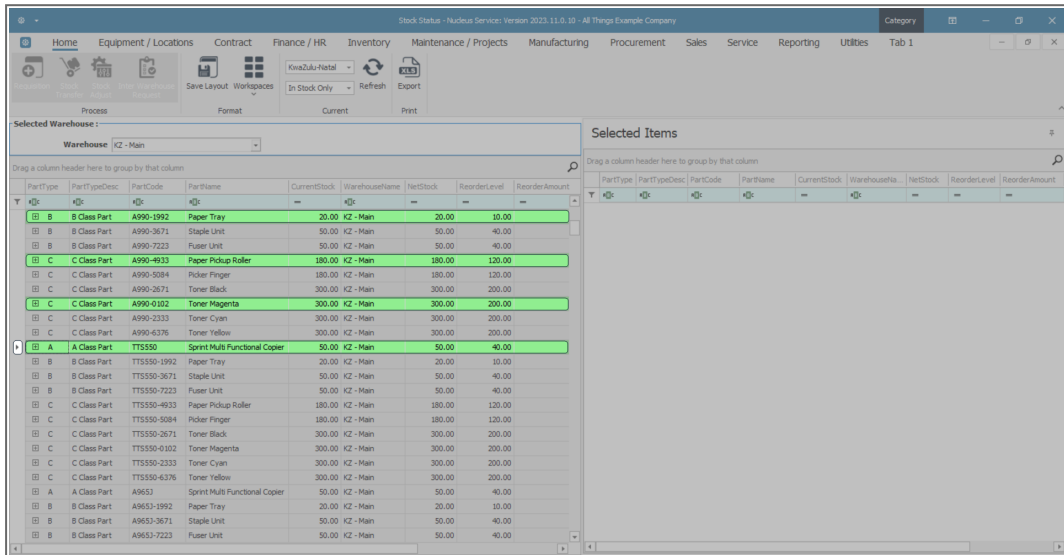
- The block selection of item lines is now reflected in the **Selected Items** frame.



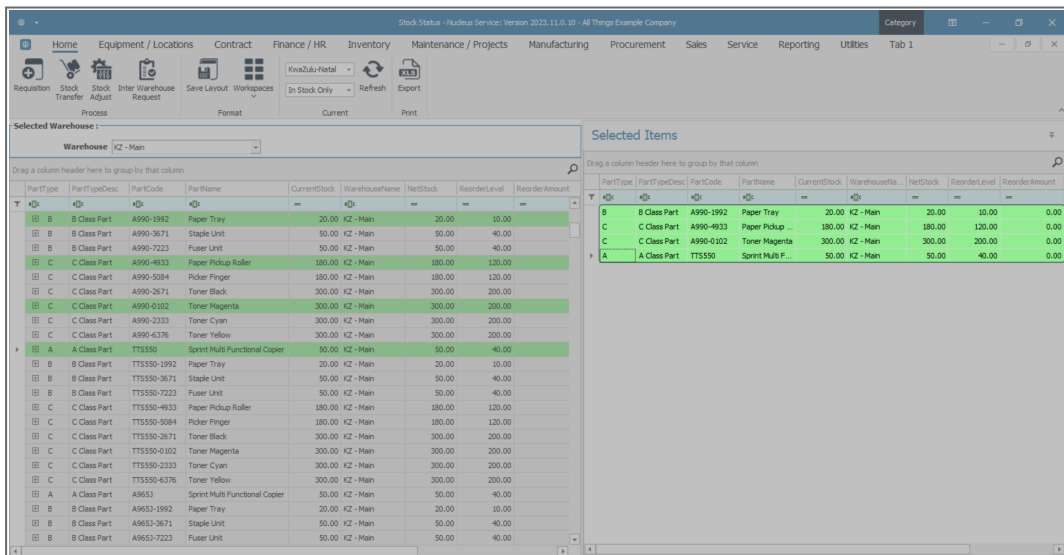
Select Multiple Item Lines - Nonsequential order

- Select the **first row** in the block that you wish to move.
- Press and hold the **Control** button on your keyboard.

- Using your mouse, click on each individual line that you wish to move.
- Still pressing the **Control** button, click in the **row selector** column of the final row of your selection and **drag** and **drop** the whole block to the second grid.



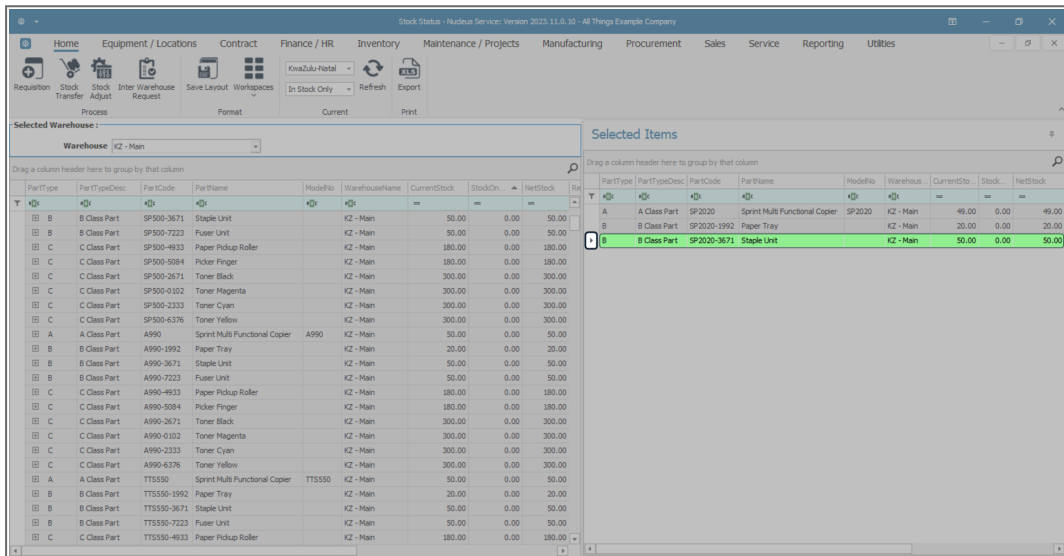
- The nonsequential selection of item lines is now reflected in the **Selected Items** frame



Undo Item Line Move

- Any item line move can be undone by **reversing** the processes above and moving either a single item line or multiple item lines back to the first data grid.

Important Note: A row (item line) must be dragged from the row selector column. You cannot select and drag from anywhere else in the row.



SORTING DATA COLUMNS

You may wish to reorganise (**sort**) the contents of a data column in the grid that you are working in.

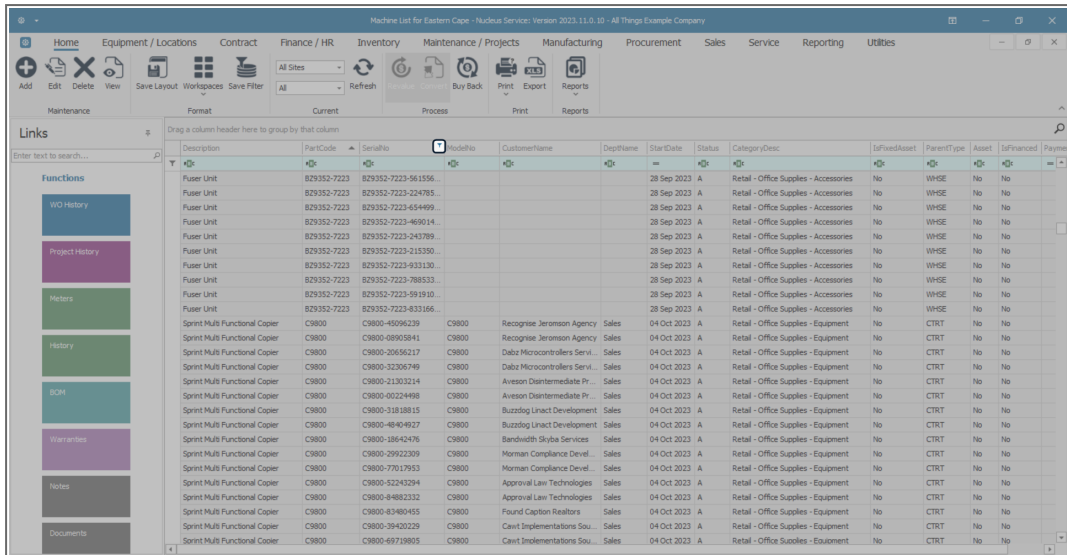
- Click on the column header.
- In this image **Part Code** has been selected.
- A **Sort** button will be revealed, the direction it is pointing depends on the way it will sort the column.

- If you click on the sort arrow when it points **down**, the column will sort in **ascending** order.
- If you click on the sort arrow when it points **up**, the column will sort in **descending** order.
- In this example, the **Part Code** column data has been sorted in **ascending** order.

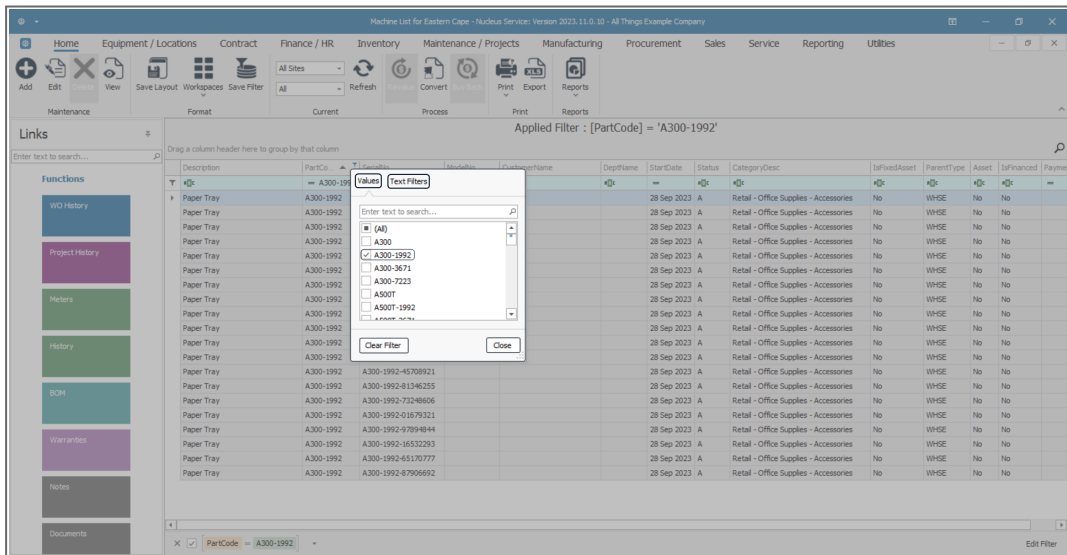
Description	PartCode	SerialNo	ModelNo	CustomerName	DeptName	StarDate	Status	CategoryDesc	IsFixedAsset	ParentType	Asset	IsFinanced	Payment
Fuser Unit	B29352-7223	B29352-7223-561556				28 Sep 2023	A	Retail - Office Supplies - Accessories	No	WHGE	No	No	
Fuser Unit	B29352-7223	B29352-7223-224785				28 Sep 2023	A	Retail - Office Supplies - Accessories	No	WHGE	No	No	
Fuser Unit	B29352-7223	B29352-7223-654990				28 Sep 2023	A	Retail - Office Supplies - Accessories	No	WHGE	No	No	
Fuser Unit	B29352-7223	B29352-7223-469014				28 Sep 2023	A	Retail - Office Supplies - Accessories	No	WHGE	No	No	
Fuser Unit	B29352-7223	B29352-7223-243789				28 Sep 2023	A	Retail - Office Supplies - Accessories	No	WHGE	No	No	
Fuser Unit	B29352-7223	B29352-7223-215350				28 Sep 2023	A	Retail - Office Supplies - Accessories	No	WHGE	No	No	
Fuser Unit	B29352-7223	B29352-7223-933130				28 Sep 2023	A	Retail - Office Supplies - Accessories	No	WHGE	No	No	
Fuser Unit	B29352-7223	B29352-7223-788533				28 Sep 2023	A	Retail - Office Supplies - Accessories	No	WHGE	No	No	
Fuser Unit	B29352-7223	B29352-7223-591910				28 Sep 2023	A	Retail - Office Supplies - Accessories	No	WHGE	No	No	
Fuser Unit	B29352-7223	B29352-7223-833166				28 Sep 2023	A	Retail - Office Supplies - Accessories	No	WHGE	No	No	
Sprint Multi Functional Copier	C9800	C9800-45096239	C9800	Recognise Jeromson Agency	Sales	04 Oct 2023	A	Retail - Office Supplies - Equipment	No	CTRT	No	No	
Sprint Multi Functional Copier	C9800	C9800-08905841	C9800	Recognise Jeromson Agency	Sales	04 Oct 2023	A	Retail - Office Supplies - Equipment	No	CTRT	No	No	
Sprint Multi Functional Copier	C9800	C9800-20656217	C9800	Daba Microcontrollers Servi	Sales	04 Oct 2023	A	Retail - Office Supplies - Equipment	No	CTRT	No	No	
Sprint Multi Functional Copier	C9800	C9800-22366749	C9800	Daba Microcontrollers Servi	Sales	04 Oct 2023	A	Retail - Office Supplies - Equipment	No	CTRT	No	No	
Sprint Multi Functional Copier	C9800	C9800-21303214	C9800	Aveson Disintermediate Pr	Sales	04 Oct 2023	A	Retail - Office Supplies - Equipment	No	CTRT	No	No	
Sprint Multi Functional Copier	C9800	C9800-00024988	C9800	Aveson Disintermediate Pr	Sales	04 Oct 2023	A	Retail - Office Supplies - Equipment	No	CTRT	No	No	
Sprint Multi Functional Copier	C9800	C9800-31818815	C9800	Buzzdog Linact Development	Sales	04 Oct 2023	A	Retail - Office Supplies - Equipment	No	CTRT	No	No	
Sprint Multi Functional Copier	C9800	C9800-46404927	C9800	Buzzdog Linact Development	Sales	04 Oct 2023	A	Retail - Office Supplies - Equipment	No	CTRT	No	No	
Sprint Multi Functional Copier	C9800	C9800-18642476	C9800	Bandwidth Skyba Services	Sales	04 Oct 2023	A	Retail - Office Supplies - Equipment	No	CTRT	No	No	
Sprint Multi Functional Copier	C9800	C9800-29922309	C9800	Morman Compliance Devel	Sales	04 Oct 2023	A	Retail - Office Supplies - Equipment	No	CTRT	No	No	
Sprint Multi Functional Copier	C9800	C9800-77017953	C9800	Morman Compliance Devel	Sales	04 Oct 2023	A	Retail - Office Supplies - Equipment	No	CTRT	No	No	
Sprint Multi Functional Copier	C9800	C9800-52243294	C9800	Approval Law Technologies	Sales	04 Oct 2023	A	Retail - Office Supplies - Equipment	No	CTRT	No	No	
Sprint Multi Functional Copier	C9800	C9800-04682232	C9800	Approval Law Technologies	Sales	04 Oct 2023	A	Retail - Office Supplies - Equipment	No	CTRT	No	No	
Sprint Multi Functional Copier	C9800	C9800-83480455	C9800	Fransd Capten Realites	Sales	04 Oct 2023	A	Retail - Office Supplies - Equipment	No	CTRT	No	No	
Sprint Multi Functional Copier	C9800	C9800-39420229	C9800	Carvt Implementations Sou	Sales	04 Oct 2023	A	Retail - Office Supplies - Equipment	No	CTRT	No	No	
Sprint Multi Functional Copier	C9800	C9800-69719805	C9800	Carvt Implementations Sou	Sales	04 Oct 2023	A	Retail - Office Supplies - Equipment	No	CTRT	No	No	

SEARCH FOR DATA - THE FILTER BUTTON

- As you hover over a column header cell, the **Filter** button will appear.

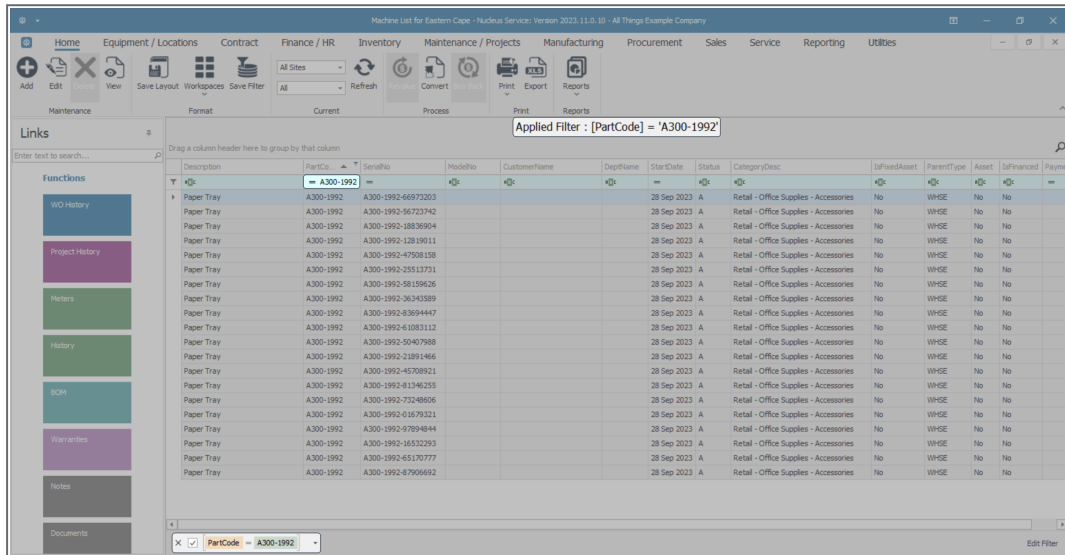


- When you click on this button, a **Custom** drop-down list will be displayed, the contents of which depend on the column header selected.
- This will be a quick reference list of all the different numbers (or names) in that column.
- Click on any number (or name) in the list.
- In this image, the part code number **A300-1992** has been selected.



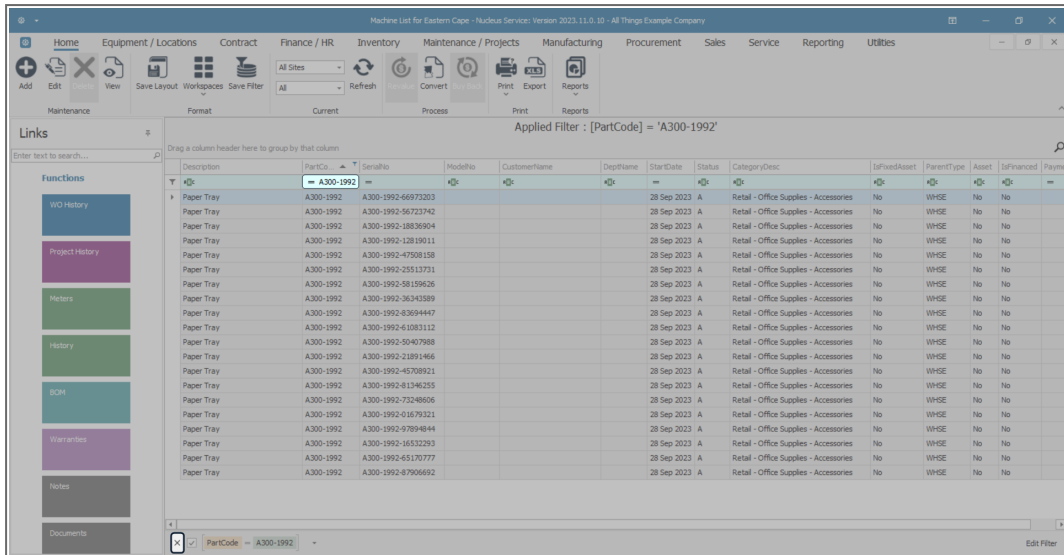
- The system will filter your selection in the data grid and the **Auto Filter row** of the **Part Code** column will contain the number (or name) that you selected.
- The **Title row** and **Edit Filter row** will also display the filter selection.

Data grid filtering is covered in more detail in the [Data Grid Filtering](#) manual.



CLEAR A SEARCH

- Either - remove **all** text from the **Auto Filter row**,
- **Or**, click on the **[X]** in the **Edit Filter row**, to remove the filter(s).



SEARCH FOR DATA – AUTO FILTER ROW

- Type the data you are searching for in the **Auto Filter** row of the column where you wish to search for data.
- In this image, the applied filter is for a **Part Code** that contains the numbers **9519**.
- The system will immediately start filtering for the first number / letter as you type it.
- **Note 1:** The filter is not case sensitive.
- **Note 2:** You can type any part of a word or number.

Data grid filtering is covered in more detail in the [Data Grid Filtering](#) manual.

Machine List for Eastern Cape - Nucleus Service- Version 2023.11.0 - 10 - All Things Example Company

Applied Filter : Contains([PartCode], '9519')

Description	PartCode	SerialNo	ModelNo	CustomerName	DepName	StarDate	Status	CategoryDesc	IsFixedAsset	Asset	IsFinanced	PaymentDay
Sprint Multi Functional Copier	LT9519	LT9519-5528558	LT9519	Recognise Jeromson Agency	Sales	04 Oct 2023	A	Retail - Office Supplies - Equipment	No	No	No	1
Sprint Multi Functional Copier	LT9519	LT9519-07797425	LT9519	Recognise Jeromson Agency	Sales	04 Oct 2023	A	Retail - Office Supplies - Equipment	No	No	No	1
Sprint Multi Functional Copier	LT9519	LT9519-09828062	LT9519	Dabz Microcontrollers Serv...	Sales	04 Oct 2023	A	Retail - Office Supplies - Equipment	No	No	No	1
Sprint Multi Functional Copier	LT9519	LT9519-04608128	LT9519	CGI Brainverse Limited	Sales	04 Oct 2023	A	Retail - Office Supplies - Equipment	No	No	No	1
Sprint Multi Functional Copier	LT9519	LT9519-14810813	LT9519	Aveson Disintermediate Pr...	Sales	04 Oct 2023	A	Retail - Office Supplies - Equipment	No	No	No	1
Sprint Multi Functional Copier	LT9519	LT9519-22606125	LT9519	Aveson Disintermediate Pr...	Sales	04 Oct 2023	A	Retail - Office Supplies - Equipment	No	No	No	1
Sprint Multi Functional Copier	LT9519	LT9519-85824657	LT9519	Buzztag Linct Development	Sales	04 Oct 2023	A	Retail - Office Supplies - Equipment	No	No	No	1
Sprint Multi Functional Copier	LT9519	LT9519-30328067	LT9519	Bandwidth Skyba Services	Sales	04 Oct 2023	A	Retail - Office Supplies - Equipment	No	No	No	1
Sprint Multi Functional Copier	LT9519	LT9519-49293756	LT9519	Bandwidth Skyba Services	Sales	04 Oct 2023	A	Retail - Office Supplies - Equipment	No	No	No	1
Sprint Multi Functional Copier	LT9519	LT9519-14846607	LT9519	Morman Compliance Devel...	Sales	04 Oct 2023	A	Retail - Office Supplies - Equipment	No	No	No	1
Sprint Multi Functional Copier	LT9519	LT9519-05174677	LT9519	Approval Law Technologies	Sales	04 Oct 2023	A	Retail - Office Supplies - Equipment	No	No	No	1
Sprint Multi Functional Copier	LT9519	LT9519-62811112	LT9519	Approval Law Technologies	Sales	04 Oct 2023	A	Retail - Office Supplies - Equipment	No	No	No	1
Sprint Multi Functional Copier	LT9519	LT9519-88384272	LT9519	Found Caption Realtors	Sales	04 Oct 2023	A	Retail - Office Supplies - Equipment	No	No	No	1
Sprint Multi Functional Copier	LT9519	LT9519-1582038	LT9519	Found Caption Realtors	Sales	04 Oct 2023	A	Retail - Office Supplies - Equipment	No	No	No	1
Sprint Multi Functional Copier	LT9519	LT9519-54155664	LT9519	Cavit Implementations Sou...	Sales	04 Oct 2023	A	Retail - Office Supplies - Equipment	No	No	No	1
Sprint Multi Functional Copier	LT9519	LT9519-32144038	LT9519	Skyvu Interrupt Manufact...	Sales	04 Oct 2023	A	Retail - Office Supplies - Equipment	No	No	No	1
Sprint Multi Functional Copier	LT9519	LT9519-10148874	LT9519	Skyvu Interrupt Manufact...	Sales	04 Oct 2023	A	Retail - Office Supplies - Equipment	No	No	No	1
Sprint Multi Functional Copier	LT9519	LT9519-17210319	LT9519	140 Lively Agency	Sales	04 Oct 2023	A	Retail - Office Supplies - Equipment	No	No	No	1
Sprint Multi Functional Copier	LT9519	LT9519-18491468	LT9519	140 Lively Agency	Sales	04 Oct 2023	A	Retail - Office Supplies - Equipment	No	No	No	1
Sprint Multi Functional Copier	LT9519	LT9519-29330588	LT9519	Petaches Circle Centre	Sales	04 Oct 2023	A	Retail - Office Supplies - Equipment	No	No	No	1
Sprint Multi Functional Copier	LT9519	LT9519-45874943	LT9519	Whitbread Sustainable Rea...	Sales	04 Oct 2023	A	Retail - Office Supplies - Equipment	No	No	No	1
Sprint Multi Functional Copier	LT9519	LT9519-77012332	LT9519	Whitbread Sustainable Rea...	Sales	04 Oct 2023	A	Retail - Office Supplies - Equipment	No	No	No	1
Sprint Multi Functional Copier	LT9519	LT9519-69950628	LT9519	Rich Mardi Centre	Sales	04 Oct 2023	A	Retail - Office Supplies - Equipment	No	No	No	1

SEARCH FOR DATA – MULTIPLE SEARCHES

- If you want to search in more than one column, then do not remove the first filter selection.
- Type the new search data in the filter row in the next column of choice.
- In this image the first filter is for **Part Codes** containing the numbers **9519**.
- The second filter is for **Model Numbers** containing the letters **LT**.

Machine List for Eastern Cape - Nucleus Service- Version 2023.11.0 - 10 - All Things Example Company

Applied Filter : Contains(PartCode, '9519') And Contains(ModelNo, 'LT')

Description	PartCode	SerialNo	ModelNo	CustomerName	DispName	StarDate	Status	CategoryDesc	IsFixedAsset	ParentType	Asset	IsFinancial	Payment
Sprint Multi Functional Copier	LT9519	LT9519-5528558	LT9519	Recognise Jeromson Agency	Sales	04 Oct 2023	A	Retail - Office Supplies - Equipment	No	CTRT	No	No	
Sprint Multi Functional Copier	LT9519	LT9519-07797425	LT9519	Recognise Jeromson Agency	Sales	04 Oct 2023	A	Retail - Office Supplies - Equipment	No	CTRT	No	No	
Sprint Multi Functional Copier	LT9519	LT9519-09828062	LT9519	Dabz Microcontrollers Serv.	Sales	04 Oct 2023	A	Retail - Office Supplies - Equipment	No	CTRT	No	No	
Sprint Multi Functional Copier	LT9519	LT9519-04608128	LT9519	CGI Bramrose Limited	Sales	04 Oct 2023	A	Retail - Office Supplies - Equipment	No	CTRT	No	No	
Sprint Multi Functional Copier	LT9519	LT9519-14810813	LT9519	Avesson Disintermediate Pr.	Sales	04 Oct 2023	A	Retail - Office Supplies - Equipment	No	CTRT	No	No	
Sprint Multi Functional Copier	LT9519	LT9519-22606125	LT9519	Avesson Disintermediate Pr.	Sales	04 Oct 2023	A	Retail - Office Supplies - Equipment	No	CTRT	No	No	
Sprint Multi Functional Copier	LT9519	LT9519-85834057	LT9519	Buzzlog Linx Development	Sales	04 Oct 2023	A	Retail - Office Supplies - Equipment	No	CTRT	No	No	
Sprint Multi Functional Copier	LT9519	LT9519-30328067	LT9519	Bandwidth Sybia Services	Sales	04 Oct 2023	A	Retail - Office Supplies - Equipment	No	CTRT	No	No	
Sprint Multi Functional Copier	LT9519	LT9519-49293756	LT9519	Bandwidth Sybia Services	Sales	04 Oct 2023	A	Retail - Office Supplies - Equipment	No	CTRT	No	No	
Sprint Multi Functional Copier	LT9519	LT9519-14846607	LT9519	Moman Compliance Devel.	Sales	04 Oct 2023	A	Retail - Office Supplies - Equipment	No	CTRT	No	No	
Sprint Multi Functional Copier	LT9519	LT9519-05174677	LT9519	Approval Law Technologies	Sales	04 Oct 2023	A	Retail - Office Supplies - Equipment	No	CTRT	No	No	
Sprint Multi Functional Copier	LT9519	LT9519-62811112	LT9519	Approval Law Technologies	Sales	04 Oct 2023	A	Retail - Office Supplies - Equipment	No	CTRT	No	No	
Sprint Multi Functional Copier	LT9519	LT9519-88584272	LT9519	Found Caption Realitors	Sales	04 Oct 2023	A	Retail - Office Supplies - Equipment	No	CTRT	No	No	
Sprint Multi Functional Copier	LT9519	LT9519-11982038	LT9519	Found Caption Realitors	Sales	04 Oct 2023	A	Retail - Office Supplies - Equipment	No	CTRT	No	No	
Sprint Multi Functional Copier	LT9519	LT9519-54155664	LT9519	Cavt Implementations Sou.	Sales	04 Oct 2023	A	Retail - Office Supplies - Equipment	No	CTRT	No	No	
Sprint Multi Functional Copier	LT9519	LT9519-32144038	LT9519	Skyvui Interrupt Manufact.	Sales	04 Oct 2023	A	Retail - Office Supplies - Equipment	No	CTRT	No	No	
Sprint Multi Functional Copier	LT9519	LT9519-10148874	LT9519	Skyvui Interrupt Manufact.	Sales	04 Oct 2023	A	Retail - Office Supplies - Equipment	No	CTRT	No	No	
Sprint Multi Functional Copier	LT9519	LT9519-17219319	LT9519	NDQ Lively Agency	Sales	04 Oct 2023	A	Retail - Office Supplies - Equipment	No	CTRT	No	No	
Sprint Multi Functional Copier	LT9519	LT9519-18491488	LT9519	NDQ Lively Agency	Sales	04 Oct 2023	A	Retail - Office Supplies - Equipment	No	CTRT	No	No	
Sprint Multi Functional Copier	LT9519	LT9519-29330688	LT9519	Pelachio Circle Centre	Sales	04 Oct 2023	A	Retail - Office Supplies - Equipment	No	CTRT	No	No	
Sprint Multi Functional Copier	LT9519	LT9519-45879493	LT9519	Whitbread Sustainable Rea.	Sales	04 Oct 2023	A	Retail - Office Supplies - Equipment	No	CTRT	No	No	
Sprint Multi Functional Copier	LT9519	LT9519-77012332	LT9519	Whitbread Sustainable Rea.	Sales	04 Oct 2023	A	Retail - Office Supplies - Equipment	No	CTRT	No	No	
Sprint Multi Functional Copier	LT9519	LT9519-49950628	LT9519	Rich Mandi Centre	Sales	04 Oct 2023	A	Retail - Office Supplies - Equipment	No	CTRT	No	No	

CLEAR MULTIPLE SEARCHES

- Either, **remove all text** from the **Auto Filter** row,
- Or, click on the **[X]** in the **Edit Filter** row to remove the filter(s).

Machine List for Eastern Cape - Nucleus Service- Version 2023.11.0 - 10 - All Things Example Company

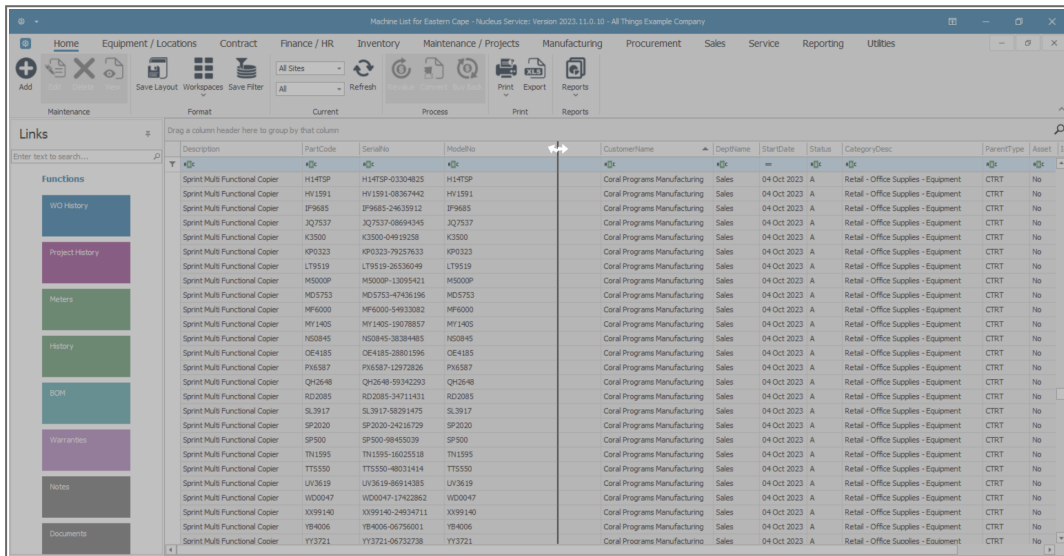
Applied Filter : Contains(PartCode, '9519') And Contains(ModelNo, 'LT')

Description	PartCode	SerialNo	ModelNo	CustomerName	DispName	StarDate	Status	CategoryDesc	IsFixedAsset	ParentType	Asset	IsFinancial	Payment
Sprint Multi Functional Copier	LT9519	LT9519-5528558	LT9519	Recognise Jeromson Agency	Sales	04 Oct 2023	A	Retail - Office Supplies - Equipment	No	CTRT	No	No	
Sprint Multi Functional Copier	LT9519	LT9519-07797425	LT9519	Recognise Jeromson Agency	Sales	04 Oct 2023	A	Retail - Office Supplies - Equipment	No	CTRT	No	No	
Sprint Multi Functional Copier	LT9519	LT9519-09828062	LT9519	Dabz Microcontrollers Serv.	Sales	04 Oct 2023	A	Retail - Office Supplies - Equipment	No	CTRT	No	No	
Sprint Multi Functional Copier	LT9519	LT9519-04608128	LT9519	CGI Bramrose Limited	Sales	04 Oct 2023	A	Retail - Office Supplies - Equipment	No	CTRT	No	No	
Sprint Multi Functional Copier	LT9519	LT9519-14810813	LT9519	Avesson Disintermediate Pr.	Sales	04 Oct 2023	A	Retail - Office Supplies - Equipment	No	CTRT	No	No	
Sprint Multi Functional Copier	LT9519	LT9519-22606125	LT9519	Avesson Disintermediate Pr.	Sales	04 Oct 2023	A	Retail - Office Supplies - Equipment	No	CTRT	No	No	
Sprint Multi Functional Copier	LT9519	LT9519-85834057	LT9519	Buzzlog Linx Development	Sales	04 Oct 2023	A	Retail - Office Supplies - Equipment	No	CTRT	No	No	
Sprint Multi Functional Copier	LT9519	LT9519-30328067	LT9519	Bandwidth Sybia Services	Sales	04 Oct 2023	A	Retail - Office Supplies - Equipment	No	CTRT	No	No	
Sprint Multi Functional Copier	LT9519	LT9519-49293756	LT9519	Bandwidth Sybia Services	Sales	04 Oct 2023	A	Retail - Office Supplies - Equipment	No	CTRT	No	No	
Sprint Multi Functional Copier	LT9519	LT9519-14846607	LT9519	Moman Compliance Devel.	Sales	04 Oct 2023	A	Retail - Office Supplies - Equipment	No	CTRT	No	No	
Sprint Multi Functional Copier	LT9519	LT9519-05174677	LT9519	Approval Law Technologies	Sales	04 Oct 2023	A	Retail - Office Supplies - Equipment	No	CTRT	No	No	
Sprint Multi Functional Copier	LT9519	LT9519-62811112	LT9519	Approval Law Technologies	Sales	04 Oct 2023	A	Retail - Office Supplies - Equipment	No	CTRT	No	No	
Sprint Multi Functional Copier	LT9519	LT9519-88584272	LT9519	Found Caption Realitors	Sales	04 Oct 2023	A	Retail - Office Supplies - Equipment	No	CTRT	No	No	
Sprint Multi Functional Copier	LT9519	LT9519-11982038	LT9519	Found Caption Realitors	Sales	04 Oct 2023	A	Retail - Office Supplies - Equipment	No	CTRT	No	No	
Sprint Multi Functional Copier	LT9519	LT9519-54155664	LT9519	Cavt Implementations Sou.	Sales	04 Oct 2023	A	Retail - Office Supplies - Equipment	No	CTRT	No	No	
Sprint Multi Functional Copier	LT9519	LT9519-32144038	LT9519	Skyvui Interrupt Manufact.	Sales	04 Oct 2023	A	Retail - Office Supplies - Equipment	No	CTRT	No	No	
Sprint Multi Functional Copier	LT9519	LT9519-10148874	LT9519	Skyvui Interrupt Manufact.	Sales	04 Oct 2023	A	Retail - Office Supplies - Equipment	No	CTRT	No	No	
Sprint Multi Functional Copier	LT9519	LT9519-17219319	LT9519	NDQ Lively Agency	Sales	04 Oct 2023	A	Retail - Office Supplies - Equipment	No	CTRT	No	No	
Sprint Multi Functional Copier	LT9519	LT9519-18491488	LT9519	NDQ Lively Agency	Sales	04 Oct 2023	A	Retail - Office Supplies - Equipment	No	CTRT	No	No	
Sprint Multi Functional Copier	LT9519	LT9519-29330688	LT9519	Pelachio Circle Centre	Sales	04 Oct 2023	A	Retail - Office Supplies - Equipment	No	CTRT	No	No	
Sprint Multi Functional Copier	LT9519	LT9519-45879493	LT9519	Whitbread Sustainable Rea.	Sales	04 Oct 2023	A	Retail - Office Supplies - Equipment	No	CTRT	No	No	
Sprint Multi Functional Copier	LT9519	LT9519-77012332	LT9519	Whitbread Sustainable Rea.	Sales	04 Oct 2023	A	Retail - Office Supplies - Equipment	No	CTRT	No	No	
Sprint Multi Functional Copier	LT9519	LT9519-49950628	LT9519	Rich Mandi Centre	Sales	04 Oct 2023	A	Retail - Office Supplies - Equipment	No	CTRT	No	No	

COLUMN WIDTH

You can change the **width** of the columns within a data grid.

- **Click and hold** on the line between two columns in the column header row.
- White double ended **arrow heads** will appear and the **dividing line** between the columns will be highlighted.
- Move the mouse either left or right to **increase** or **decrease** the column width.



This is covered in more detail in the [Data Grid Layouts](#) manual.

SAVE LAYOUT

- When you are happy with the data grid changes, click on **Save Layout** to save the changes made.

Description	PartCode	SerialNo	ModelNo	CustomerName	DepName	StarDate	Status	CategoryDesc	ParentType	Asset	SFinanced	PaymentDay
Sprint Multi Functional Copier	F9314	F9314-21861583	F9314	Centralized Midnight Sourcing	Sales	04 Oct 2023	A	Retail - Office Supplies - Equipment	CTRT	No	No	1
Sprint Multi Functional Copier	F9314	F9314-44518548	F9314	Coral Programs Manufacturing	Sales	04 Oct 2023	A	Retail - Office Supplies - Equipment	CTRT	No	No	1
Sprint Multi Functional Copier	F9314	F9314-31479614	F9314	Coral Programs Manufacturing	Sales	04 Oct 2023	A	Retail - Office Supplies - Equipment	CTRT	No	No	1
Sprint Multi Functional Copier	F9314	F9314-75233992	F9314	HND Kernel Centre	Sales	04 Oct 2023	A	Retail - Office Supplies - Equipment	CTRT	No	No	1
Sprint Multi Functional Copier	F9314	F9314-31394557	F9314	HND Kernel Centre	Sales	04 Oct 2023	A	Retail - Office Supplies - Equipment	CTRT	No	No	1
Sprint Multi Functional Copier	F9314	F9314-11288602	F9314	Tam Franchising Limited	Sales	04 Oct 2023	A	Retail - Office Supplies - Equipment	CTRT	No	No	1
Sprint Multi Functional Copier	F9314	F9314-02896124	F9314	Bater Knocksout Sourcing	Sales	04 Oct 2023	A	Retail - Office Supplies - Equipment	CTRT	No	No	1
Sprint Multi Functional Copier	F9314	F9314-34378176	F9314	Bater Knocksout Sourcing	Sales	04 Oct 2023	A	Retail - Office Supplies - Equipment	CTRT	No	No	1
Sprint Multi Functional Copier	F9314	F9314-71472694	F9314	Capability Topkounge Services	Sales	04 Oct 2023	A	Retail - Office Supplies - Equipment	CTRT	No	No	1
Sprint Multi Functional Copier	F9314	F9314-38720738	F9314	Capability Topkounge Services	Sales	04 Oct 2023	A	Retail - Office Supplies - Equipment	CTRT	No	No	1
Sprint Multi Functional Copier	F9314	F9314-58121033	F9314	Putbrick Lokupe Association	Sales	04 Oct 2023	A	Retail - Office Supplies - Equipment	CTRT	No	No	1
Sprint Multi Functional Copier	F9314	F9314-43284445	F9314	Cash Sale Account	Sales	04 Oct 2023	A	Retail - Office Supplies - Equipment	WHSE	No	No	1
Sprint Multi Functional Copier	F9314	F9314-30357436	F9314	Cash Sale Account	Sales	04 Oct 2023	A	Retail - Office Supplies - Equipment	WHSE	No	No	1
Sprint Multi Functional Copier	F9314	F9314-69118673	F9314	Richard Eayo Manufacturing	Sales	04 Oct 2023	A	Retail - Office Supplies - Equipment	CTRT	No	No	1
Sprint Multi Functional Copier	F9314	F9314-84552249	F9314	Richard Eayo Manufacturing	Sales	04 Oct 2023	A	Retail - Office Supplies - Equipment	CTRT	No	No	1
Sprint Multi Functional Copier	F9314	F9314-02129557	F9314	Sale Betenrys Agency	Sales	04 Oct 2023	A	Retail - Office Supplies - Equipment	CTRT	No	No	1
Sprint Multi Functional Copier	F9314	F9314-20688036	F9314	IE4 Gentan Agency	Sales	04 Oct 2023	A	Retail - Office Supplies - Equipment	CTRT	No	No	1
Sprint Multi Functional Copier	F9314	F9314-49721135	F9314	IE4 Gentan Agency	Sales	04 Oct 2023	A	Retail - Office Supplies - Equipment	CTRT	No	No	1
Sprint Multi Functional Copier	F9314	F9314-67208052	F9314	Dollar Tracking Productions	Sales	04 Oct 2023	A	Retail - Office Supplies - Equipment	CTRT	No	No	1
Sprint Multi Functional Copier	F9314	F9314-01808128	F9314	Stain Obsidian Realtors	Sales	04 Oct 2023	A	Retail - Office Supplies - Equipment	CTRT	No	No	1
Sprint Multi Functional Copier	F9314	F9314-44570809	F9314	Stain Obsidian Realtors	Sales	04 Oct 2023	A	Retail - Office Supplies - Equipment	CTRT	No	No	1
Sprint Multi Functional Copier	F9314	F9314-66074746	F9314	Damisek Lauchlan Holdings	Sales	04 Oct 2023	A	Retail - Office Supplies - Equipment	CTRT	No	No	1
Sprint Multi Functional Copier	F9314	F9314-87667782	F9314	Damisek Lauchlan Holdings	Sales	04 Oct 2023	A	Retail - Office Supplies - Equipment	CTRT	No	No	1
Sprint Multi Functional Copier	F9314	F9314-74351745	F9314	LN Pat Development	Sales	04 Oct 2023	A	Retail - Office Supplies - Equipment	CTRT	No	No	1
Sprint Multi Functional Copier	F9314	F9314-11740523	F9314	Selagnellem Lembaliars Manu...	Sales	04 Oct 2023	A	Retail - Office Supplies - Equipment	CTRT	No	No	1
Sprint Multi Functional Copier	F9314	F9314-41189999	F9314	Selagnellem Lembaliars Manu...	Sales	04 Oct 2023	A	Retail - Office Supplies - Equipment	CTRT	No	No	1

EXPORT DATA

You can use the **Export** button to export the data grid information to **Excel**.

- Click on a **Column Header** to quickly sort the data in **Ascending** or **Descending** order.
- In this image, the data grid has been sorted by **Description** in **Ascending** order.
- Click on the **Export** action button.

Description	PartCode	SerialNo	ModelNo	StarDate	Status	CategoryDesc	Asset	SFinanced	DepName	WCAAttachment
Fuser Unit	EA3/866-7223	EA3/866-7223-56746589		29 Sep 2023	A	Retail - Office Supplies - Accessories	No	No		No
Fuser Unit	EA3/866-7223	EA3/866-7223-30681045		29 Sep 2023	A	Retail - Office Supplies - Accessories	No	No		No
Fuser Unit	EA3/866-7223	EA3/866-7223-34777744		29 Sep 2023	A	Retail - Office Supplies - Accessories	No	No		No
Fuser Unit	EA3/866-7223	EA3/866-7223-65843157		29 Sep 2023	A	Retail - Office Supplies - Accessories	No	No		No
Fuser Unit	EA3/866-7223	EA3/866-7223-89088401		29 Sep 2023	A	Retail - Office Supplies - Accessories	No	No		No
Fuser Unit	EA3/866-7223	EA3/866-7223-49825254		29 Sep 2023	A	Retail - Office Supplies - Accessories	No	No		No
Fuser Unit	EA3/866-7223	EA3/866-7223-38909074		29 Sep 2023	A	Retail - Office Supplies - Accessories	No	No		No
Fuser Unit	EA3/866-7223	EA3/866-7223-55174749		29 Sep 2023	A	Retail - Office Supplies - Accessories	No	No		No
Fuser Unit	EA3/866-7223	EA3/866-7223-06091545		29 Sep 2023	A	Retail - Office Supplies - Accessories	No	No		No
Fuser Unit	EA3/866-7223	EA3/866-7223-49035412		29 Sep 2023	A	Retail - Office Supplies - Accessories	No	No		No
Fuser Unit	EA3/866-7223	EA3/866-7223-70840105		29 Sep 2023	A	Retail - Office Supplies - Accessories	No	No		No
Fuser Unit	EA3/866-7223	EA3/866-7223-01227568		29 Sep 2023	A	Retail - Office Supplies - Accessories	No	No		No
Fuser Unit	EA3/866-7223	EA3/866-7223-24610866		29 Sep 2023	A	Retail - Office Supplies - Accessories	No	No		No
Fuser Unit	EA3/866-7223	EA3/866-7223-12931929		29 Sep 2023	A	Retail - Office Supplies - Accessories	No	No		No
Fuser Unit	EA3/866-7223	EA3/866-7223-52636569		29 Sep 2023	A	Retail - Office Supplies - Accessories	No	No		No
Paper Tray	SP2020-1992	SP2020-1992-7213437		29 Sep 2023	A	Retail - Office Supplies - Accessories	No	No		No
Paper Tray	SP2020-1992	SP2020-1992-79033782		29 Sep 2023	A	Retail - Office Supplies - Accessories	No	No		No
Paper Tray	SP2020-1992	SP2020-1992-99380483		29 Sep 2023	A	Retail - Office Supplies - Accessories	No	No		No
Paper Tray	SP2020-1992	SP2020-1992-08499009		29 Sep 2023	A	Retail - Office Supplies - Accessories	No	No		No
Paper Tray	SP2020-1992	SP2020-1992-24762848		29 Sep 2023	A	Retail - Office Supplies - Accessories	No	No		No
Paper Tray	SP2020-1992	SP2020-1992-42887308		29 Sep 2023	A	Retail - Office Supplies - Accessories	No	No		No
Paper Tray	SP2020-1992	SP2020-1992-02978825		29 Sep 2023	A	Retail - Office Supplies - Accessories	No	No		No
Paper Tray	SP2020-1992	SP2020-1992-12174091		29 Sep 2023	A	Retail - Office Supplies - Accessories	No	No		No
Paper Tray	SP2020-1992	SP2020-1992-53283388		29 Sep 2023	A	Retail - Office Supplies - Accessories	No	No		No
Paper Tray	SP2020-1992	SP2020-1992-63939688		29 Sep 2023	A	Retail - Office Supplies - Accessories	No	No		No
Paper Tray	SP2020-1992	SP2020-1992-17282877		29 Sep 2023	A	Retail - Office Supplies - Accessories	No	No		No

- This will open **Excel** with a new spreadsheet and load all the data from the data grid into that spreadsheet.
- You can then **view the data, search for data**, prepare the spreadsheet for **printing**, etc.

	A	B	C	D	E	F	G	H	I	J	K
1	Description	PartCode	SerialNo	Model	StartDate	Stat	CategoryDesc	Asset	IsFinan	DeptNa	WOAttachmet
2	Fuser Unit	SP2020-7223	SP2020-7223-31623965		29 Sep 2023	A	Retail - Office Supplies - Accessori	No	No		No
3	Fuser Unit	SP2020-7223	SP2020-7223-80274441		29 Sep 2023	A	Retail - Office Supplies - Accessori	No	No		No
4	Fuser Unit	SP2020-7223	SP2020-7223-65312674		29 Sep 2023	A	Retail - Office Supplies - Accessori	No	No		No
5	Fuser Unit	SP2020-7223	SP2020-7223-77632382		29 Sep 2023	A	Retail - Office Supplies - Accessori	No	No		No
6	Fuser Unit	SP2020-7223	SP2020-7223-33724705		29 Sep 2023	A	Retail - Office Supplies - Accessori	No	No		No
7	Fuser Unit	SP2020-7223	SP2020-7223-42392653		29 Sep 2023	A	Retail - Office Supplies - Accessori	No	No		No
8	Fuser Unit	SP2020-7223	SP2020-7223-41845612		29 Sep 2023	A	Retail - Office Supplies - Accessori	No	No		No
9	Fuser Unit	SP2020-7223	SP2020-7223-82638081		29 Sep 2023	A	Retail - Office Supplies - Accessori	No	No		No
10	Fuser Unit	SP2020-7223	SP2020-7223-93928929		29 Sep 2023	A	Retail - Office Supplies - Accessori	No	No		No
11	Fuser Unit	SP2020-7223	SP2020-7223-93703561		29 Sep 2023	A	Retail - Office Supplies - Accessori	No	No		No
12	Fuser Unit	SP2020-7223	SP2020-7223-94963994		29 Sep 2023	A	Retail - Office Supplies - Accessori	No	No		No
13	Fuser Unit	SP2020-7223	SP2020-7223-34207612		29 Sep 2023	A	Retail - Office Supplies - Accessori	No	No		No
14	Fuser Unit	SP2020-7223	SP2020-7223-07871243		29 Sep 2023	A	Retail - Office Supplies - Accessori	No	No		No
15	Fuser Unit	SP2020-7223	SP2020-7223-89517562		29 Sep 2023	A	Retail - Office Supplies - Accessori	No	No		No
16	Fuser Unit	SP2020-7223	SP2020-7223-40276242		29 Sep 2023	A	Retail - Office Supplies - Accessori	No	No		No
17	Fuser Unit	SP2020-7223	SP2020-7223-27556203		29 Sep 2023	A	Retail - Office Supplies - Accessori	No	No		No
18	Fuser Unit	SP2020-7223	SP2020-7223-31945091		29 Sep 2023	A	Retail - Office Supplies - Accessori	No	No		No
19	Fuser Unit	SP2020-7223	SP2020-7223-35399814		29 Sep 2023	A	Retail - Office Supplies - Accessori	No	No		No
20	Fuser Unit	SP2020-7223	SP2020-7223-94879363		29 Sep 2023	A	Retail - Office Supplies - Accessori	No	No		No
21	Fuser Unit	SP2020-7223	SP2020-7223-40287124		29 Sep 2023	A	Retail - Office Supplies - Accessori	No	No		No
22	Fuser Unit	SP2020-7223	SP2020-7223-77349338		29 Sep 2023	A	Retail - Office Supplies - Accessori	No	No		No
23	Fuser Unit	SP2020-7223	SP2020-7223-50176515		29 Sep 2023	A	Retail - Office Supplies - Accessori	No	No		No
24	Fuser Unit	SP2020-7223	SP2020-7223-15651984		29 Sep 2023	A	Retail - Office Supplies - Accessori	No	No		No
25	Fuser Unit	SP2020-7223	SP2020-7223-40243864		29 Sep 2023	A	Retail - Office Supplies - Accessori	No	No		No
26	Fuser Unit	SP2020-7223	SP2020-7223-42355303		29 Sep 2023	A	Retail - Office Supplies - Accessori	No	No		No

SELECT A ROW (ITEM)

- Click in the **row selector** column of the item you wish to work with.
- By selecting a row (or item), you can do various things:
 - Utilise the **Functions** Tiles in the **Links** panel.
 - **Edit, Delete, or View** the item.
- **Note 1:** There are only certain screens where items can be deleted.

- **Note 2:** When an item is deleted, it will still be within the data-base, but it will be set to **inactive** and therefore not viewable to users any more.

Description	PartCode	SerialNo	ModelNo	StartDate	Status	CategoryDesc	Asset	IsFinanced	DepName	WOGAttachment
Sprint Multi Functional Copier	AV5588	AV5588-04112361	AV5588	04 Oct 2023	A	Retail - Office Supplies - Equipment	No	No	Sales	Yes
Sprint Multi Functional Copier	BP1470	BP1470-04124076	BP1470	04 Oct 2023	A	Retail - Office Supplies - Equipment	No	No	Sales	Yes
Sprint Multi Functional Copier	B29352	B29352-25470403	B29352	04 Oct 2023	A	Retail - Office Supplies - Equipment	No	No	Sales	Yes
Sprint Multi Functional Copier	C9800	C9800-45096239	C9800	04 Oct 2023	A	Retail - Office Supplies - Equipment	No	No	Sales	Yes
Sprint Multi Functional Copier	CD7752	CD7752-14908309	CD7752	04 Oct 2023	A	Retail - Office Supplies - Equipment	No	No	Sales	Yes
Sprint Multi Functional Copier	CT3690	CT3690-75665702	CT3690	04 Oct 2023	A	Retail - Office Supplies - Equipment	No	No	Sales	Yes
Sprint Multi Functional Copier	DD8Y29	DD8Y29-96759037	DD8Y29	04 Oct 2023	A	Retail - Office Supplies - Equipment	No	No	Sales	Yes
Sprint Multi Functional Copier	DR6547	DR6547-63843205	DR6547	04 Oct 2023	A	Retail - Office Supplies - Equipment	No	No	Sales	Yes
Sprint Multi Functional Copier	DS43F600	DS43F600-32941175	DS43F600	04 Oct 2023	A	Retail - Office Supplies - Equipment	No	No	Sales	Yes
Sprint Multi Functional Copier	EA3V866	EA3V866-14294904	EA3V866	04 Oct 2023	A	Retail - Office Supplies - Equipment	No	No	Sales	Yes
Sprint Multi Functional Copier	EC7536	EC7536-76527208	EC7536	04 Oct 2023	A	Retail - Office Supplies - Equipment	No	No	Sales	Yes
Sprint Multi Functional Copier	ED0358	ED0358-95951822	ED0358	04 Oct 2023	A	Retail - Office Supplies - Equipment	No	No	Sales	Yes
Sprint Multi Functional Copier	EV3P559	EV3P559-62444791	EV3P559	04 Oct 2023	A	Retail - Office Supplies - Equipment	No	No	Sales	Yes
Sprint Multi Functional Copier	F9114	F9114-36679032	F9114	04 Oct 2023	A	Retail - Office Supplies - Equipment	No	No	Sales	Yes
Sprint Multi Functional Copier	F88528	F88528-18586303	F88528	04 Oct 2023	A	Retail - Office Supplies - Equipment	No	No	Sales	Yes
Sprint Multi Functional Copier	FW8520	FW8520-78228737	FW8520	04 Oct 2023	A	Retail - Office Supplies - Equipment	No	No	Sales	Yes
Sprint Multi Functional Copier	GL6547	GL6547-75339391	GL6547	04 Oct 2023	A	Retail - Office Supplies - Equipment	No	No	Sales	Yes
Sprint Multi Functional Copier	GH4564	GH4564-18584091	GH4564	04 Oct 2023	A	Retail - Office Supplies - Equipment	No	No	Sales	Yes
Sprint Multi Functional Copier	H14T5P	H14T5P-62646113	H14T5P	04 Oct 2023	A	Retail - Office Supplies - Equipment	No	No	Sales	Yes
Sprint Multi Functional Copier	HV1591	HV1591-43860367	HV1591	04 Oct 2023	A	Retail - Office Supplies - Equipment	No	No	Sales	Yes
Sprint Multi Functional Copier	IP9685	IP9685-71181851	IP9685	04 Oct 2023	A	Retail - Office Supplies - Equipment	No	No	Sales	Yes
Sprint Multi Functional Copier	JQ7537	JQ7537-68867013	JQ7537	04 Oct 2023	A	Retail - Office Supplies - Equipment	No	No	Sales	Yes
Sprint Multi Functional Copier	K3500	K3500-79672388	K3500	04 Oct 2023	A	Retail - Office Supplies - Equipment	No	No	Sales	Yes
Sprint Multi Functional Copier	KP0323	KP0323-19016634	KP0323	04 Oct 2023	A	Retail - Office Supplies - Equipment	No	No	Sales	Yes
Sprint Multi Functional Copier	LT9519	LT9519-55285558	LT9519	04 Oct 2023	A	Retail - Office Supplies - Equipment	No	No	Sales	Yes
Sprint Multi Functional Copier	M5000P	M5000P-88652352	M5000P	04 Oct 2023	A	Retail - Office Supplies - Equipment	No	No	Sales	Yes

ADD AN ITEM

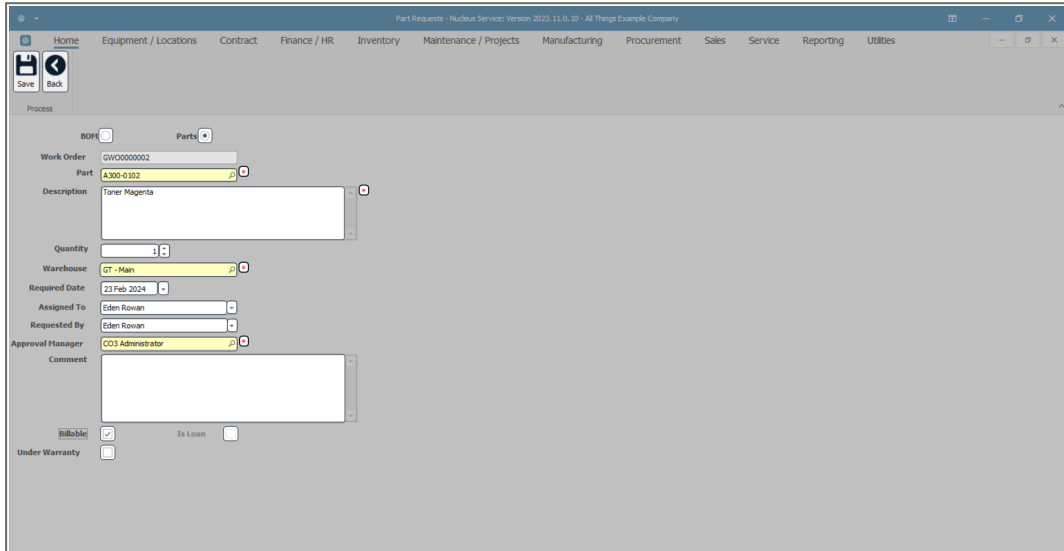
- Where there is more than one data grid, click on the data grid where you wish to add a new record to.
- The **row selector** will indicate where you are in the data grid.
- Click on **Add** to open the **Maintain** screen.
- You will need to load the data as required before saving.

Description	PartCode	SerialNo	ModelNo	StartDate	Status	CategoryDesc	Asset	IsFinanced	DepName	WOAttachment
Sprint Multi Functional Copier	3Q7537	3Q7537-00867313	3Q7537	04 Oct 2023	A	Retail - Office Supplies - Equipment	No	No	Sales	Yes
Sprint Multi Functional Copier	K3500	K3500-7067398	K3500	04 Oct 2023	A	Retail - Office Supplies - Equipment	No	No	Sales	Yes
Sprint Multi Functional Copier	KP0323	KP0323-19016834	KP0323	04 Oct 2023	A	Retail - Office Supplies - Equipment	No	No	Sales	Yes
Sprint Multi Functional Copier	LT9519	LT9519-5528558	LT9519	04 Oct 2023	A	Retail - Office Supplies - Equipment	No	No	Sales	Yes
Sprint Multi Functional Copier	M5000P	M5000P-88652352	M5000P	04 Oct 2023	A	Retail - Office Supplies - Equipment	No	No	Sales	Yes
Sprint Multi Functional Copier	MD5753	MD5753-2969444	MD5753	04 Oct 2023	A	Retail - Office Supplies - Equipment	No	No	Sales	Yes
Sprint Multi Functional Copier	MF6000	MF6000-95249323	MF6000	04 Oct 2023	A	Retail - Office Supplies - Equipment	No	No	Sales	Yes
Sprint Multi Functional Copier	MY1405	MY1405-77477294	MY1405	04 Oct 2023	A	Retail - Office Supplies - Equipment	No	No	Sales	Yes
Sprint Multi Functional Copier	N50845	N50845-73689496	N50845	04 Oct 2023	A	Retail - Office Supplies - Equipment	No	No	Sales	Yes
Sprint Multi Functional Copier	OE4185	OE4185-58494897	OE4185	04 Oct 2023	A	Retail - Office Supplies - Equipment	No	No	Sales	Yes
Sprint Multi Functional Copier	PX6587	PX6587-96457473	PX6587	04 Oct 2023	A	Retail - Office Supplies - Equipment	No	No	Sales	Yes
Sprint Multi Functional Copier	QH2648	QH2648-95375392	QH2648	04 Oct 2023	A	Retail - Office Supplies - Equipment	No	No	Sales	Yes
Sprint Multi Functional Copier	RD2085	RD2085-58608547	RD2085	04 Oct 2023	A	Retail - Office Supplies - Equipment	No	No	Sales	Yes
Sprint Multi Functional Copier	SL3917	SL3917-72965088	SL3917	04 Oct 2023	A	Retail - Office Supplies - Equipment	No	No	Sales	Yes
Sprint Multi Functional Copier	SP2020	SP2020-57826197	SP2020	04 Oct 2023	A	Retail - Office Supplies - Equipment	No	No	Sales	Yes
Sprint Multi Functional Copier	SP9300	SP9300-11424249	SP9300	04 Oct 2023	A	Retail - Office Supplies - Equipment	No	No	Sales	Yes
Sprint Multi Functional Copier	TLN1595	TLN1595-98022897	TLN1595	04 Oct 2023	A	Retail - Office Supplies - Equipment	No	No	Sales	Yes
Sprint Multi Functional Copier	TT5550	TT5550-18618261	TT5550	04 Oct 2023	A	Retail - Office Supplies - Equipment	No	No	Sales	Yes
Sprint Multi Functional Copier	UV3619	UV3619-31435152	UV3619	04 Oct 2023	A	Retail - Office Supplies - Equipment	No	No	Sales	Yes
Sprint Multi Functional Copier	WDD047	WDD047-52664436	WDD047	04 Oct 2023	A	Retail - Office Supplies - Equipment	No	No	Sales	Yes
Sprint Multi Functional Copier	XX99140	XX99140-95450464	XX99140	04 Oct 2023	A	Retail - Office Supplies - Equipment	No	No	Sales	Yes
Sprint Multi Functional Copier	YB4006	YB4006-40748931	YB4006	04 Oct 2023	A	Retail - Office Supplies - Equipment	No	No	Sales	Yes
Sprint Multi Functional Copier	YY3721	YY3721-44030547	YY3721	04 Oct 2023	A	Retail - Office Supplies - Equipment	No	No	Sales	Yes
Sprint Multi Functional Copier	ZT0060	ZT0060-49380167	ZT0060	04 Oct 2023	A	Retail - Office Supplies - Equipment	No	No	Sales	Yes
Sprint Multi Functional Copier	A300	A300-63266151	A300	04 Oct 2023	A	Retail - Office Supplies - Equipment	No	No	Sales	Yes
Sprint Multi Functional Copier	A5007	A5007-47449243	A5007	04 Oct 2023	A	Retail - Office Supplies - Equipment	No	No	Sales	Yes

MAINTAIN SCREEN OVERVIEW

- **Save:** Click here to save the changes made to the screen.
- **Back** Click here to return to the previous screen without saving any changes.
- **Radio Buttons:** Click on the button that will enable you to select from a specified range of data.
- **Grey Search Text Boxes:** These are uneditable. You cannot type into these boxes. There may be a search button which you can click on and select information from the **lookup screen** that will pop up.
- **Yellow Search Text Boxes:** Either type in the data or click on the search button and select the data from the **lookup screen**. If you want to change the details already populated in the yellow box, clear the field (remove the text in the text box) and start the search again.
- **White Text Boxes:** Are for you to type in data or click on the drop-down arrow to reveal a drop-down menu to select from.

- **Date Fields:** Either type in or click on the drop-down arrow and use the calendar function to select the date.
- **Check Boxes:** Click in the check box to select the item or clear the check box (click on it again) to remove the selection.
- **[*]:** Denotes mandatory fields.

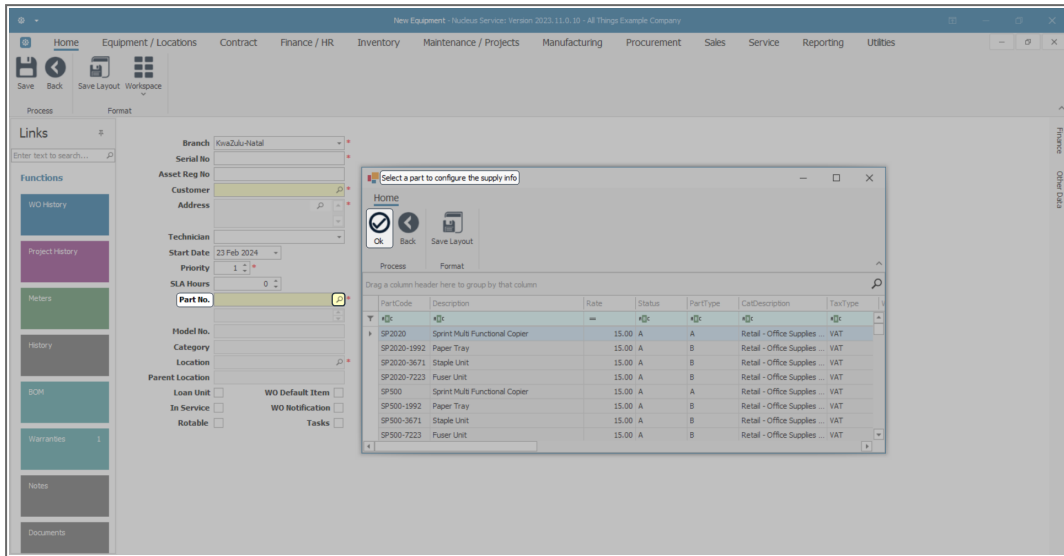


LOOKUP SCREEN

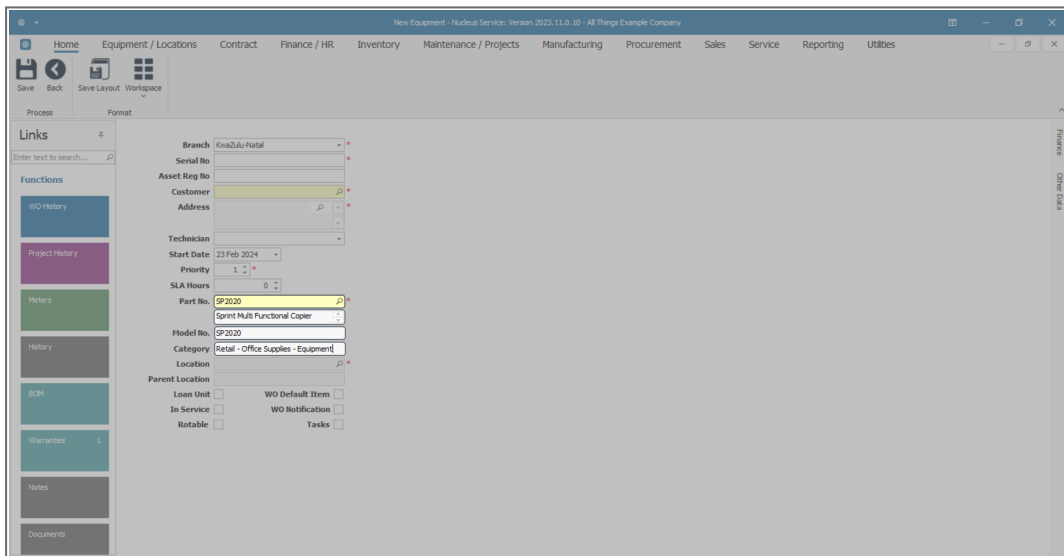
Lookup screens give you a list of information that you can **link** to the Maintain screen that you are busy populating.

- Click on the **search** button in either one of the grey or yellow text boxes.
 - In this example I am searching for a part number to request from store.
- The relevant **lookup screen** will pop up. The details in this screen will be linked to the search instigated.
 - In this example, the search was initiated in the **Part No.** text box therefore the **lookup screen** contains a list of **parts** to select from.

- Either select the **row** and click on **Ok** or **double click** on the selected row.



- The selected details will populate the fields linked to the text box that you initiated the search in.



MNU.000.004