

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 <u>Working Environment</u> 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 <u>specific</u> **data grid**.

Ho	ome Equip	ment / Locations	Contract	Finance / HR	Inventory	Maintenance / Projects	Manufacturing	Procurement	Sales	Service	Reporting	Utilities	
5		==											
Save Back	Save Layout	Workspaces											
Process	Form	at											
					Drag and	d Drop Closed periods to	this grid to open	the selected per	iods				
an a column l	header here to gro	in by that column					-						
			la et al.										
Month	MonthName	Year	IsClosed										
12	2 February	-	2023 No										
12	2 Peoruary		2023 NO										
					Drag and	d Drop Open periods to	this grid to close	the selected peri	ods				
an a column l	header here to gro	in by that column			Drag and	d Drop Open periods to	this grid to close	the selected peri	ods				
	header here to gro		Irchard		Drag and	d Drop Open periods to	this grid to close	the selected peri	ods				
Month	MonthName	Year	IsClosed		Drag and	d Drop Open periods to	this grid to close	the selected peri	ods				
Month	MonthName		4[]C		Drag and	d Drop Open periods to	this grid to close t	the selected peri	ods				
Month	MonthName	Year			Drag and	d Drop Open periods to	this grid to close	the selected peri	ods				
Month	MonthName I C MonthName March	Year	*⊡t 2022 Yes	-	Drag and	d Drop Open periods to	this grid to close !	the selected peri	ods				
Month	MonthName IC MonthName March March	Year	*⊡* 2022 Yes 2023 Yes		Drag and	d Drop Open periods to	this grid to close f	the selected peri	ods				
Month Month 1 1 1 1	MonthName	Year	2022 Yes 2023 Yes 2024 Yes		Drag and	d Drop Open periods to	this grid to close l	the selected peri	ods				
Month	MonthName • []c 3 March 3 March 3 March 3 March 3 March	Year	Item 2022 Yes 2023 Yes 2024 Yes 2025 Yes 2026 Yes 2027 Yes		Drag and	d Drop Open periods to	this grid to close t	the selected peri	ods				
Month Month	MonthName •Cc 3 March 3 March 3 March 3 March 3 March 3 March	Year	∎t 2022 Yes 2023 Yes 2024 Yes 2025 Yes 2026 Yes 2027 Yes 2028 Yes		Drag and	d Drop Open periods to	this grid to close !	the selected peri	ods				
Month Month 1 1 1 1 1 1 1 1 1	MonthName U C C C C C C C C C C C C C C C C C C	Year	Ite 2022 Yes 2023 Yes 2024 Yes 2025 Yes 2026 Yes 2027 Yes 2028 Yes 2029 Yes		Drag and	d Drop Open periods to	this grid to close !	the selected peri	ods				
Month Month 1 1 1 1 1 1 1 1 1	MonthName IC IC March Marc	Year	•[]r 2022 Yes 2023 Yes 2024 Yes 2025 Yes 2026 Yes 2027 Yes 2028 Yes 2029 Yes 2020 Yes 2021 Yes 2022 Yes 2023 Yes 2020 Yes 2020 Yes		Drag and	d Drop Open periods to	this grid to close !	the selected peri	ods				
Month Month 1 1 1 1 1 1 1 1 1 1 1 1 1	MonthName IC IC IC IC IC IC IC IC IC I	Year	Image: wide wide wide wide wide wide wide wide		Drag and	d Drop Open periods to	this grid to close !	the selected peri	ods				
Month Month 1 1 1 1 1 1 1 1 1	MonthName IC IC March Marc	Year	•[]r 2022 Yes 2023 Yes 2024 Yes 2025 Yes 2026 Yes 2027 Yes 2028 Yes 2029 Yes 2020 Yes 2021 Yes 2022 Yes 2023 Yes 2020 Yes 2020 Yes		Drag and	d Drop Open periods to	this grid to close t	the selected peri	ods				

• In this example there are **2** data grids in the screen.



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

۰ ی							Work Scher	duling - Nucleu	s Service: Version	2023.11.0.10 -	All Things E	xample Company			E	- 0	×
۲	Home	Equipment	/ Locations	Contract	Finance / I	HR Inve	ntory M	laintenance	/ Projects	Manufactur	ing I	Procurement Sa	ales Service	Reporting Uti	lities	- 0	×
R efresh	Save Layout	Ĵ	Forward Go Tod		Out Day View	Week View W	Full Mon /eek View Vie	th Timeline	Group by Date Group By	by							
Technik	cians :											> 12 - 16 Feb					
Drag a d	olumn header her	e to group by t	hat column							Q	<u> </u>						
				BootStockW St								Monday, 12 February	Tuesday, 13 February	Wednesday, 14 Feb	Thursday, 15 February	Friday, 16 Februar	Y .
9	·0:	(D:	×0:	10: 10						^	Time						
			AV	A							0700			1	1		
			AV	A							0/=						
			AV	A							0800						
			AV	Amiyah_Cos A Kenji_Faulk A							00-						
			AV	Camryn_Ca A							0900						
			AV	Jeremy_Wo A													
			AV	Drew_Nelso A Dvlan Edwa A						-	1000						
	luled Work :	SERV	AY	Dyian Edwa A													
	column header her	e to group by t	hat column							Q	1100						
WOO				e StatusDescr	Priority	WorkPriority	StartDate	StartTime	EndDate	EndTime	1200						
9 II:	10c / 0c00 (p)	10:	10:	10:	=	=	-	10:	=	100	12~						
Þ		Un Gauten		Open			0 12 Feb 2024		12 Feb 2024		1300						
	0000005 Work or			Open			0 17 Nov 2023		17 Nov 2023		15						
KWOO	0000006 123456	789 Kwazul	u-Natal NDS	Open		2 0.0	12 Dec 2023	00:00:00	12 Dec 2023	02:00:00	1400						
											1500						
											1600						
											17º						
											1.011						
											18ºº						
•										•							

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 <u>single item line</u> or <u>multi select item lines</u> 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.



	Ho	me Equipi	ment / Locatio	ons Contract Fi	nance / HR KwaZulu-Natal	Inventory	Maintenan	ce / Projects	Manufactu	ring	Procurement	Sales	Service	Reporting	Utilities Ta	b 1	[- 0	
			ter Warehouse Request	Save Layout Workspaces	In Stock Only														
electo	ed War	Process ehouse :		Format	Curre	กเ	Print												
		Warehouse KZ									Selected Item	S							7
		warehouse KZ	- Main	*															
rag a c	olumn h	eader here to gro	up by that colum						ç		ag a column header her								
Part	tType	PartTypeDesc	PartCode	PartName		WarehouseNa	me NetStock	ReorderLevel			PartType PartTypeD				WarehouseNa.				
r ∎[]c		1()c	1()c	4[]C	-	4[]C	-	-		T	s⊡c s⊡c	n[]c	#[]::	-	a 🗌 c	-	-	-	
	в	B Class Part	SP2020-7223	Fuser Unit	50.00	KZ - Main	50.00	40.00											
Œ	С	C Class Part	SP2020-4933	Paper Pickup Roller	180.00	KZ - Main	180.00	120.00											
÷	С	C Class Part	SP2020-5084	Picker Finger	180.00	KZ - Main	180.00	120.00											
Đ	С	C Class Part	SP2020-2671	Toner Black	300.00	KZ - Main	300.00	200.00											
Ŧ	С	C Class Part	SP2020-0102	Toner Magenta	300.00	KZ - Main	300.00	200.00											
Đ	С	C Class Part	SP2020-2333	Toner Cyan	300.00	KZ - Main	300.00	200.00											
+	С	C Class Part	SP2020-6376	Toner Yellow	300.00	KZ - Main	300.00	200.00											
Đ	Α	A Class Part	SP500	Sprint Multi Functional Copie	er 50.00	KZ - Main	50.00	40.00											
Ð	в	B Class Part	SP500-1992	Paper Tray	20.00	KZ - Main	20.00	10.00											
Ð	в	B Class Part	SP500-3671	Staple Unit	50.00	KZ - Main	50.00	40.00											
Œ	в	B Class Part	SP500-7223	Fuser Unit	50.00	KZ - Main	50.00	40.00											
Đ	С	C Class Part	SP500-4933	Paper Pickup Roller	180.00	KZ - Main	180.00	120.00											
Ŧ	С	C Class Part	SP500-5084	Picker Finger	180.00	KZ - Main	180.00	120.00											
Ŧ	С	C Class Part	SP500-2671	Toner Black	300.00	KZ - Main	300.00	200.00											
Œ	С	C Class Part	SP500-0102	Toner Magenta	300.00	KZ - Main	300.00	200.00											
	С	C Class Part	SP500-2333	Toner Cyan	300.00	KZ - Main	300.00	200.00											
Œ	С	C Class Part	SP500-6376	Toner Yellow	300.00	KZ - Main	300.00	200.00											
Ŧ	A	A Class Part	A990	Sprint Multi Functional Copie		KZ - Main	50.00	40.00											
	В	B Class Part	A990-1992	Paper Tray		KZ - Main	20.00												
Ŧ	В	B Class Part	A990-3671	Staple Unit	50.00	KZ - Main	50.00	40.00											
Œ	В	B Class Part	A990-7223	Fuser Unit	50.00	KZ - Main	50.00	40.00											
	С	C Class Part	A990-4933	Paper Pickup Roller	180.00	KZ - Main	180.00												
F	С	C Class Part	A990-5084	Picker Finger	180.00	KZ - Main	180.00	120.00											

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

۵	н	ome Equip	ment / Locatio	ons Contract Fina	ance / HR	Inventory	Maintenan	ce / Projects	Manufactur	ring	Proc	urement	Sales Se	ervice F	Reporting	Utilities 1	ab 1		-	0	
equis		Stock Stock Ir ransfer Adjust	nter Warehouse Request		KwaZulu-Natal In Stock Only Curre	• Refresh E	xport Print														
elect	ted W	Warehouse KZ	- Main	*							Selecte	d Items									
									2	5)rag a colum	header here t	o group by that	column							
									ReorderAmount		PartType	PartTypeDes	c PartCode	PartName	CurrentSt	ock WarehouseN	a NetStock	Reon	derLevel R	eorder Am	
10		#Ec	#Ec	ADC	Currentstook	N ar encuservame	-	Reproentevel	=		Ψ #∐c	#∏c	A[]C	#[]c	-	a∏c	-	-		-	
	- 3 B	B Class Part	SP2020-7223	Fuser Unit		KZ - Main	50.00	40.00			B	B Class Part	SP2020-7223	Fuser Unit	5	0.00 KZ - Main	50.0	10	40.00		0
	Э с	C Class Part		Paper Pickup Roller		KZ - Main	180.00														
	эс	C Class Part	SP2020-5084			KZ - Main	180.00														
	в с	C Class Part	SP2020-2671			KZ - Main	300.00														
	э с	C Class Part		Toner Magenta		KZ - Main	300.00														
B	с	C Class Part	SP2020-2333		300.00	KZ - Main	300.00	200.00													
8	с	C Class Part	SP2020-6376	Toner Yellow	300.00	KZ - Main	300.00	200.00													
B	A E	A Class Part	SP500	Sprint Multi Functional Copier	50.00	KZ - Main	50.00	40.00													
8	в	B Class Part	SP500-1992	Paper Tray	20.00	KZ - Main	20.00	10.00													
8	в	B Class Part	SP500-3671	Staple Unit	50.00	KZ - Main	50.00	40.00													
8	в	B Class Part	SP500-7223	Fuser Unit	50.00	KZ - Main	50.00	40.00													
8	с	C Class Part	SP500-4933	Paper Pickup Roller	180.00	KZ - Main	180.00	120.00													
8	с	C Class Part	SP500-5084	Picker Finger	180.00	KZ - Main	180.00	120.00													
8	с	C Class Part	SP500-2671	Toner Black	300.00	KZ - Main	300.00	200.00													
8	С	C Class Part	SP500-0102	Toner Magenta	300.00	KZ - Main	300.00	200.00													
8	с	C Class Part	SP500-2333	Toner Cyan	300.00	KZ - Main	300.00	200.00													
8	С	C Class Part	SP500-6376	Toner Yellow	300.00	KZ - Main	300.00	200.00													
8	A E	A Class Part	A990	Sprint Multi Functional Copier	50.00	KZ - Main	50.00	40.00													
3	в	B Class Part	A990-1992	Paper Tray	20.00	KZ - Main	20.00	10.00													
8	B B	B Class Part	A990-3671	Staple Unit	50.00	KZ - Main	50.00	40.00													
8	в	B Class Part	A990-7223	Fuser Unit	50.00	KZ - Main	50.00	40.00													
8	зс	C Class Part	A990-4933	Paper Pickup Roller	180.00	KZ - Main	180.00	120.00													
	ЭС	C Class Part	A990-5084	Picker Finger	180.00	KZ - Main	180.00	120.00													

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



۲	Hom	ie Equipm	ent / Location	ns Contract I	Finance / HR	Inventor	y Maintenai	nce / Projects	Manufac	turing	Procurement	Sales	Service	Reporting	Util	ties		-	0	
-	1 30		Le1																	
0) ö		0		KwaZulu-Natal	<u> </u>														
			: Warehouse	Save Layout Workspaces	In Stock Only	* Refresh	Export													
		Process		Format	Curr	ent	Print													
elect	ed Wareh	iouse :																		
	Wa	arehouse KZ - M	lain							Sel	ected Items									
		ider here to group							Q		artType PartTypeDesc I									
Par	tType	PartTypeDesc	PartCode	PartName	ModelNo	WarehouseNam	e CurrentStock	StockOn 🔺	NetStock R	T I		*[]c	ADC		10000110	*[]C	=		=	
r •04		a∏c	a∏c	s∐c	#∐c	a∏c	-	-			er 1967 -	-11-	-144		-10-	-11-				
	A	A Class Part	SP2020	Sprint Multi Functional Cop	pier SP2020	KZ - Main	49.0													
	в	B Class Part	SP2020-1992			KZ - Main	20.0													
	в	B Class Part	SP2020-3671			KZ - Main	50.0													
	В	B Class Part	SP2020-7223			KZ - Main	50.0													
	с	C Class Part		Paper Pickup Roller		KZ - Main	180.0													
	с	C Class Part		Picker Finger		KZ - Main	180.0													
	с	C Class Part	SP2020-2671			KZ - Main	300.0													
	С	C Class Part		Toner Magenta		KZ - Main	300.0													
	с	C Class Part	SP2020-2333			KZ - Main	300.0													
	с	C Class Part		Toner Yellow		KZ - Main	300.0													
	A	A Class Part	SP 500	Sprint Multi Functional Cop	pier SP500	KZ - Main	50.0													
	в	B Class Part	SP500-1992			KZ - Main	20.0													
	B	B Class Part	SP500-3671			KZ - Main	50.0													
	C B	B Class Part C Class Part	SP500-7223	Paper Pickup Roller		KZ - Main KZ - Main	50.0													
	c	C Class Part		Paper Hotup Koller Picker Finger		KZ - Main	180.0													
	c	C Class Part	SP500-2671			KZ - Main	300.0													
	c	C Class Part		Toner Magenta		KZ - Main	300.0													
	c	C Class Part	SP500-0102 SP500-2333			KZ - Main	300.0													
	c	C Class Part		Toner Yellow		KZ - Main	300.0													
	A	A Class Part	A990	Sprint Multi Functional Cop	vier A990	KZ - Main	50.0													
	в	B Class Part	A990-1992	Paper Tray		KZ - Main	20.0	0.00	20.00											

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

۵	Home	Equipm	ent / Locatior	ns Contract F	inance / HR	Inventor	y Maintena	nce / Project	s Manuf	acturi	ng	Procurement	Sales	Service Reportin	g Ut	lities			ø	
		ALL I	ြို့		KwaZulu-Natal															
ΟJ	0	1999	_																	
equisition	n Stock Transfer		Warehouse S Request	Save Layout Workspaces	In Stock Only	* Refresh	Export													
	P	rocess		Format	Cum	ent	Print													
elected	Warehou	se:																		
	Ware	house KZ - M	lain								Selec	ted Items								
	marc	nouse ne m																		
ag a coli	umn header	here to group	by that column							٩										
PartTy	ype Pi	artTypeDesc	PartCode	PartName	ModelNo	WarehouseNan	ne CurrentStock	StockOn A	NetStock	Re		/pe PartTypeDes		PartName			CurrentSto			
∎∐c	a)	∎¢	s∏c	s∏c	#∐c	#[]C	-	-	-			A Class Part	*[]c		*[]c	a 🗌 c	=	=	-	-
Œ	A A	Class Part	SP2020	Sprint Multi Functional Copi	er SP2020	KZ - Main	49.0	0 0.0	0 49.00		A B		SP2020 SP2020-1992	Sprint Multi Functional Copier	SP2020	KZ - Main KZ - Main	49.00			4
Ð	в в	Class Part	SP2020-1992	Paper Tray		KZ - Main	20.0	0 0.0	0 20.00		0		SP2020-1992 SP2020-3671			KZ - Main	50.00			-
Ð	B B	Class Part	SP2020-3671	Staple Unit		KZ - Main	50.0	0 0.0	0 50.00		8		SP2020-3671 SP2020-7223			KZ - Main KZ - Main	50.00			
Ŧ	B B	Class Part	SP2020-7223	Fuser Unit		KZ - Main	50.0	0.0	0 50.00		c			Paper Pickup Roller		KZ - Main	180.00			18
Ħ	с с	Class Part	SP2020-4933	Paper Pickup Roller		KZ - Main	180.0	0 0.0	0 180.00		c		SP2020-5084			KZ - Main	180.00			18
Ð	с с	Class Part	SP2020-5084	Picker Finger		KZ - Main	180.0	0 0.0	0 180.00		c		SP2020-3004			KZ - Main	300.00			30
Œ		Class Part	SP2020-2671	Toner Black		KZ - Main	300.0	0 0.0	0 300.00		c			Toner Magenta		KZ - Main	300.00			30
Ð		Class Part		Toner Magenta		KZ - Main	300.0		-		c		SP2020-2333			KZ - Main	300.00			30
Œ		Class Part	SP2020-2333			KZ - Main	300.0				c		SP2020-6376			KZ - Main	300.00			30
Ð		Class Part		Toner Yellow		KZ - Main	300.0				A	A Class Part		Sprint Multi Functional Copier	SP 500	KZ - Main	50.00			5
Œ		Class Part	SP 500	Sprint Multi Functional Copi	er SP500	KZ - Main	50.0				в	B Class Part	SP 500-1992	Paper Tray		KZ - Main	20.00	0.00		2
Œ		Class Part	SP500-1992			KZ - Main	20.0				в	B Class Part	SP500-3671	Staple Unit		KZ - Main	50.00	0.00		5
		Class Part	SP500-3671			KZ - Main	50.0				в	B Class Part	SP500-7223	Fuser Unit		KZ - Main	50.00	0.00		5
		Class Part	SP500-7223			KZ - Main	50.0				с	C Class Part	SP 500-4933	Paper Pickup Roller		KZ - Main	180.00	0.00	1	18
±		Class Part		Paper Pickup Roller		KZ - Main KZ - Main	180.0		-		с	C Class Part	SP 500-5084	Picker Finger		KZ - Main	180.00	0.00)	18
E E		Class Part Class Part	SP500-5084 SP500-2671	Picker Finger		KZ - Main KZ - Main	300.0				с	C Class Part	SP500-2671	Toner Black		KZ - Main	300.00	0.00	1	30
		Class Part Class Part		Toner Black		KZ - Main	300.0		-		С	C Class Part	SP 500-0 102	Toner Magenta		KZ - Main	300.00	0.00)	30
Œ		Class Part	SP500-0102 SP500-2333	Toner Magenta Toner Cvan		KZ - Main	300.0			•	с	C Class Part	SP500-2333	Toner Cyan		KZ - Main	300.00	0.00	1	30
		Class Part		Toner Yellow		KZ - Main	300.0													
Ē		Class Part	A990	Sprint Multi Functional Copi	er A990	KZ - Main	50.0													
		Class Part		Paper Tray		KZ - Main	20.0													
Œ		Class Part		Staple Unit		KZ - Main	50.0													

Select Multiple Item Lines - Nonsequential order

- Select the **first row** in the block that you wish to move.
- Press and <u>hold</u> 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 <u>final</u> row of your selection and drag and drop the whole block to the second grid.

								Stock Status - Nu	deus Service: Ve	rsion 2023.11.0.10 ·	- All '	Things Exam	ple Company					Category	œ	-	٥	×
۲		Home	Equipmer	nt / Locatio	ins Contract Fina	ance / HR	Inventory	Maintenan	ce / Projects	Manufacturi	ng	Procu	rement	Sales	Service F	Reporting	Utilities	Tab 1		-	ø	×
G			Stock Inter	1		KwaZulu-Natal In Stock Only	<u> </u>	Export														
		Pro	cess		Format	Curre	nt	Print														
Sele	cted	Warehouse	2:								1		1.71									
		Wareho	ouse KZ - Ma	sin	*							Selecte	d Items									
										Q	D	ag a column	header here t	to group by th	at column							Q
												PartType	PartTypeDes	c PartCode	PartName	CurrentStock	Warehouse	Na NetStod	Reorde	rLevel R	eorderAm	
T		ille		3rtCode 3c		-	N ar enouserva	-	-		٦	r #∐c	#[]c	A[]C	#[]c	-	a∏c	-	-		-	
_	uu ⊡ I			990-1992	Paper Tray		KZ - Main	20.00	10.00													
	± 1			990-3671	Staple Unit		KZ - Main	50.00														
	± 1			990-7223	Fuser Unit		KZ - Main	50.00														
				990-4933	Paper Pickup Roller		KZ - Main	180.00	120.00													
	+ 1	C C Clas	is Part A	990-5084	Picker Finger	180.00	KZ - Main	180.00	120.00													
	± ۱	C C Clas	s Part A	990-2671	Toner Black	300.00	KZ - Main	300.00	200.00													
ſ	± 1	C C Clas	is Part A	990-0102	Toner Magenta	300.00	KZ - Main	300.00	200.00													
	± ۱	C C Clas	is Part A	990-2333	Toner Cyan	300.00	KZ - Main	300.00	200.00													
	± I	C C Clas	is Part A	990-6376	Toner Yellow	300.00	KZ - Main	300.00	200.00													
D	±.	A A Clas	is Part T	TS550	Sprint Multi Functional Copier	50.00	KZ - Main	50.00	40.00													
	± I	B B Clas	s Part T	TS550-1992	Paper Tray	20.00	KZ - Main	20.00	10.00													
	± I	B B Clas	s Part T	TS550-3671	Staple Unit	50.00	KZ - Main	50.00	40.00													
	± I	B B Clas	s Part T	TS550-7223	Fuser Unit	50.00	KZ - Main	50.00	40.00													
	÷ I	C C Clas	is Part T	TS550-4933	Paper Pickup Roller	180.00	KZ - Main	180.00	120.00													
	± (is Part T	TS550-5084	Picker Finger	180.00	KZ - Main	180.00	120.00													
	÷ I	C C Clas	is Part T	TS550-2671	Toner Black	300.00	KZ - Main	300.00	200.00													
	± I	C C Clas	is Part T	TS550-0102	Toner Magenta	300.00	KZ - Main	300.00	200.00													
	÷				Toner Cyan	300.00	KZ - Main	300.00														
	± I				Toner Yellow		KZ - Main	300.00														
	÷			9653	Sprint Multi Functional Copier		KZ - Main	50.00														
	ΞI	B B Clas	s Part A	9653-1992	Paper Tray	20.00	KZ - Main	20.00	10.00													
	+		is Part A	965J-3671	Staple Unit	50.00	KZ - Main	50.00	40.00													
	ΞI	B B Clas	s Part A	9653-7223	Fuser Unit	50.00	KZ - Main	50.00	40.00													
4										Þ	4											

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

																		_		
•	•						Stock Status - Nu	ideus Service: Ver	sion 2023.11.0.10	0 - Al	l Things Exa	mple Company				Cate	porγ	⊞ –	٥	
۲	E.	lome Equip	oment / Locatio	ons Contract Fin	ance / HR	Inventory	Maintenan	ce / Projects	Manufactu	ring	Proc	urement	Sales S	Service Rej	porting	Utilities Ta	01		- o	9
		**	lie B		KwaZulu-Natal															
0		o	_			-														
Requis		Stock Stock I Fransfer Adjust	Inter Warehouse Request	Save Layout Workspaces	In Stock Only	* Refresh	Export													
		Process		Format	Curre	ent	Print													
5elec	ted W	arehouse :										1.00								
		Warehouse K	7 Main								Select	ed Items								
		norenouse na																		
irag a	colum	n header here to gr	oup by that colum						ç	2 L										
Pa	rtType	PartTypeDesc	PartCode	PartName	CurrentStock	WarehouseName	NetStock	ReorderLevel	ReorderAmount			e PartTypeDes		PartName		dk WarehouseNa				
T 10	(c	#[]c	s∐c	a]]c	-	a∐c	-	-	- 6	-	T ADC	#∐c	8[]C	*[]:	-	* [] C	-	-	-	-
E F	ВΒ	B Class Part	A990-1992	Paper Tray	20.00	KZ - Main	20.00	10.00			B		A990-1992	Paper Tray		00 KZ - Main	20.00			0
Ę	ВB	B Class Part	A990-3671	Staple Unit	50.00	KZ - Main	50.00	40.00			c c		A990-4933 A990-0102	Paper Pickup		00 KZ - Main 00 KZ - Main	180.00			
E	ВВ	B Class Part	A990-7223	Fuser Unit	50.00	KZ - Main	50.00	40.00			A	A Class Part		Toner Magenta Sprint Multi F		00 KZ - Main 00 KZ - Main	50.00			
E	E C	C Class Part	A990-4933	Paper Pickup Roller	180.00	KZ - Main	180.00	120.00			· [A	A Class Part	115550	Sprint Multi P	. 50.	ou ka - man	50.00	40.0		_
E	E C	C Class Part	A990-5084	Picker Finger	180.00	KZ - Main	180.00	120.00												
E	e c	C Class Part	A990-2671	Toner Black	300.00	KZ - Main	300.00	200.00												
E	E C	C Class Part	A990-0102	Toner Magenta	300.00	KZ - Main	300.00													
E	B C	C Class Part	A990-2333	Toner Cyan	300.00	KZ - Main	300.00	200.00												
	ВС	C Class Part	A990-6376	Toner Yellow	300.00	KZ - Main	300.00													
	A B	A Class Part	TTS550	Sprint Multi Functional Copier		KZ - Main	50.00													
	BB	B Class Part	TTS550-1992			KZ - Main	20.00													
	BB	B Class Part	TTS550-3671			KZ - Main	50.00													
	BB	B Class Part	TTS550-7223			KZ - Main	50.00													
	E C	C Class Part		Paper Pickup Roller		KZ - Main	180.00													
	E C	C Class Part	TTS550-5084			KZ - Main	180.00													
	E C	C Class Part	TTS550-2671			KZ - Main	300.00													
		C Class Part		Toner Magenta		KZ - Main	300.00													
	BC	C Class Part C Class Part	TTS550-2333	Toner Cyan Toner Yellow		KZ - Main KZ - Main	300.00													
		A Class Part	A9653	Sprint Multi Functional Copier		KZ - Main KZ - Main	50.00													
E	E B E B	B Class Part B Class Part B Class Part	A965J-1992 A965J-3671 A965J-7223	Paper Tray Staple Unit Fuser Unit	50.00	KZ - Main KZ - Main KZ - Main	20.00 50.00 50.00	40.00	•	•										



Undo Item Line Move

• Any item line move can be <u>undone</u> 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.

*							51	ock Status - Nucle	us service: Ve	rsion 20	023.11.0.10	- All Things Ex	ampie Company					Œ	_	0	
٥		Hom	e Equipm	ent / Locatior	ns Contract Fina	ince / HR	Inventory	Maintenan	ce / Projec	ts	Manufac	turing	Procurement	Sales	Service Reporting) Uti	ities			ø	
		1		Le Le		aZulu-Natal															
C	-	0		_				_													
equ	isition			r Warehouse S Request	ave Layout Workspaces In	Stock Only	* Refresh E	port													
			Process		Format	Cum	ent P	rint													
ele	cted	Wareh	iouse :										1.00								
		W-	arehouse KZ - M	ta la								Select	ed Items								
		~~~~	srenouse KZ - M	lain	•																
rag	a colu	mn hea	der here to group	by that column							<u>م</u>		nn header here t								
										Net		e PartTy	pe PartTypeDes		PartName			. CurrentSto	Stock	NetStoo	ck
r ,	[]c		a 🗆 c	a∏c	#[]C	#∏c	#[]c	-	-	-	-	T KOC	¥∐c	∎∐c	a∏c	∎∐c	a∏c	-	-	-	
	- E E		B Class Part	SP500-3671			KZ - Main	50.00	0.	00	50.00	A	A Class Part		Sprint Multi Functional Copier	SP2020	KZ - Main	49.00	0.00		49
	• E		B Class Part	SP500-7223	Fuser Unit		KZ - Main	50.00	0.	00	50.00	B		SP2020-1992			KZ - Main	20.00	0.00		20
	± (		C Class Part		Paper Pickup Roller		KZ - Main	180.00			180.00		B Class Part	SP2020-3671	Staple Unit		KZ - Main	50.00	0.00		50
	± (		C Class Part	SP500-5084	Picker Finger		KZ - Main	180.00	0.	00	180.00										
	± (		C Class Part	SP500-2671	Toner Black		KZ - Main	300.00	0.	00	300.00										
	± (		C Class Part	SP500-0102	Toner Magenta		KZ - Main	300.00	0.	00	300.00										
	<b>E</b> (		C Class Part	SP500-2333	Toner Cyan		KZ - Main	300.00	0.	00	300.00										
	± (		C Class Part	SP500-6376	Toner Yellow		KZ - Main	300.00	0.	00	300.00										
	æ #	4	A Class Part	A990	Sprint Multi Functional Copier	A990	KZ - Main	50.00	0.	00	50.00										
	÷ E		B Class Part	A990-1992	Paper Tray		KZ - Main	20.00	0.	00	20.00										
	Ð B		B Class Part	A990-3671	Staple Unit		KZ - Main	50.00	0.	00	50.00										
	Ð B		B Class Part	A990-7223	Fuser Unit		KZ - Main	50.00	0.	00	50.00										
	<b>±</b> (		C Class Part	A990-4933	Paper Pickup Roller		KZ - Main	180.00	0.	00	180.00										
	• •		C Class Part	A990-5084	Picker Finger		KZ - Main	180.00	0.	00	180.00										
	<b>E</b> (		C Class Part	A990-2671	Toner Black		KZ - Main	300.00	0.	00	300.00										
	•		C Class Part	A990-0102	Toner Magenta		KZ - Main	300.00	0.	00	300.00										
	<b>E</b> (		C Class Part	A990-2333	Toner Cyan		KZ - Main	300.00	0.	00	300.00										
	± (		C Class Part		Toner Yellow		KZ - Main	300.00			300.00										
	± A		A Class Part	TTS550	Sprint Multi Functional Copier	TTS550	KZ - Main	50.00			50.00										
	± E		B Class Part	TTS550-1992			KZ - Main	20.00			20.00										
	± و		B Class Part	TTS550-3671			KZ - Main	50.00		00	50.00										
	÷ 8		B Class Part	TTS550-7223			KZ - Main	50.00			50.00										
			C Class Part		Paper Pickup Roller		KZ - Main	180.00	0.0		180.00										

# **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.

۵	Home Equipment / Lo	cations Contract Fir	nance / HR	Inventory Mai	ntenance / F	Projects Manufact	iring Pro	curement	Sales	Service Reporting	Utilities			- 0	
-			nance / me		-			concinent	June.	Service Reporting	000000				
Ð	មាងភា 🖬		Sites - 4	C 🔘 🕷											
dd r	Edit Delete View Save Lay	out Workspaces Save Filter	- Re	fresh Revolue Com	Buy Back	Print Export Report	s								
		¥ [				~ ~ ~									
1	Maintenance	Format	Current	Proc	ess	Print Repor	3								
Links		Drag a column header here to group	by that column												
		Description	PartCode	SerialNo	ModelNo	CustomerName	DeptName	StartDate	Status	CategoryDesc	IsFixedAsset	ParentType	Asset	IsFinano	ed
ter text	to search P	Ψ 4[]c	*Dc	+Oc	*[]c	x[]:	a∏c	-	#[]c	x[]c	*[]c	#[]C	*[]c	#[]C	
Ft	unctions	Fuser Unit	BZ9352-7223	BZ9352-7223-561556				28 Sep 2023	A	Retail - Office Supplies - Accessories	No	WHSE	No	No	
		Fuser Unit	BZ9352-7223	BZ9352-7223-224785.				28 Sep 2023	A	Retail - Office Supplies - Accessories	No	WHSE	No	No	
	WO History	Fuser Unit	8Z9352-7223	BZ9352-7223-654499.				28 Sep 2023	A	Retail - Office Supplies - Accessories	No	WHSE	No	No	
		Fuser Unit	BZ9352-7223	BZ9352-7223-469014				28 Sep 2023	A	Retail - Office Supplies - Accessories	No	WHSE	No	No	
		Fuser Unit	8Z9352-7223	BZ9352-7223-243789				28 Sep 2023	A	Retail - Office Supplies - Accessories	No	WHSE	No	No	
	Project History	Fuser Unit	8Z9352-7223	BZ9352-7223-215350				28 Sep 2023	A	Retail - Office Supplies - Accessories	No	WHSE	No	No	
		Fuser Unit	8Z9352-7223	829352-7223-933130.				28 Sep 2023	Α	Retail - Office Supplies - Accessories	No	WHSE	No	No	
		Fuser Unit	BZ9352-7223	BZ9352-7223-788533.				28 Sep 2023	А	Retail - Office Supplies - Accessories	No	WHSE	No	No	
	Meters	Fuser Unit	BZ9352-7223	BZ9352-7223-591910.				28 Sep 2023	Α	Retail - Office Supplies - Accessories	No	WHSE	No	No	
		Fuser Unit	8Z9352-7223	BZ9352-7223-833166				28 Sep 2023	Α	Retail - Office Supplies - Accessories	No	WHSE	No	No	
		Sprint Multi Functional Copier	C9800	C9800-45096239	C9800	Recognise Jeromson Ag	ncy Sales	04 Oct 2023	Α	Retail - Office Supplies - Equipment	No	CTRT	No	No	
	History	Sprint Multi Functional Copier	C9800	C9800-08905841	C9800	Recognise Jeromson Age	ncy Sales	04 Oct 2023	A	Retail - Office Supplies - Equipment	No	CTRT	No	No	
	1.02001 9	Sprint Multi Functional Copier	C9800	C9800-20656217	C9800	Dabz Microcontrollers Se	vi Sales	04 Oct 2023	Α	Retail - Office Supplies - Equipment	No	CTRT	No	No	
		Sprint Multi Functional Copier	C9800	C9800-32306749	C9800	Dabz Microcontrollers Se		04 Oct 2023		Retail - Office Supplies - Equipment	No	CTRT	No	No	
	вом	Sprint Multi Functional Copier	C9800	C9800-21303214	C9800	Aveson Disintermediate		04 Oct 2023		Retail - Office Supplies - Equipment	No	CTRT	No	No	
	00M	Sprint Multi Functional Copier	C9800	C9800-00224498	C9800	Aveson Disintermediate		04 Oct 2023		Retail - Office Supplies - Equipment	No	CTRT	No	No	
		Sprint Multi Functional Copier	C9800	C9800-31818815	C9800	Buzzdog Linact Developr		04 Oct 2023		Retail - Office Supplies - Equipment	No	CTRT	No	No	
		Sprint Multi Functional Copier	C9800	C9800-48404927	C9800	Buzzdog Linact Developr		04 Oct 2023		Retail - Office Supplies - Equipment	No	CTRT	No	No	
	Warranties	Sprint Multi Functional Copier	C9800	C9800-18642476	C9800	Bandwidth Skyba Servio		04 Oct 2023		Retail - Office Supplies - Equipment	No	CTRT	No	No	
		Sprint Multi Functional Copier	C9800	C9800-29922309	C9800	Morman Compliance Dev		04 Oct 2023		Retail - Office Supplies - Equipment	No	CTRT	No	No	
		Sprint Multi Functional Copier Sprint Multi Functional Copier	C9800 C9800	C9800-77017953 C9800-52243294	C9800 C9800	Morman Compliance Dev		04 Oct 2023		Retail - Office Supplies - Equipment Retail - Office Supplies - Equipment	No	CTRT	No	No	
	Notes	Sprint Multi Functional Copier Sprint Multi Functional Copier	C9800 C9800	C9800-52243294 C9800-84882332	C9800	Approval Law Technolog Approval Law Technolog		04 Oct 2023 04 Oct 2023		Retail - Office Supplies - Equipment Retail - Office Supplies - Equipment	No	CTRT	No	No No	
		Sprint Multi Functional Copier	C9800	C9800-84882332 C9800-83480455	C9800	Found Caption Realtors	es sales Sales	04 Oct 2023 04 Oct 2023		Retail - Office Supplies - Equipment Retail - Office Supplies - Equipment	No	CIRI	No	No	
		Sprint Multi Functional Copier	C9800	C9800-39420229	C9800	Cawt Implementations S		04 Oct 2023 04 Oct 2023		Retail - Office Supplies - Equipment Retail - Office Supplies - Equipment	No	CTRT	No	No	
	Documents	Sprint Multi Functional Copier	C9800	C9800-39420229 C9800-69719805	C9800	Cawt Implementations S Cawt Implementations S		04 Oct 2023 04 Oct 2023		Retail - Office Supplies - Equipment 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.



Home Equipr	ment / Lo	cations Contract	Finance / HR	Inventory	Maintenance / R	Projects Mar	ufacturing	Proc	urement	Sales	Service	Reporting	Utilities			- 0	
d Edit Delete View	Save Lay	out Workspaces Save Filter	All Sites - All - R	efresh	Buy Back	Print Export	Reports										
Maintenance		Format	Current		Process	Print	Reports										
inks	÷	Drag a column header here t	o group by that column		_												
	٩	Description	PartCode 🔺	SerialNo	ModelNo	CustomerName		DeptName	StartDate	Status	CategoryDesc		IsFixedAsset	ParentType	Asset	IsFinance	
	P	Ψ # <u></u> []¢	*[]c	*[]:	*[]c	*[]:		t∏ C	-	#[]c	a∏c		*Dc	*[]c	*[]c	n]]c	
Functions		Fuser Unit	BZ9352-7223	BZ9352-7223-561	556				28 Sep 2023	A	Retail - Office Supp	lies - Accessories	No	WHSE	No	No	
_		Fuser Unit	BZ9352-7223	BZ9352-7223-224	785				28 Sep 2023	A	Retail - Office Supp	lies - Accessories	No	WHSE	No	No	
WO History		Fuser Unit	BZ9352-7223	BZ9352-7223-654	499				28 Sep 2023	A	Retail - Office Supp	iles - Accessories	No	WHSE	No	No	
		Fuser Unit	BZ9352-7223	BZ9352-7223-469	014				28 Sep 2023	A	Retail - Office Supp	lies - Accessories	No	WHSE	No	No	
		Fuser Unit	BZ9352-7223	BZ9352-7223-243	789				28 Sep 2023	A	Retail - Office Supp	lies - Accessories	No	WHSE	No	No	
Project History		Fuser Unit	BZ9352-7223	8Z9352-7223-215	350				28 Sep 2023	A	Retail - Office Supp	lies - Accessories	No	WHSE	No	No	
		Fuser Unit	BZ9352-7223	BZ9352-7223-933	130				28 Sep 2023	A	Retail - Office Supp	ilies - Accessories	No	WHSE	No	No	
		Fuser Unit	BZ9352-7223	BZ9352-7223-788	533				28 Sep 2023	A	Retail - Office Supp	lies - Accessories	No	WHSE	No	No	
Meters		Fuser Unit	BZ9352-7223	BZ9352-7223-591	910				28 Sep 2023	A	Retail - Office Supp	lies - Accessories	No	WHSE	No	No	
		Fuser Unit	BZ9352-7223	8Z9352-7223-833	166				28 Sep 2023	A	Retail - Office Supp	lies - Accessories	No	WHSE	No	No	
		Sprint Multi Functional C	opier C9800	C9800-45096239	C9800	Recognise Jerom	son Agency S	Sales	04 Oct 2023	Α	Retail - Office Supp	iles - Equipment	No	CTRT	No	No	
History		Sprint Multi Functional C	opier C9800	C9800-08905841	C9800	Recognise Jerom	son Agency S	Sales	04 Oct 2023	A	Retail - Office Supp	iles - Equipment	No	CTRT	No	No	
restory		Sprint Multi Functional C	opier C9800	C9800-20656217	C9800	Dabz Microcontro	llers Servi S	Sales	04 Oct 2023	А	Retail - Office Supp	lies - Equipment	No	CTRT	No	No	
		Sprint Multi Functional C	opier C9800	C9800-32306749	C9800	Dabz Microcontro	llers Servi S	5ales	04 Oct 2023	A	Retail - Office Supp	lies - Equipment	No	CTRT	No	No	
		Sprint Multi Functional C	opier C9800	C9800-21303214	C9800	Aveson Disinterm	ediate Pr S	Sales	04 Oct 2023	A	Retail - Office Supp	iles - Equipment	No	CTRT	No	No	
BOM		Sprint Multi Functional C	opier C9800	C9800-00224498	C9800	Aveson Disinterm	ediate Pr S	Sales	04 Oct 2023	A	Retail - Office Supp	iles - Equipment	No	CTRT	No	No	
		Sprint Multi Functional C	opier C9800	C9800-31818815	C9800	Buzzdog Linact D	evelopment S	Sales	04 Oct 2023	Α	Retail - Office Supp	lies - Equipment	No	CTRT	No	No	
		Sprint Multi Functional C	opier C9800	C9800-48404927	C9800	Buzzdog Linact D	evelopment S	Sales	04 Oct 2023	A	Retail - Office Supp	iles - Equipment	No	CTRT	No	No	
Warranties		Sprint Multi Functional C	opier C9800	C9800-18642476	C9800	Bandwidth Skyba	Services S	Sales	04 Oct 2023	Α	Retail - Office Supp	alies - Equipment	No	CTRT	No	No	
		Sprint Multi Functional C	opier C9800	C9800-29922309	C9800	Morman Complian	ce Devel S	Sales	04 Oct 2023	A	Retail - Office Supp	iles - Equipment	No	CTRT	No	No	
		Sprint Multi Functional C	opier C9800	C9800-77017953	C9800	Morman Complian	ce Devel S	Sales	04 Oct 2023	Α	Retail - Office Supp	lies - Equipment	No	CTRT	No	No	
Notes		Sprint Multi Functional C	opier C9800	C9800-52243294	C9800	Approval Law Te	thnologies S	Sales	04 Oct 2023	A	Retail - Office Supp	lies - Equipment	No	CTRT	No	No	
		Sprint Multi Functional C	opier C9800	C9800-84882332	C9800	Approval Law Te	thnologies S	Sales	04 Oct 2023	Α	Retail - Office Supp	lies - Equipment	No	CTRT	No	No	
		Sprint Multi Functional C	opier C9800	C9800-83480455	C9800	Found Caption R	ealtors S	Sales	04 Oct 2023	A	Retail - Office Supp	ales - Equipment	No	CTRT	No	No	
Documents		Sprint Multi Functional C	opier C9800	C9800-39420229	C9800	Cawt Implementa	tions Sou S	Sales	04 Oct 2023	Α	Retail - Office Supp	lies - Equipment	No	CTRT	No	No	

- 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.

t Workspaces Save Filter		efresh	Print Expo			urement	Sales	Service Reporting	Utilities				
Format	Current	Process	Print	Reports									
			Appli	ed Filter : [P	artCode]	= 'A300-1	992'						
		Values Text Filters											
					-U-								
		Enter text to search	P										
Paper Tray	A300-1992							Retail - Office Supplies - Accessories	No	WHSE	No	No	
Paper Tray	A300-1992	✓ A300-1992				28 Sep 2023	A	Retail - Office Supplies - Accessories	No	WHSE	No	No	
	A300-1992	A300-3671							No	WHSE	No	No	
Paper Tray	A300-1992	A300-7223				28 Sep 2023	A	Retail - Office Supplies - Accessories	No	WHSE	No	No	
Paper Tray	A300-1992					28 Sep 2023	A	Retail - Office Supplies - Accessories	No	WHSE	No	No	
Paper Tray	A300-1992					28 Sep 2023	A	Retail - Office Supplies - Accessories	No	WHSE	No	No	
Paper Tray	A300-1992	LAPORT SCAL				28 Sep 2023	A	Retail - Office Supplies - Accessories	No	WHSE	No	No	
Paper Tray	A300-1992	Clear Filter	Close			28 Sep 2023	A	Retail - Office Supplies - Accessories	No	WHSE	No	No	
Paper Tray	A300-1992					28 Sep 2023	A	Retail - Office Supplies - Accessories	No	WHSE	No	No	
Paper Tray	A300-1992	A300-1992-45708921				28 Sep 2023	A	Retail - Office Supplies - Accessories	No	WHSE	No	No	
Paper Tray	A300-1992	A300-1992-81346255				28 Sep 2023	A	Retail - Office Supplies - Accessories	No	WHSE	No	No	
Paper Tray	A300-1992	A300-1992-73248606				28 Sep 2023	A	Retail - Office Supplies - Accessories	No	WHSE	No	No	
Paper Tray	A300-1992	A300-1992-01679321				28 Sep 2023	A	Retail - Office Supplies - Accessories	No	WHSE	No	No	
Paper Tray	A300-1992	A300-1992-97894844				28 Sep 2023	A	Retail - Office Supplies - Accessories	No	WHSE	No	No	
Paper Tray	A300-1992	A300-1992-16532293				28 Sep 2023	A	Retail - Office Supplies - Accessories	No	WHSE	No	No	
Paper Tray	A300-1992	A300-1992-65170777				28 Sep 2023	A	Retail - Office Supplies - Accessories	No	WHSE	No	No	
Paper Tray	A300-1992	A300-1992-87906692				28 Sep 2023	A	Retail - Office Supplies - Accessories	No	WHSE	No	No	
	a column header here to group to Conception Conception Conception Conception Conception Conception Conception Conception Conception Conception Conception Conception Conception Conception Conception Conception Conception Conception Conception Conception Conception Conception Conception Conception Conception Conception Conception Conception Conception Conception Conception Conception Conception Conception Conception Conception Conception Conception Conception Conception Conception Conception Conception Conception Conception Conception Conception Conception Conception Conception Conception Conception Conception Conception Conception Conception Conception Conception Conception Conception Conception Conception Conception Conception Conception Conception Conception Conception Conception Conception Conception Conception Conception Conception Conception Conception Conception Conception Conception Conception Conception Conception Conception Conception Conception Conception Conception Conception Conception Conception Conception Conception Conception Conception Conception Conception Conception Conception Conception Conception Conception Conception Conception Conception Conception Conception Conception Conception Conception Conception Conception Conception Conception Conception Conception Conception Conception Conception Conception Conception Conception Conception Conception Conception Conception Conception Conception Conception Conception Conception Conception Conception Conception Conception Conception Conception Conception Conception Conception Conception Conception Conception Conception Conception Conception Conception Conception Conception Conception Conception Conception Conception Conception Conception Conception Conception Conception Conception Conception Conception Conception Conception Conception Conception Conception Conception Conception Concepti	Format         Current           ag a column hooder here to group by the tot column         Parcia.           age a column hooder here to group by the tot column         Parcia.           age a column hooder here to group by the tot column         Parcia.           age a column hooder here to group by the tot column         Parcia.           age a tray         A00-192           ager tray <td>Notice         Refresh         Convert         Process           Brenati         Current         Process         Process           Brenati         Current         Process         Process           Status         Process         Process         Process           Brenati         Process         Process         Process           Br</td> <td>t vonverse Sver Filer Autor S</td> <td>tit Variances Save File     A     Refer     Convert     Part     Repris       Format     Current     Process     Prot     Repris       Format     Current     Process     Prot     Repris       Apple Expert     Process     Prot     Repris       Apple Expert     Process     Prot     Repris       Apple Expert     Process     Prot     Repris       Part Expert     Protocost     Protocost     Protocost       Part Expert     Protocost     Protocost     Protocost       Part Expert     Protocost     Protocost     Protocost       Parter Tray     Apple Part     Protocost     Protocost       Part Tray     Apple Part     Protoc</td> <td>It windsames     Darret     Refer     Darret     Proces     Prot     Bagert       applied     Prot     Bagert     Prot     Bagert       applied     Prot     Prot     Prot     Prot       applied</td> <td>Normatic         Durant         Durant         Part         Baseria           Immati         Current         Proces         Prot         Report         Report           Applied Earlier         Current         Proces         Prot         Report         Report           Applied Earlier         Current         Proces         Prot         Report         Report           Applied Earlier         Current         Protein         Report         Report         Report           Applied Earlier         Current         Protein         &lt;</td> <td>Normation         Normation         Normation         Normation         Normation         Normation         Normation         Normation         Normation           Immation         Outcome         Price         Report         Report         Report         Report           Application         Outcome         Price         Report         Report         Application         Section         Normation         Section         Normation         Section         Normation         Normation</td> <td>Normatic         Antiput         Antiput         Print         Report         Report           Image: Specifie         Linest         Print         Report         Report         Report           Application         Application         Print         Report         Report         Report           Application         Print         Report         Report         Report         Report           Report         Print         Report         Print         Report         Report         Report           Report         Print         Report         Report</td> <td>Normal         Anternal         &lt;</td> <td>Image: Specifie         Image: Specifie         Image: Specifie         Specifie</td> <td>Number         Durat         <t< td=""><td>Image: Search III         Image: Search IIII         Image: Search IIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIII</td></t<></td>	Notice         Refresh         Convert         Process           Brenati         Current         Process         Process           Brenati         Current         Process         Process           Status         Process         Process         Process           Brenati         Process         Process         Process           Br	t vonverse Sver Filer Autor S	tit Variances Save File     A     Refer     Convert     Part     Repris       Format     Current     Process     Prot     Repris       Format     Current     Process     Prot     Repris       Apple Expert     Process     Prot     Repris       Apple Expert     Process     Prot     Repris       Apple Expert     Process     Prot     Repris       Part Expert     Protocost     Protocost     Protocost       Part Expert     Protocost     Protocost     Protocost       Part Expert     Protocost     Protocost     Protocost       Parter Tray     Apple Part     Protocost     Protocost       Part Tray     Apple Part     Protoc	It windsames     Darret     Refer     Darret     Proces     Prot     Bagert       applied     Prot     Bagert     Prot     Bagert       applied     Prot     Prot     Prot     Prot       applied	Normatic         Durant         Durant         Part         Baseria           Immati         Current         Proces         Prot         Report         Report           Applied Earlier         Current         Proces         Prot         Report         Report           Applied Earlier         Current         Proces         Prot         Report         Report           Applied Earlier         Current         Protein         Report         Report         Report           Applied Earlier         Current         Protein         <	Normation         Normation         Normation         Normation         Normation         Normation         Normation         Normation         Normation           Immation         Outcome         Price         Report         Report         Report         Report           Application         Outcome         Price         Report         Report         Application         Section         Normation         Section         Normation         Section         Normation         Normation	Normatic         Antiput         Antiput         Print         Report         Report           Image: Specifie         Linest         Print         Report         Report         Report           Application         Application         Print         Report         Report         Report           Application         Print         Report         Report         Report         Report           Report         Print         Report         Print         Report         Report         Report           Report         Print         Report         Report	Normal         Anternal         <	Image: Specifie         Image: Specifie         Image: Specifie         Specifie	Number         Durat         Durat <t< td=""><td>Image: Search III         Image: Search IIII         Image: Search IIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIII</td></t<>	Image: Search III         Image: Search IIII         Image: Search IIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIII



- 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.

Home Equip	oment / Lo				aintenance / P	rojects Manu	_	rocurement	Sales	Service Reporting	Utilities			- 0	)
) 🗎 🗙 🖏			All Sites -	C 6	30		C.								
dd Edit Delete View	Save Lay	out Workspaces Save Filter	Al - Re	fresh Revolue Cor	wert Duy Back	Print Export	Reports								
		ř				Ť	Ť								
Maintenance		Format	Current	Pro	cess		Reports								
inks	-					Applied Fi	lter : [PartCod	e] = 'A300-	1992						
		Drag a column header here to	group by that column												
			PartCo 🔺 🏹												
Functions		<b>Υ</b> #[]c	= A300-1992		+Clc	RÜC	a 🗆 c	=	#[]C	A[]C	ADC .	#Dc	#[]c	A[]C	
_		Paper Tray	A300-1992	A300-1992-6697320		-u-	-6-	28 Sep 2023		Retail - Office Supplies - Accessories	No	WHSE	No	No	
WO History		Paper Tray	A300-1992	A300-1992-5672374				28 Sep 2023		Retail - Office Supplies - Accessories	No	WHSE	No	No	
		Paper Tray	A300-1992	A300-1992-1883690				28 Sep 2023		Retail - Office Supplies - Accessories	No	WHSE	No	No	
		Paper Tray	A300-1992	A300-1992-1281901				28 Sep 2023		Retail - Office Supplies - Accessories	No	WHSE	No	No	
Project History		Paper Tray	A300-1992	A300-1992-4750815				28 Sep 2023		Retail - Office Supplies - Accessories	No	WHSE	No	No	
		Paper Tray	A300-1992	A300-1992-2551373	1			28 Sep 2023	A	Retail - Office Supplies - Accessories	No	WHSE	No	No	
		Paper Tray	A300-1992	A300-1992-5815962	5			28 Sep 2023	A	Retail - Office Supplies - Accessories	No	WHSE	No	No	
Meters		Paper Tray	A300-1992	A300-1992-3634358	9			28 Sep 2023	A	Retail - Office Supplies - Accessories	No	WHSE	No	No	
		Paper Tray	A300-1992	A300-1992-8369444	7			28 Sep 2023	A	Retail - Office Supplies - Accessories	No	WHSE	No	No	
		Paper Tray	A300-1992	A300-1992-6108311	2			28 Sep 2023	A	Retail - Office Supplies - Accessories	No	WHSE	No	No	
History		Paper Tray	A300-1992	A300-1992-5040798	3			28 Sep 2023	A	Retail - Office Supplies - Accessories	No	WHSE	No	No	
	View Seve La Atantenance S to search P anccloses Project Hatary	Paper Tray	A300-1992	A300-1992-2189146	5			28 Sep 2023	A	Retail - Office Supplies - Accessories	No	WHSE	No	No	
		Paper Tray	A300-1992	A300-1992-4570892	1			28 Sep 2023	A	Retail - Office Supplies - Accessories	No	WHSE	No	No	
8044	Soft     View     Sore La       Maintenance     9       Maintenance     9       Some La     9       Includes     9       Maintenance     9	Paper Tray	A300-1992	A300-1992-8134625	5			28 Sep 2023	Α	Retail - Office Supplies - Accessories	No	WHSE	No	No	
DOM		Paper Tray	A300-1992	A300-1992-7324860	5			28 Sep 2023	Α	Retail - Office Supplies - Accessories	No	WHSE	No	No	
		Paper Tray	A300-1992	A300-1992-0167932	1			28 Sep 2023	Α	Retail - Office Supplies - Accessories	No	WHSE	No	No	
		Paper Tray	A300-1992	A300-1992-9789484	4			28 Sep 2023	Α	Retail - Office Supplies - Accessories	No	WHSE	No	No	
Warranties		Paper Tray	A300-1992	A300-1992-1653229	3			28 Sep 2023	Α	Retail - Office Supplies - Accessories	No	WHSE	No	No	
		Paper Tray	A300-1992	A300-1992-6517077	7			28 Sep 2023	Α	Retail - Office Supplies - Accessories	No	WHSE	No	No	
		Paper Tray	A300-1992	A300-1992-8790669	2			28 Sep 2023	A	Retail - Office Supplies - Accessories	No	WHSE	No	No	

#### **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).



Home Equipment		Sites -	- 6 -	tenance / Proje	ects Manufactur		curement	Sales	Service Reporting	Utilities			- 0	
Maintenance	Format	Current	Proce		Print Reports									
nks *					Applied Filter :		= 'A300-:	1992'						
11K5 *														
text to search	P Description	PartCo A T												
Functions		= A300-1992				ADC Dependence	StartDate	ADC		ISPOREDASSET	#Dc	ASSEC	ADc	
	Paper Tray		A300-1992-66973203	- U-	·u·	-U.	28 Sep 2023		Retail - Office Supplies - Accessories	No	WHSE	No	No	
WO History	Paper Tray		A300-1992-56723742				28 Sep 2023		Retail - Office Supplies - Accessories	No	WHSE	No	No	
	Paper Tray		A300-1992-18836904				28 Sep 2023		Retail - Office Supplies - Accessories	No	WHSE	No	No	
	Paper Tray		A300-1992-12819011				28 Sep 2023		Retail - Office Supplies - Accessories	No	WHSE	No	No	
Project History	Paper Tray		A300-1992-47508158				28 Sep 2023		Retail - Office Supplies - Accessories	No	WHSE	No	No	
	Paper Tray		A300-1992-25513731				28 Sep 2023		Retail - Office Supplies - Accessories	No	WHSE	No	No	
	Paper Tray		A300-1992-58159626				28 Sep 2023		Retail - Office Supplies - Accessories	No	WHSE	No	No	
Meters	Paper Tray		A300-1992-36343589				28 Sep 2023		Retail - Office Supplies - Accessories	No	WHSE	No	No	
	Paper Tray	A300-1992	A300-1992-83694447				28 Sep 2023	A	Retail - Office Supplies - Accessories	No	WHSE	No	No	
	Paper Tray	A300-1992	A300-1992-61083112				28 Sep 2023	A	Retail - Office Supplies - Accessories	No	WHSE	No	No	
History	Paper Tray	A300-1992	A300-1992-50407988				28 Sep 2023	A	Retail - Office Supplies - Accessories	No	WHSE	No	No	
TESTON Y	Paper Tray	A300-1992	A300-1992-21891466				28 Sep 2023	A	Retail - Office Supplies - Accessories	No	WHSE	No	No	
	Paper Tray	A300-1992	A300-1992-45708921				28 Sep 2023	A	Retail - Office Supplies - Accessories	No	WHSE	No	No	
0.014	Paper Tray	A300-1992	A300-1992-81346255				28 Sep 2023	A	Retail - Office Supplies - Accessories	No	WHSE	No	No	
BOM	Paper Tray	A300-1992	A300-1992-73248606				28 Sep 2023	A	Retail - Office Supplies - Accessories	No	WHSE	No	No	
	Paper Tray	A300-1992	A300-1992-01679321				28 Sep 2023	A	Retail - Office Supplies - Accessories	No	WHSE	No	No	
	Paper Tray	A300-1992	A300-1992-97894844				28 Sep 2023	A	Retail - Office Supplies - Accessories	No	WHSE	No	No	
Warranties	Paper Tray	A300-1992	A300-1992-16532293				28 Sep 2023	A	Retail - Office Supplies - Accessories	No	WHSE	No	No	
	Paper Tray	A300-1992	A300-1992-65170777				28 Sep 2023	А	Retail - Office Supplies - Accessories	No	WHSE	No	No	
	Paper Tray	A300-1992	A300-1992-87906692				28 Sep 2023	Α	Retail - Office Supplies - Accessories	No	WHSE	No	No	

# **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.



Home	Equipment / L	ocations Contract Fin	ance / HR	Inventory Mai	ntenance /	Projects Manufacti	uning F	Procurement		ales Service Reporting	) Utilities			- 07	9
		ayout Workspaces Save Filter	ites • 4		0	Print Export Report									
Maintenanc	e	Format	Current	Proc	ess	Print Report	s								
ks	÷					Applied Filter :	Contains(	([PartCode	], '951	19')					
ext to search	<u>م</u> .	Drag a column header here to group b													
		Description	PartCo 🔺 🎙		ModelNo	CustomerName	DeptName	StartDate	Status	CategoryDesc	IsFixedAsset	Asset		PaymentDay	
Functions		<b>Ψ</b> •□c	<b>•</b> □c 9519	ND:	∎⊡c	ND:	∎∏c	-	n∏c	∎C .	∎C	#[]c	#[]c	-	
WO History		Sprint Multi Functional Copier	LT9519	LT9519-55285558	LT9519	Recognise Jeromson Agency	Sales	04 Oct 2023	A	Retail - Office Supplies - Equipment	No	No	No		1
HOTISTON		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 Servi	Sales	04 Oct 2023	A	Retail - Office Supplies - Equipment	No	No	No		8
		Sprint Multi Functional Copier	LT9519	LT9519-04908128	LT9519	CGL Brainverse Limited	Sales	04 Oct 2023	A	Retail - Office Supplies - Equipment	No	No	No		1
Project His	tory	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	LT9519-85834057	LT9519	Buzzdog Linact Development	Sales	04 Oct 2023	A	Retail - Office Supplies - Equipment	No	No	No		8
Meters		Sprint Multi Functional Copier	LT9519	LT9519-28328687	LT9519	Bandwidth Skyba Services	Sales	04 Oct 2023	Α	Retail - Office Supplies - Equipment	No	No	No		1
		Sprint Multi Functional Copier	LT9519	LT9519-49393756	LT9519	Bandwidth Skyba Services	Sales	04 Oct 2023		Retail - Office Supplies - Equipment	No	No	No		1
		Sprint Multi Functional Copier	LT9519	LT9519-14846607	LT9519	Morman Compliance Devel	Sales	04 Oct 2023	Α	Retail - Office Supplies - Equipment	No	No	No		1
History		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	Α	Retail - Office Supplies - Equipment	No	No	No		1
		Sprint Multi Functional Copier	LT9519	LT9519-88584272	LT9519	Found Caption Realtors	Sales	04 Oct 2023	A	Retail - Office Supplies - Equipment	No	No	No		1
BOM		Sprint Multi Functional Copier	LT9519	LT9519-11982038	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	Cawt 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	Α	Retail - Office Supplies - Equipment	No	No	No		1
		Sprint Multi Functional Copier	LT9519	LT9519-10148874	LT9519	Skyvu Interrupt Manufact	Sales	04 Oct 2023	Α	Retail - Office Supplies - Equipment	No	No	No		1
Warranties		Sprint Multi Functional Copier	LT9519	LT9519-17219319	LT9519	NDO Lively Agency	Sales	04 Oct 2023	A	Retail - Office Supplies - Equipment	No	No	No		1
		Sprint Multi Functional Copier	LT9519	LT9519-18491468	LT9519	NDO Lively Agency	Sales	04 Oct 2023	Α	Retail - Office Supplies - Equipment	No	No	No		1
		Sprint Multi Functional Copier	LT9519	LT9519-29330588	LT9519	Pistachio Circle Centre	Sales	04 Oct 2023	A	Retail - Office Supplies - Equipment	No	No	No		1
Notes		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	LT9519-49950628	LT9519	Rich Mardi Centre	Sales	04 Oct 2023	A	Retail - Office Supplies - Equipment	No	No	No		1
Documents		Corint M dt Eusetianal Conine	170510	170510 72122247	170510	Dich Mard Contro	Salaa	04 0++ 2022		Datal Office Supplies Equipment	No	No	Ma		

# **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.



		inance / HR		intenance / P		g Proc	curement	Sales	Service Reporting	Utilities			- 0	
Edit Delete Vew	Save Layout Workspaces Save Filter		Refresh Rendue Com		Print Export Reports									
Maintenance	Format	Current	Proc	209	Print Reports									
					er : Contains([PartCod	el '9519'	) And Con	tains([]	ModelNol 'LT')					
nks	÷		,	opprication	a i containo([i arccou	0], 5515	) / III G COI	cump([)	induitioj, Er y					
r text to search	Drag a column header here to group													
	Description	PartCo 🔺	▼ SerialNo	ModelNo	▼ CustomerName	DeptName	StartDate	Status	CategoryDesc	IsFixedAsset	ParentType	Asset	IsFinance	d   F
Functions	T x⊡c	<b>#</b> ∐¢ 9519	A 🛛 C	IC LT	*[]:	a∏c	-	R∐C	a[] c	*Dc	#[]C	#[]c	n∐c	
WO History	Sprint Multi Functional Copier	LT9519	LT9519-55285558	LT9519	Recognise Jeromson Agency	Sales	04 Oct 2023	Α	Retail - Office Supplies - Equipment	No	CTRT	No	No	
WO HISTORY	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 Servi	Sales	04 Oct 2023	A	Retail - Office Supplies - Equipment	No	CTRT	No	No	
	Sprint Multi Functional Copier	LT9519	LT9519-04908128	LT9519	CGL Brainverse Limited	Sales	04 Oct 2023	A	Retail - Office Supplies - Equipment	No	CTRT	No	No	
Project History	Sprint Multi Functional Copier	LT9519	LT9519-14810813	LT9519	Aveson Disintermediate Pr	Sales	04 Oct 2023	A	Retail - Office Supplies - Equipment	No	CTRT	No	No	
	Sprint Multi Functional Copier	LT9519	LT9519-22606125	LT9519	Aveson Disintermediate Pr	Sales	04 Oct 2023	A	Retail - Office Supplies - Equipment	No	CTRT	No	No	
	Sprint Multi Functional Copier	LT9519	LT9519-85834057	LT9519	Buzzdog Linact Development	Sales	04 Oct 2023	A	Retail - Office Supplies - Equipment	No	CTRT	No	No	
Meters	Sprint Multi Functional Copier	LT9519	LT9519-28328687	LT9519	Bandwidth Skyba Services	Sales	04 Oct 2023	A	Retail - Office Supplies - Equipment	No	CTRT	No	No	
	Sprint Multi Functional Copier	LT9519	LT9519-49393756	LT9519	Bandwidth Skyba Services	Sales	04 Oct 2023	A	Retail - Office Supplies - Equipment	No	CTRT	No	No	
	Sprint Multi Functional Copier	LT9519	LT9519-14846607	LT9519	Morman Compliance Devel	Sales	04 Oct 2023	A	Retail - Office Supplies - Equipment	No	CTRT	No	No	
History	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 Realtors	Sales	04 Oct 2023	A	Retail - Office Supplies - Equipment	No	CTRT	No	No	
BOM	Sprint Multi Functional Copier	LT9519	LT9519-11982038	LT9519	Found Caption Realtors	Sales	04 Oct 2023	A	Retail - Office Supplies - Equipment	No	CTRT	No	No	
000	Sprint Multi Functional Copier	LT9519	LT9519-54155664	LT9519	Cawt Implementations Sou	Sales	04 Oct 2023	A	Retail - Office Supplies - Equipment	No	CTRT	No	No	
	Sprint Multi Functional Copier	LT9519	LT9519-32144038	LT9519	Skyvu Interrupt Manufact	Sales	04 Oct 2023	A	Retail - Office Supplies - Equipment	No	CTRT	No	No	
	Sprint Multi Functional Copier	LT9519	LT9519-10148874	LT9519	Skyvu Interrupt Manufact	Sales	04 Oct 2023	A	Retail - Office Supplies - Equipment	No	CTRT	No	No	
Warranties	Sprint Multi Functional Copier	LT9519	LT9519-17219319	LT9519	NDO Lively Agency	Sales	04 Oct 2023	A	Retail - Office Supplies - Equipment	No	CTRT	No	No	
	Sprint Multi Functional Copier	LT9519	LT9519-18491468	LT9519	NDO Lively Agency	Sales	04 Oct 2023	A	Retail - Office Supplies - Equipment	No	CTRT	No	No	
	Sprint Multi Functional Copier	LT9519	LT9519-29330588	LT9519	Pistachio Circle Centre	Sales	04 Oct 2023	A	Retail - Office Supplies - Equipment	No	CTRT	No	No	
Notes	Sprint Multi Functional Copier	LT9519	LT9519-45874943	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 Mardi 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).

۵	Home Equipment / L	ocations Contract Fi	nance / HR	Inventory Ma	aintenance / Pr	rojects Manufactur	ng Pro	curement	Sales	s Service Reporting	Utilities			- 0	
	9Xa i		Sites -	A 6. 5	6)	<b>i</b> a a <b>i</b> a <b>i a i a <b>i</b> a <b>i a a <b>i</b> a <b>i</b> a <b>i a a <b>i</b> a <b>i a a <b>i</b> a <b>i a a <b>i a a i a a <b>i a a a <b>i a a a <b>i a a a a</b></b></b></b></b></b></b></b></b>									
-															
bb	Solt Delete Vew Save D	ayout Workspaces Save Filter All	٣	Refresh Revolue Cor		Print Export Reports									
	Maintenance	Format	Current	Pro	cess	Print Reports									
	c =				Applied Filte	er : Contains([PartCo	del, '9519	') And Cor	tains(i	ModelNo], 'LT')					
inks	S ÷							,							
er tex	kt to search P	Drag a column header here to group													
			PartCo 🔺	▼ SerialNo		▼ CustomerName	DeptName	StartDate	Status	CategoryDesc	IsFixedAsset	ParentType	Asset	IsFinance	
	Functions	Ψ • <u>□</u> c	<b>4</b> <u>□</u> ¢ 9519	NÜC	IC LT	4[]c	a∏c	-	#∐c	4[]C	#[]c	#[]c	#[]c	N[]C	
	WO History	Sprint Multi Functional Copier	LT9519	LT9519-55285558	LT9519	Recognise Jeromson Agend	y Sales	04 Oct 2023	Α	Retail - Office Supplies - Equipment	No	CTRT	No	No	
		Sprint Multi Functional Copier	LT9519	LT9519-07797425	LT9519	Recognise Jeromson Agent	y Sales	04 Oct 2023		Retail - Office Supplies - Equipment	No	CTRT	No	No	
		Sprint Multi Functional Copier	LT9519	LT9519-09828062	LT9519	Dabz Microcontrollers Servi		04 Oct 2023		Retail - Office Supplies - Equipment	No	CTRT	No	No	
18	A set of the set of th	Sprint Multi Functional Copier	LT9519	LT9519-04908128	LT9519	CGL Brainverse Limited	Sales	04 Oct 2023		Retail - Office Supplies - Equipment	No	CTRT	No	No	
	Project History	Sprint Multi Functional Copier	LT9519	LT9519-14810813	LT9519	Aveson Disintermediate Pr.		04 Oct 2023		Retail - Office Supplies - Equipment	No	CTRT	No	No	
		Sprint Multi Functional Copier	LT9519	LT9519-22606125	LT9519	Aveson Disintermediate Pr.		04 Oct 2023		Retail - Office Supplies - Equipment	No	CTRT	No	No	
17		Sprint Multi Functional Copier	LT9519	LT9519-85834057	LT9519	Buzzdog Linact Developmen		04 Oct 2023		Retail - Office Supplies - Equipment	No	CTRT	No	No	
	Meters	Sprint Multi Functional Copier	LT9519	LT9519-28328687	LT9519	Bandwidth Skyba Services	Sales	04 Oct 2023		Retail - Office Supplies - Equipment	No	CTRT	No	No	
		Sprint Multi Functional Copier	LT9519	LT9519-49393756	LT9519	Bandwidth Skyba Services	Sales	04 Oct 2023		Retail - Office Supplies - Equipment	No	CTRT	No	No	
1		Sprint Multi Functional Copier	LT9519	LT9519-14846607	LT9519	Morman Compliance Devel.		04 Oct 2023		Retail - Office Supplies - Equipment	No	CTRT	No	No	
	History	Sprint Multi Functional Copier	LT9519	LT9519-05174677	LT9519	Approval Law Technologies		04 Oct 2023		Retail - Office Supplies - Equipment	No	CTRT	No	No	
		Sprint Multi Functional Copier	LT9519	LT9519-62811112	LT9519	Approval Law Technologies		04 Oct 2023		Retail - Office Supplies - Equipment	No	CTRT	No	No	
12		Sprint Multi Functional Copier	LT9519	LT9519-88584272	LT9519	Found Caption Realtors	Sales	04 Oct 2023		Retail - Office Supplies - Equipment	No	CTRT	No	No	
	BOM	Sprint Multi Functional Copier	LT9519	LT9519-11982038	LT9519	Found Caption Realtors	Sales	04 Oct 2023		Retail - Office Supplies - Equipment	No	CTRT	No	No	
		Sprint Multi Functional Copier	LT9519	LT9519-54155664	LT9519	Cawt Implementations Sou		04 Oct 2023		Retail - Office Supplies - Equipment	No	CTRT	No	No	
		Sprint Multi Functional Copier	LT9519	LT9519-32144038	LT9519	Skyvu Interrupt Manufact.		04 Oct 2023		Retail - Office Supplies - Equipment	No	CTRT	No	No	
	Warranties	Sprint Multi Functional Copier	LT9519	LT9519-10148874	LT9519	Skyvu Interrupt Manufact.		04 Oct 2023		Retail - Office Supplies - Equipment	No	CTRT	No	No	
		Sprint Multi Functional Copier	LT9519	LT9519-17219319	LT9519	NDO Lively Agency	Sales	04 Oct 2023		Retail - Office Supplies - Equipment	No	CTRT	No	No	
		Sprint Multi Functional Copier	LT9519	LT9519-18491468	LT9519	NDO Lively Agency	Sales	04 Oct 2023		Retail - Office Supplies - Equipment	No	CTRT	No	No	
1 P	11111	Sprint Multi Functional Copier	LT9519	LT9519-29330588	LT9519	Pistachio Circle Centre	Sales	04 Oct 2023		Retail - Office Supplies - Equipment	No	CTRT	No	No	
	Notes	Sprint Multi Functional Copier	LT9519	LT9519-45874943	LT9519	Whitbread Sustainable Rea		04 Oct 2023		Retail - Office Supplies - Equipment	No	CTRT	No	No	
		Sprint Multi Functional Copier	LT9519	LT9519-77012332	LT9519	Whitbread Sustainable Rea		04 Oct 2023		Retail - Office Supplies - Equipment	No	CTRT	No	No	
		Sprint Multi Functional Copier	LT9519	LT9519-49950628	LT9519	Rich Mardi 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.

٢	Home E	Equipr	nent	/ Loca	tions	Co	ntract	Fi	nance / HR	Ir	ivent	ory	Mai	intena	ance / P	ojects	Ма	inufacturing	Procurement	Sales	Service	Reporting	,	Utilities			ø
		õ	Sav	E Layout	Worksp		Save Filter	All	Sites -	Refr	<b>∢</b> esh	Ó		ert B.	0	Print I	Export	Reports									
	Maintenance				Forma	at			Current				Proc	ess		Prin	ıt	Reports									
ink	c		-		ag a colun	nn hear	der here to	group	by that column																		
									PartCode								1	da 🕹	CustomerName	A DeptNam	e StartDate						e As
er tex	ct to search			<u>م</u>	*[]c				#[]c		ČC.			*[]c					a∏c	#[]c	-	*[]c	#∐c			*[]c	-0
	Functions				Sprint N	Aulti Fu	nctional Co	pier	H14TSP		114TS	P-03304	825	H14	FTSP				Coral Programs Manufacturin	a Sales	04 Oct 2023	A	Retail	- Office Supplies -	Equipment	CTRT	No
							nctional Co		HV1591		-IV 159	1-08367	442	HV3	1591				Coral Programs Manufacturin	J Sales	04 Oct 2023			- Office Supplies -		CTRT	No
					Sprint N	Aulti Fur	nctional Co	pier	IF9685	1	F9685	5-246359	912	IF9	685				Coral Programs Manufacturin	Sales	04 Oct 2023	A A	Retail	- Office Supplies -	Equipment	CTRT	No
					Sprint N	Multi Fur	nctional Co	pier	JQ7537		Q753	7-08694	345	JQ7	7537				Coral Programs Manufacturin	3 Sales	04 Oct 2023	A A	Retail	- Office Supplies -	Equipment	CTRT	No
					Sprint N	Aulti Fu	nctional Co	pier	K3500	2	(3500-	-049192	58	K35	i00				Coral Programs Manufacturin	a Sales	04 Oct 2023	A A	Retail	- Office Supplies -	Equipment	CTRT	No
					Sprint N	Multi Fur	nctional Co	pier	KP0323	,	(P032)	3-79257	633	KPO	1323				Coral Programs Manufacturin	3 Sales	04 Oct 2023	A A	Retail	- Office Supplies -	Equipment	CTRT	No
					Sprint N	Aulti Fu	nctional Co	pier	LT9519	1	.T9519	9-265360	049	LT9	519				Coral Programs Manufacturin	a Sales	04 Oct 2023	A A	Retail	- Office Supplies -	Equipment	CTRT	No
					Sprint N	Multi Fu	nctional Co	pier	M5000P	1	45000	P-13095	421	MSC	900P				Coral Programs Manufacturin	Sales	04 Oct 2023	B A	Retail	- Office Supplies -	Equipment	CTRT	No
	Meters				Sprint N	Multi Fu	nctional Co	pier	MD 5753	1	4D575	3-47436	196	MD	5753				Coral Programs Manufacturin	Sales	04 Oct 2023	B A	Retail	- Office Supplies -	Equipment	CTRT	No
					Sprint N	Multi Fu	nctional Co	pier	MF6000	1	4F600	0-54933	082	MEE	5000				Coral Programs Manufacturin	3 Sales	04 Oct 2023	3 A	Retail	- Office Supplies -	Equipment	CTRT	No
					Sprint N	Multi Fu	nctional Co	pier	MY1405	1	4Y 140	S-19078	857	MY	140S				Coral Programs Manufacturin	Sales	04 Oct 2023	A A	Retail	- Office Supplies -	Equipment	CTRT	No
1	17-1				Sprint N	Multi Fur	nctional Co	pier	NS0845	1	VS084	5-38384	485	NSC	0845				Coral Programs Manufacturin	g Sales	04 Oct 2023	B A	Retail	- Office Supplies -	Equipment	CTRT	No
					Sprint N	Multi Fu	nctional Co	pier	OE4185	0	DE418	5-28801	.596	OE4	4185				Coral Programs Manufacturin	Sales	04 Oct 2023	8 A	Retail	- Office Supplies -	Equipment	CTRT	No
					Sprint N	Multi Fur	nctional Co	pier	PX6587	8	X658	7-12972	826	PX6	587				Coral Programs Manufacturin	g Sales	04 Oct 2023	B A	Retail	- Office Supplies -	Equipment	CTRT	No
- 1					Sprint N	Multi Fu	nctional Co	pier	QH2648	0	QH264	8-59342	293	QH	2648				Coral Programs Manufacturin	Sales	04 Oct 2023	8 A	Retail	- Office Supplies -	Equipment	CTRT	No
					Sprint N	Multi Fu	nctional Co	pier	RD2085	8	RD 208	5-34711	.431	RD	2085				Coral Programs Manufacturin	g Sales	04 Oct 2023	3 A	Retail	- Office Supplies -	Equipment	CTRT	No
					Sprint N	Multi Fu	nctional Co	pier	SL3917	4	SL3917	7-582914	475	SL3	917				Coral Programs Manufacturin	3 Sales	04 Oct 2023	3 A	Retail	- Office Supplies -	Equipment	CTRT	No
					Sprint N	Multi Fu	nctional Co	pier	SP2020	5	SP 20 20	D-24216	729	SP2	1020				Coral Programs Manufacturin	g Sales	04 Oct 2023	B A	Retail	- Office Supplies -	Equipment	CTRT	No
					Sprint N	Multi Fu	nctional Co	pier	SP500	5	SP 500	984550	39	SP5	600				Coral Programs Manufacturin	Sales	04 Oct 2023	8 A	Retail	- Office Supplies -	Equipment	CTRT	No
					Sprint N	Multi Fu	nctional Co	pier	TN1595	1	IN 159	5-16025	518	TN1	1595				Coral Programs Manufacturin	g Sales	04 Oct 2023	3 A	Retail	- Office Supplies -	Equipment	CTRT	No
					Sprint N	Multi Fu	nctional Co	pier	TTS550	1	ITS550	0-48031	414	TTS	550				Coral Programs Manufacturin	3 Sales	04 Oct 2023	B A	Retail	- Office Supplies -	Equipment	CTRT	No
					Sprint N	Multi Fu	nctional Co	pier	UV3619	1	JV361	9-86914	385	UVS	9619				Coral Programs Manufacturin	g Sales	04 Oct 2023	B A	Retail	- Office Supplies -	Equipment	CTRT	No
					Sprint N	Multi Fu	nctional Co	pier	WD0047	1	ND004	47-17423	2862	WD	0047				Coral Programs Manufacturin	3 Sales	04 Oct 2023	3 A	Retail	- Office Supplies -	Equipment	CTRT	No
					Sprint N	Multi Fu	nctional Co	pier	XX99140	3	(X9914	40-2493	4711	XX(9	9140				Coral Programs Manufacturin	g Sales	04 Oct 2023	B A	Retail	- Office Supplies -	Equipment	CTRT	No
	Documents				Sprint N	Multi Fu	nctional Co	pier	YB4006	1	rB4008	5-06756	001	YB4	1006				Coral Programs Manufacturin	3 Sales	04 Oct 2023	3 A	Retail	- Office Supplies -	Equipment	CTRT	No

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 Lay**out to save the changes made.



_																	
0	Home Equipment /	Locations Contract	Finance / HR	Inventory	Maintenance / I	Projects M	anufacturing	Proci	urement	Sales	Service	Reporting	Utilities				CP
B	9×3 5		All Sites 👻	2 G	6)		Ð										
add.		avout Workspaces Save Filter		Refresh		Print Export	Reports										
			Al	inche an		v Lapart	~										
	Maintenance	Format	Current		Process	Print	Reports										
.ink	s Ŧ	Drag a column header here to	group by that column														
		Description	PartCode	SerialNo	ModelNo 🔺	CustomerName		DeptName	StartDate	Status	CategoryDesc		ParentType	Asset	IsFinance	d Payment	Day
		<b>▼</b> #∐¢	*[]c	#[]c	*[]c	#[]c		a∏c	-	n∏c	a∏c		A[]C	#[]c	n∐c	-	
	Functions	Sprint Multi Functional Cop	pier F9314	F9J14-21861583	F9314	Centralized Midn	ight Sourcing	Sales	04 Oct 2023	A	Retail - Office St	upplies - Equipment	CTRT	No	No		1
		Sprint Multi Functional Cop	pier F9314	F9314-44518548	F9314	Coral Programs I	Manufacturing	Sales	04 Oct 2023	A	Retail - Office Si	upplies - Equipment	CTRT	No	No		
	WO History	Sprint Multi Functional Cop	pier F9J14	F9J14-31479614	F9J14	Coral Programs I	Manufacturing	Sales	04 Oct 2023	A	Retail - Office Si	upplies - Equipment	CTRT	No	No		1
		Sprint Multi Functional Cop	pier F9314	F9314-75233992	F9314	HND Kernel Cent	tre	Sales	04 Oct 2023	A	Retail - Office Si	upplies - Equipment	CTRT	No	No		
		Sprint Multi Functional Cop	pier F9J14	F9314-31394557	F9J14	HND Kernel Cent	tre	Sales	04 Oct 2023	A	Retail - Office Si	upplies - Equipment	CTRT	No	No		
	Project History	Sprint Multi Functional Cop	pier F9J14	F9J14-11238602	F9314	Yarn Franchising	Limited	Sales	04 Oct 2023	A	Retail - Office Si	upplies - Equipment	CTRT	No	No		
		Sprint Multi Functional Cop	pier F9J14	F9J14-03896134	F9J14	Bater Knockout	Sourcing	Sales	04 Oct 2023	A	Retail - Office Si	upplies - Equipment	CTRT	No	No		
		Sprint Multi Functional Cop	pier F9314	F9J14-34378176	F9314	Bater Knockout !	Sourcing	Sales	04 Oct 2023	A	Retail - Office Si	upplies - Equipment	CTRT	No	No		
	Meters	Sprint Multi Functional Cop	pier F9J14	F9314-71472694	F9J14	Capability Topid	ounge Services	Sales	04 Oct 2023	A	Retail - Office Si	upplies - Equipment	CTRT	No	No		
		Sprint Multi Functional Cop	pier P9314	F9J14-38720738	F9314	Capability Topid	ounge Services	Sales	04 Oct 2023	A	Retail - Office St	upplies - Equipment	CTRT	No	No		
		Sprint Multi Functional Cop	pier F9J14	F9J14-58121033	F9J14	Purbrick Lokupe	Association	Sales	04 Oct 2023	A	Retail - Office Si	upplies - Equipment	CTRT	No	No		
	History	Sprint Multi Functional Cop	pier F9J14	F9J14-43284445	F9314	Cash Sale Accou	nt	Sales	04 Oct 2023	A	Retail - Office St	upplies - Equipment	WHSE	No	No		
	TIESTON Y	Sprint Multi Functional Cop	pier F9314	F9J14-30357436	F9J14	Cash Sale Accou	nt	Sales	04 Oct 2023	A	Retail - Office St	upplies - Equipment	WHSE	No	No		
		Sprint Multi Functional Cop	pier F9314	F9J14-69118673	F9J14	Richard Eayo Ma	nufacturing	Sales	04 Oct 2023	A	Retail - Office St	upplies - Equipment	CTRT	No	No		
		Sprint Multi Functional Cop	pier F9J14	F9314-84552249	F9J14	Richard Eayo Ma	inufacturing	Sales	04 Oct 2023	A	Retail - Office Si	upplies - Equipment	CTRT	No	No		
	BOM	Sprint Multi Functional Cop	pier F9314	F9J14-02129557	F9J14	Bake Betteriss A	gency	Sales	04 Oct 2023	A	Retail - Office St	upplies - Equipment	CTRT	No	No		
		Sprint Multi Functional Cop	pier F9314	F9314-29068936	F9J14	EE4 Gentian Age	incy	Sales	04 Oct 2023	A	Retail - Office St	upplies - Equipment	CTRT	No	No		
		Sprint Multi Functional Cop	pier F9314	F9J14-49731135	F9J14	EE4 Gentian Age	incy	Sales	04 Oct 2023	A	Retail - Office St	upplies - Equipment	CTRT	No	No		
	Warranties	Sprint Multi Functional Cop	pier F9314	F9314-67208052	F9J14	Dollar Tracking P	roductions	Sales	04 Oct 2023	A	Retail - Office St	pplies - Equipment	CTRT	No	No		
		Sprint Multi Functional Cop	pier F9314	F9J14-01808128	F9J14	Stain Obsidian R	ealtors	Sales	04 Oct 2023	A	Retail - Office St	upplies - Equipment	CTRT	No	No		
		Sprint Multi Functional Cop	pier F9314	F9314-44570809	F9J14	Stain Obsidian R	ealtors	Sales	04 Oct 2023	A	Retail - Office St	pplies - Equipment	CTRT	No	No		
	Notes	Sprint Multi Functional Cop	pier F9314	F9J14-66074746	F9J14	Damisek Lauchla	n Holdings	Sales	04 Oct 2023	A	Retail - Office St	upplies - Equipment	CTRT	No	No		
		Sprint Multi Functional Cop	pier F9314	F9J14-87667782	F9J14	Damisek Lauchla	n Holdings	Sales	04 Oct 2023	A	Retail - Office St	upplies - Equipment	CTRT	No	No		
		Sprint Multi Functional Cop	pier F9314	F9J14-74351745	F9J14	LN Pat Developm	nent	Sales	04 Oct 2023	A	Retail - Office St	upplies - Equipment	CTRT	No	No		
	Documents	Sprint Multi Functional Cop	pier F9314	F9J14-11740523	F9J14	Selaginellam Len	tibulars Manu	Sales	04 Oct 2023	A	Retail - Office St	upplies - Equipment	CTRT	No	No		

### **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 th	e Export	action	button.
---	-------	-------	----------	--------	---------

۵	Home	Equip	pme	nt / Loo	cation	s C	ontract	Finance	/ HR	Inven	tory	Mainten	ance / F	Project	s Ma	nufactu	ing Procur	ement	Sales	Serv	ice Re	porting	Utilities		ø	
Э	<b>X</b>	2	1				L	KwaZulu-Na	stal -	**	G,	1	6			¢										
							Save Filter	Serialised S		Defrech	9	67	CK		Export	Reports										
000				ave Layu	Jut me	<ul> <li>Kapaces</li> </ul>	Seve Hiter	Senaised S	tock +	Reliest				Y	(CADAL)	× v										
	Maintenance				F	ormat		c	lurrent			Process		P	rint	Reports										
Link	ks			<b>#</b> 1	Drag a i	column he	ader here to	group by that	column																	
					De	scription		PartCode		SerialNo			Mode	No St	tartDate	Status	CategoryDesc			Asset	IsFinance	d DeptName	WOAttachment			
	ext to search			_ م	T 10			#[]c		#[]C			#[]c	-		∎∐c	#[]c			A[]C	a 🗌 c	a∐c	4()c			
	Functions				Fut	er Unit		EA3V866-	7223	EA3V86	6-7223-5	6746589		29	9 Sep 2023	A	Retail - Office Supp	olies - Acce	essories	No	No		No			
	_				Fut	er Unit		EA3V866-	7223	EA3V86	5-7223-3	0681045		25	9 Sep 2023	A	Retail - Office Supp	olies - Acce	ssories	No	No		No			
	WO History				Fu	er Unit		EA3V866-	7223	EA3V86	5-7223-3	4777744		29	9 Sep 2023	A	Retail - Office Supp	olies - Acce	essories	No	No		No			
					Fut	er Unit		EA3V866-	7223	EA3V86	5-7223-6	5843157		25	9 Sep 2023	A	Retail - Office Supp	olies - Acce	ssories	No	No		No			
					Fu	ver Unit		EA3V866-	7223	EA3V86	5-7223-8	9088401		29	9 Sep 2023	A	Retail - Office Supp	olies - Acce	essories	No	No		No			
	Project Histor				Fut	er Unit		EA3V866-	7223	EA3V86	5-7223-4	9582554		25	9 Sep 2023	A	Retail - Office Supp	olies - Acce	ssories	No	No		No			
					Fus	ver Unit		EA3V866-	7223	EA3V86	5-7223-3	8909074		29	9 Sep 2023	A	Retail - Office Supp	olies - Acce	ssories	No	No		No			
					Fue	er Unit		EA3V866-	7223	EA3V86	5-7223-5	5157429		25	9 Sep 2023	A	Retail - Office Supp	olies - Acce	ssories	No	No		No			
	Meters				Fus	ver Unit		EA3V866-	7223	EA3V86	5-7223-0	6091545		25	9 Sep 2023	A	Retail - Office Supp	olies - Acce	ssories	No	No		No			
					Fus	er Unit		EA3V866-	7223	EA3V86	5-7223-4	9035412		25	9 Sep 2023	A	Retail - Office Supp	olies - Acce	essories	No	No		No			
					Fus	ier Unit		EA3V866-	7223	EA3V86	5-7223-7	0840105		25	9 Sep 2023	A	Retail - Office Supp	olies - Acce	ssories	No	No		No			
	History				Fue	er Unit		EA3V866-	7223	EA3V86	5-7223-0	1227568		29	9 Sep 2023	A	Retail - Office Supp	olies - Acce	ssories	No	No		No			
	ristory				Fus	er Unit		EA3V866-	7223	EA3V86	5-7223-2	4610866		25	9 Sep 2023	A	Retail - Office Supp	olies - Acce	ssories	No	No		No			
					Fus	ær Unit		EA3V866-	7223	EA3V86	6-7223-1	2931929		29	9 Sep 2023	Α	Retail - Office Supp	olies - Acce	ssories	No	No		No			
					Fut	er Unit		EA3V866+	7223	EA3V86	5-7223-5	2656569		25	9 Sep 2023	A	Retail - Office Supp	olies - Acce	ssories	No	No		No			
	BOM				Pap	per Tray		SP2020-19	992	SP2020	1992-73	213437		25	9 Sep 2023	Α	Retail - Office Supp	olies - Acce	ssories	No	No		No			
					Pag	per Tray		SP2020-19	992	SP2020	1992-79	033782		25	9 Sep 2023	A	Retail - Office Supp	olies - Acce	ssories	No	No		No			
					Pag	per Tray		SP2020-19	992	SP2020	1992-99	389483		29	9 Sep 2023	Α	Retail - Office Supp	olies - Acce	ssories	No	No		No			
	Warranties				Pag	per Tray		SP2020-19	992	SP2020	1992-08	499009		25	9 Sep 2023	A	Retail - Office Supp	olies - Acce	ssories	No	No		No			
					Pa;	per Tray		SP2020-19	992	SP2020	1992-24	762848		25	9 Sep 2023	Α	Retail - Office Supp	olies - Acce	ssories	No	No		No			
					Pag	per Tray		SP2020-19			1992-62					A	Retail - Office Supp			No	No		No			
	Notes				Pap	per Tray		SP2020-19	992		1992-02			29	9 Sep 2023	A	Retail - Office Supp			No	No		No			
					Pag	per Tray		SP2020-19			1992-12				9 Sep 2023	A	Retail - Office Supp			No	No		No			
					Pap	ber Tray		SP2020-19	992	SP2020	1992-53	283388		25	9 Sep 2023	A	Retail - Office Supp			No	No		No			
	Documents				Pag	per Tray		SP2020-19	992	SP2020	1992-65	939088		25	9 Sep 2023	A	Retail - Office Supp	olies - Acce	ssories	No	No		No			
					Pa	per Tray		SP2020-19	992	SP2020	1992-17	282877		25	9 Sep 2023	A	Retail - Office Supp	olies - Acce	ssories	No	No		No			

Help v2024.5.0.7/1.0 - Pg 15 - Printed: 04/07/2024



- 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.

File <u>Home</u> Insert	Page Layout Fo	ormulas Data Review	View A	utomate He	elp					
				Wrap Text	er ~	E * % 7 100 →0 For	nditional Form matting ~ Tabl Styles			Delete Forma Cells
	fx									
A	В	С	D			G	Н	1	J	К
			Model 👻			CategoryDesc		IsFinan	DeptNa ≚	WOAttachm
Fuser Unit	SP2020-7223	SP2020-7223-31623965		29 Sep 2023		Retail - Office Supplies - Access		No		No
Fuser Unit	SP2020-7223	SP2020-7223-80274441		29 Sep 2023	-	Retail - Office Supplies - Access		No		No
Fuser Unit	SP2020-7223	SP2020-7223-65312674		29 Sep 2023		Retail - Office Supplies - Access		No		No
Fuser Unit	SP2020-7223	SP2020-7223-77632382		29 Sep 2023		Retail - Office Supplies - Access		No		No
Fuser Unit	SP2020-7223	SP2020-7223-33724705		29 Sep 2023		Retail - Office Supplies - Access		No		No
Fuser Unit	SP2020-7223	SP2020-7223-42392653		29 Sep 2023		Retail - Office Supplies - Access		No		No
Fuser Unit	SP2020-7223	SP2020-7223-41845612		29 Sep 2023		Retail - Office Supplies - Access		No		No
Fuser Unit Fuser Unit	SP2020-7223	SP2020-7223-82638081		29 Sep 2023		Retail - Office Supplies - Access		No		No
Fuser Unit	SP2020-7223	SP2020-7223-93928929		29 Sep 2023		Retail - Office Supplies - Access		No		No
Fuser Unit	SP2020-7223	SP2020-7223-93703561		29 Sep 2023	A	Retail - Office Supplies - Access	ori No	No		No
Fuser Unit	SP2020-7223	SP2020-7223-94963994		29 Sep 2023	A	Retail - Office Supplies - Access	ori No	No		No
Fuser Unit	SP2020-7223	SP2020-7223-34207612		29 Sep 2023	Α	Retail - Office Supplies - Access	ori No	No		No
Fuser Unit	SP2020-7223	SP2020-7223-07871243		29 Sep 2023	A	Retail - Office Supplies - Access	or <mark>i</mark> No	No		No
Fuser Unit	SP2020-7223	SP2020-7223-89517562		29 Sep 2023	A	Retail - Office Supplies - Access	ori No	No		No
Fuser Unit	SP2020-7223	SP2020-7223-40276242		29 Sep 2023	A	Retail - Office Supplies - Access	or <mark>i</mark> No	No		No
Fuser Unit	SP2020-7223	SP2020-7223-27556203		29 Sep 2023	Α	Retail - Office Supplies - Access	or <mark>i</mark> No	No		No
Fuser Unit	SP2020-7223	SP2020-7223-31945091		29 Sep 2023	Α	Retail - Office Supplies - Access	ori No	No		No
Fuser Unit	SP2020-7223	SP2020-7223-35399814		29 Sep 2023	A	Retail - Office Supplies - Access	or <mark>i</mark> No	No		No
Fuser Unit	SP2020-7223	SP2020-7223-94879363		29 Sep 2023	A	Retail - Office Supplies - Access	ori No	No		No
Fuser Unit	SP2020-7223	SP2020-7223-40287124		29 Sep 2023	Α	Retail - Office Supplies - Access	ori No	No		No
Fuser Unit	SP2020-7223	SP2020-7223-77349338		29 Sep 2023	Α	Retail - Office Supplies - Access	ori No	No		No
Fuser Unit	SP2020-7223	SP2020-7223-50176515		29 Sep 2023	A	Retail - Office Supplies - Access	ori No	No		No
Fuser Unit	SP2020-7223	SP2020-7223-15651984		29 Sep 2023	A	Retail - Office Supplies - Access	ori No	No		No
	SP2020-7223	SP2020-7223-40243864		29 Sep 2023		Retail - Office Supplies - Access		No	1	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 database, but it will be set to **inactive** and therefore not viewable to users any more.

Home Equipmer		Kana Canturat	Casa an (11D Tau		Destate	Manufacture		Descurrent Cales	Contes	Deservices	L India a		- 0	
Home Equipmen			NI Sites - 🕹	Maintenance		Manufactu		Procurement Sales	Service	Reporting	Utilities		- 0	
Maintenance		Format	Current	Process	Print	Reports								
ks	# Dr	ag a column header here to grou	up by that column											
			PartCode											
text to search	<u>م</u>	#[]c	A [] C	a[]c	#[]c	-	#[]c	a]]c	a[]c	#[]c	a[]c	#[]c		
Functions		Sprint Multi Functional Copier	AV5588	AV5588-04415361	AV5588	04 Oct 2023	A	Retail - Office Supplies - Equipment	No	No	Sales	Yes		
		Sprint Multi Functional Copier	BP 1470	BP1470-54124076	BP1470	04 Oct 2023	A	Retail - Office Supplies - Equipment	No	No	Sales	Yes		
WO History		Sprint Multi Functional Copier	BZ9352	BZ9352-35470403	BZ9352	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	CD7T52	CD7T52-14508309	CD7T52	04 Oct 2023	A	Retail - Office Supplies - Equipment	No	No	Sales	Yes		
Project History		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	DD8Y29-98759037	DD8Y29	04 Oct 2023	A	Retail - Office Supplies - Equipment	No	No	Sales	Yes		
		Sprint Multi Functional Copier	DR6547	DR6547-83843205	DR6547	04 Oct 2023	A	Retail - Office Supplies - Equipment	No	No	Sales	Yes		
Meters		Sprint Multi Functional Copier	DS4JF600	DS4JF600-32941175	DS4JF600	04 Oct 2023	A	Retail - Office Supplies - Equipment	No	No	Sales	Yes		
Pictory .	F	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	EC7536-76052708	EC7536	04 Oct 2023	A	Retail - Office Supplies - Equipment	No	No	Sales	Yes		
1 February		Sprint Multi Functional Copier	EE0258	EE0258-95951822	EE0258	04 Oct 2023	A	Retail - Office Supplies - Equipment	No	No	Sales	Yes		
History		Sprint Multi Functional Copier	EV 1P 559	EV1P559-02444791	EV 1P 559	04 Oct 2023	A	Retail - Office Supplies - Equipment	No	No	Sales	Yes		
		Sprint Multi Functional Copier	F9J14	F9J14-36675032	F9J14	04 Oct 2023	Α	Retail - Office Supplies - Equipment	No	No	Sales	Yes		
		Sprint Multi Functional Copier	FB8528	FB8528-18586303	F88528	04 Oct 2023	A	Retail - Office Supplies - Equipment	No	No	Sales	Yes		
BOM		Sprint Multi Functional Copier	FW8520	FW8520-78228737	FW8520	04 Oct 2023	Α	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	GN4564	GN4564-18584091	GN4564	04 Oct 2023	Α	Retail - Office Supplies - Equipment	No	No	Sales	Yes		
Warranties		Sprint Multi Functional Copier	H14TSP	H14TSP-62646113	H14TSP	04 Oct 2023	A	Retail - Office Supplies - Equipment	No	No	Sales	Yes		
		Sprint Multi Functional Copier	HV1591	HV1591-43860567	HV1591	04 Oct 2023	A	Retail - Office Supplies - Equipment	No	No	Sales	Yes		
		Sprint Multi Functional Copier	IF9685	IF9685-71181851	IF9685		A	Retail - Office Supplies - Equipment	No	No	Sales	Yes		
Notes		Sprint Multi Functional Copier	JQ7537	JQ7537-00867313	JQ7537	04 Oct 2023	A	Retail - Office Supplies - Equipment	No	No	Sales	Yes		
		Sprint Multi Functional Copier	K3500	K3500-70673398	K3500		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	LT9519-55285558	LT9519	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.



				Machine List for Eastern Cape										
Home Equipm	ient / Loca	itions Contract	Finance / HR Ir	ventory Maintenanc	e / Projects	Manufactu	ring	Procurement Sales	Service	Reporting	Utilities		Ø	
dd Call Call Call Call Call Call Call Ca	Save Layour		All Sites - All - Refr			port Reports								
Maintenance		Format	Current	Process	Print	Reports								
inks		ag a column header here to gro	up by that column											
		Description	PartCode	SerialNo	ModelNo	StartDate			Asset	IsFinanced	DeptName	WOAttachment		
er text to search	۹ 🔻	•[]c	n∏ c	N]]C	*[]c	-	#EC	a∏c	a∏c	*() c	#[]C	*[]:		
Mahara	F	Sprint Multi Functional Copier	JQ7537	JQ7537-00867313	JQ7537	04 Oct 2023	A	Retail - Office Supplies - Equipme	nt No	No	Sales	Yes		
Meters		Sprint Multi Functional Copier	K3500	K3500-70673398	K3500	04 Oct 2023	A	Retail - Office Supplies - Equipme	nt No	No	Sales	Yes		
		Sprint Multi Functional Copier	KP0323	KP0323-19016834	KP0323	04 Oct 2023	A	Retail - Office Supplies - Equipme	nt No	No	Sales	Yes		
		Sprint Multi Functional Copier	LT9519	LT9519-55285558	LT9519	04 Oct 2023	A	Retail - Office Supplies - Equipme	nt No	No	Sales	Yes		
History		Sprint Multi Functional Copier	M5000P	M5000P-88652552	M5000P	04 Oct 2023	A	Retail - Office Supplies - Equipme	nt No	No	Sales	Yes		
		Sprint Multi Functional Copier	MD5753	MD5753-29694444	MD5753	04 Oct 2023	A	Retail - Office Supplies - Equipme	nt No	No	Sales	Yes		
		Sprint Multi Functional Copier	ME6000	MF6000-58249523	MF6000	04 Oct 2023	A	Retail - Office Supplies - Equipme	nt No	No	Sales	Yes		
BOM		Sprint Multi Functional Copier	MY140S	MY140S-77477294	MY140S	04 Oct 2023	Α	Retail - Office Supplies - Equipme	nt No	No	Sales	Yes		
		Sprint Multi Functional Copier	NS0845	NS0845-73689496	NS0845	04 Oct 2023	A	Retail - Office Supplies - Equipme	nt No	No	Sales	Yes		
		Sprint Multi Functional Copier	OE4185	OE4185-58494897	OE4185	04 Oct 2023	Α	Retail - Office Supplies - Equipme	nt No	No	Sales	Yes		
Warranties		Sprint Multi Functional Copier	PX6587	PX6587-96457473	PX6587	04 Oct 2023	A	Retail - Office Supplies - Equipme	nt No	No	Sales	Yes		
		Sprint Multi Functional Copier	QH2648	QH2648-95375392	QH2648	04 Oct 2023	Α	Retail - Office Supplies - Equipme	nt No	No	Sales	Yes		
		Sprint Multi Functional Copier	RD2085	RD2085-58608547	RD2085	04 Oct 2023	A	Retail - Office Supplies - Equipme	nt No	No	Sales	Yes		
Notes		Sprint Multi Functional Copier	SL3917	SL3917-72965088	SL3917	04 Oct 2023	Α	Retail - Office Supplies - Equipme	nt No	No	Sales	Yes		
THURLES .		Sprint Multi Functional Copier	SP2020	SP2020-57826197	SP2020	04 Oct 2023	A	Retail - Office Supplies - Equipme	nt No	No	Sales	Yes		
		Sprint Multi Functional Copier	SP500	SP500-11424249	SP500	04 Oct 2023	Α	Retail - Office Supplies - Equipme	nt No	No	Sales	Yes		
		Sprint Multi Functional Copier	TN1595	TN1595-34822897	TN1595	04 Oct 2023	A	Retail - Office Supplies - Equipme	nt No	No	Sales	Yes		
Documents		Sprint Multi Functional Copier	TTS550	TTS550-18618261	TTS550	04 Oct 2023	Α	Retail - Office Supplies - Equipme	nt No	No	Sales	Yes		
		Sprint Multi Functional Copier	UV3619	UV3619-31435152	UV3619	04 Oct 2023	A	Retail - Office Supplies - Equipme	nt No	No	Sales	Yes		
		Sprint Multi Functional Copier	WD0047	WD0047-52664436	WD0047	04 Oct 2023	Α	Retail - Office Supplies - Equipme	nt No	No	Sales	Yes		
Maintenance		Sprint Multi Functional Copier	XX99140	XX99140-95450464	XX(99140	04 Oct 2023	A	Retail - Office Supplies - Equipme	nt No	No	Sales	Yes		
		Sprint Multi Functional Copier	YB-4006	YB4006-40748931	YB4006	04 Oct 2023	Α	Retail - Office Supplies - Equipme	nt No	No	Sales	Yes		
		Sprint Multi Functional Copier	YY3721	YY3721-44030547	YY3721	04 Oct 2023	A	Retail - Office Supplies - Equipme	nt No	No	Sales	Yes		
Depreciation		Sprint Multi Functional Copier	ZT0060	ZT0060-49580167	ZT0060	04 Oct 2023	A	Retail - Office Supplies - Equipme		No	Sales	Yes		
		Sprint Multi Functional Copier	A300	A300-63266151	A300	04 Oct 2023	A	Retail - Office Supplies - Equipme	nt No	No	Sales	Yes		
		Sprint Multi Functional Copier	ASOOT	A500T-47449243	A500T	04 Oct 2023	A	Retail - Office Supplies - Equipme	nt 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.

ø -														
Home Home Save Back Process	Equipment / Locations	Contract	Finance / HR	Inventory	Maintenance / Projects	Manufacturing	Procurement	Sales	Service	Reporting	Utilities	-	Ø )	~
BOH Work Order Part Description	GVICOD00002 A300-0102 Toner Magenta	) 		- •										
Quantity Warehouse Required Date Assigned To	1 . GT - Main 23 Feb 2024 • Eden Rowan	P												
Requested By Approval Manager Comment	Eden Rowan CO3 Administrator	- - - - - - -												
Billable Under Warranty	✓ Is Loan													

# 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.

Home Equipa	nent / Locations	Contract Finance / HR	Inve		ment - Nudeus Service: Version Naintenance / Projects	gs Example Compa Procureme		Service Rep	orting	Utilities	- 0	
We Back Save Layout W	~											
inks =												
er text to search P		KwaZulu-Natal *	•									
text to search P	Serial No		·			 						
inctions	Asset Reg No	 ام		Select a part	to configure the supply info			-		×		
WO History	Customer	م ام م		Home								
1101123.0019	Address	<u>م</u>										
	Technician	•		90								
Project History		23 Feb 2024 -		Ok Back	Save Layout							
	Priority	1 ‡ *		Process	Format					^		
	SLA Hours	0 0	Dra							Q		
Meters	Part No.	P	. –				PartType		TaxType	- N		
		A		10:	#∏c	 *[]c	*[]c	a 🛛 c	*[]c			
	Model No.			SP2020	Sprint Multi Functional Copier	15.00 A	A	Retail - Office Supplies				
listory	Category			SP2020-1992	Paper Tray	15.00 A	в	Retail - Office Supplies	VAT			
	Location	Q	•	SP2020-3671	Staple Unit	15.00 A	в	Retail - Office Supplies	VAT			
	Parent Location			SP2020-7223		15.00 A	В	Retail - Office Supplies				
вом	Loan Unit	WO Default Item		SP500	Sprint Multi Functional Copier	15.00 A	A	Retail - Office Supplies .		- 1		
	In Service			SP500-1992 SP500-3671		15.00 A 15.00 A	B	Retail - Office Supplies . Retail - Office Supplies .		- 1		
	Rotable	Tasks		SP500-3671 SP500-7223		15.00 A 15.00 A	B	Retail - Office Supplies .				
Warranties 1			4		ruser onic	13:00 M		Retail - Office Supplies .		•		
			_									
Notes												
NORES												
Documents												

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

· •				New	Equipment - Nucleus Service: Version	2023.11.0.10 - All Thing	s Example Company					œ	-	y x
Home Equips	nent / Locations	Contract	Finance / HR	Inventory	Maintenance / Projects	Manufacturing	Procurement	Sales	Service	Reporting	Utilities		-	øx
Save Back Save Layout W	~													
Links ∓	Branch Serial No	KwaZulu-Natal	*											ringing
Functions	Asset Reg No													
Functions	Customer		Q	•										Outer Load
WO History	Address		P A	•										0.0
Project History	Technician	23 Feb 2024	•											
Projectifistory	Priority		-											
	SLA Hours		5											
Meters	Part No.		٩	•										
		Sprint Multi Func	tional Copier 🛛 🚊											
	Model No.													
History			pplies - Equipment											
	Location		م	•										
BOM	Parent Location Loan Unit		0 Default Item											
	In Service		WO Notification											
	Rotable		Tasks											
Warranties 1														
Notes														
Documents														

MNU.000.004