Quick Search Screens

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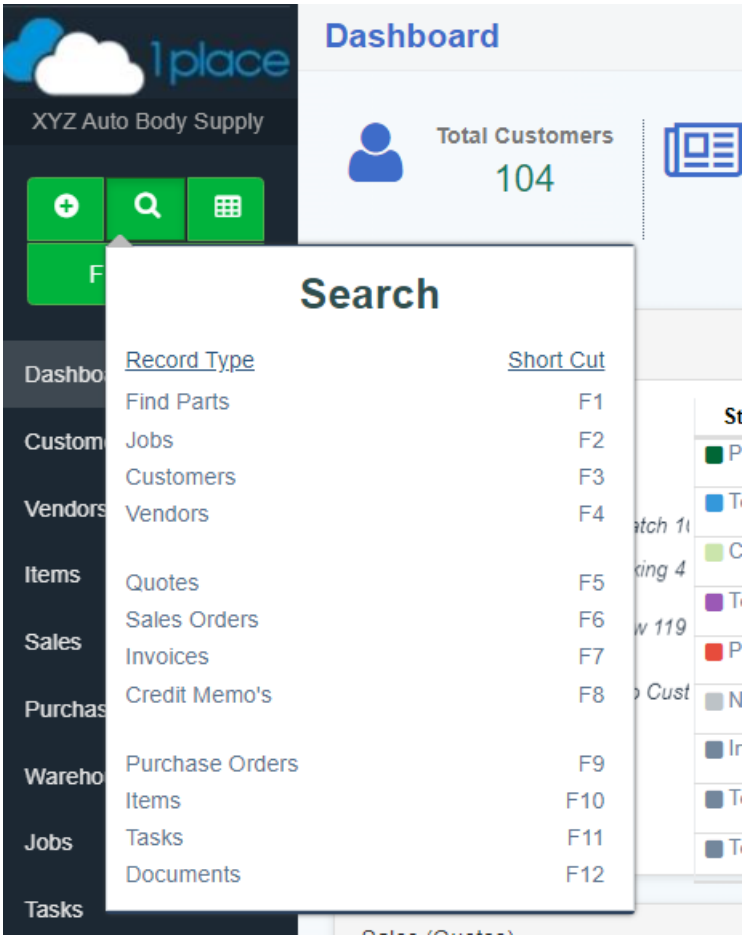
The Quick Search screens will help you to easily find any record of any types by specific information category.

- 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:

- Intem Number
- Vendor Item #
- Description
- Multisearch