

Quick Search Screens

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Help Topics

Overview

Quick Search Screens (per Data type)

How To Use the Quick Search Screen

Jobs (Quick Search Screen)

Customers (Quick Search Screen)

Vendors (Quick Search Screen)

Quotes (Quick Search Screen)

Sales Orders (Quick Search Screen)

Invoices (Quick Search Screen)

Credit Memos (Quick Search Screen)

Purchase Orders (Quick Search Screen)

Items (Quick Search Screen)

Tasks (Quick Search Screen)

Documents (Quick Search Screen)

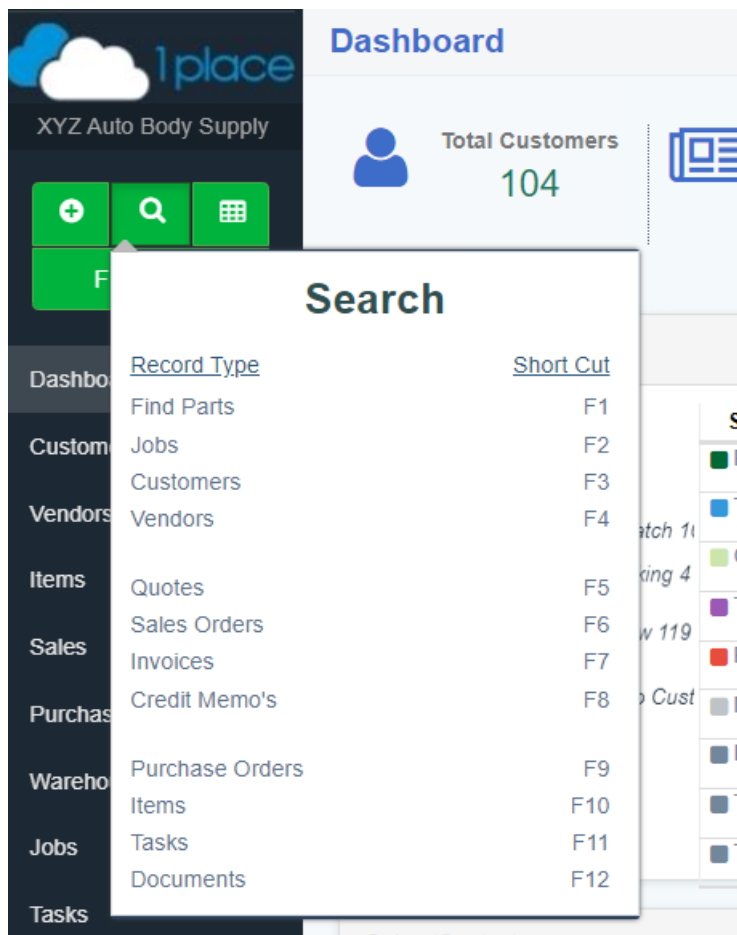
The Quick Search screens will help you to easily find any record of any types by specific information category.

To search for a particular data:

Click on the **magnifying glass icon** from the **Quick Start Menu** (green buttons on the left side of screen).

Click on any Record type that you want to search.

Note: You may use the short cut keys (as shown below).



The **Search Data** field contains the Data types list when you click on the dropdown button. This allows you to switch from one Data type to another when searching for specific records under different types.

Checking the '**Include Inactive**' box will enable the display of inactive records on the search list or table.

There are many ways to search for any record. The '**Search By**' field will suggest ways when you click the dropdown button.

Enter the needed data on the '**Search for**' field. Click on the **Search** button (next to it).

Click on the record (displayed on the table)

Search any Job record by:

- Number (Job Number)
- Job Description
- Company Name
- Last Name
- Job Date
- Multisearch

Search any Customer record by:

- Company Name

First Name
Last Name
Customer Number
Phone
Address
StateZip Code
Region
Fax
Sales Rep
Address Type
Multisearch

Search any Vendor record by:

Name of Vendor
Last Name
First Name
Products/Services
Vendor Number

Search any Quote record by:

Number (Quote Number)
Amount
Bill To Company
Ship To Company
Quote Date
Line Item Info
Job Number
Address (Bill To)
Address (Ship To)
Last Name
Multisearch

Search any Sale Order record by:

Number (SO Descending)
Line Item Info
PO Num (Customer PO Num)
Address (Bill To)
Address (Ship To)
Back Order Number
Last Name
Bill To Company
Ship To Company
Number (Sales Order Number)
Date of Sales Order

Comments
Multisearch

Search any Invoice record by:

Number (Invoice Number)
Company (Ship To)
Date of Invoice
Line Item Info
PONum (Customer PO Num)
Address (Bill To)
Address (Ship To)
Last Name
Company (Bill To)
Comments
Multisearch

Search any Credit Memo record by:

Number (Credit Memo Number)
Date of Credit Memo
PO Num (Customer PO Num)
Last Name
Company (Bill To)
Company (ShipTo)
Address (Bill To)
Address (Ship To)
Line Item Info
Comments
Multisearch

Search any Purchase Order record by:

Number (PO Number)
Vendor Name
Date of PO
Line Item Info
Vendor Number
Customer PO#
Multisearch

Search any Item record by:

Item Number
Vendor Item #
Description

Multisearch
