How To Use Item Lookup

Item Lookup can be used to search for Items in Order Entry,Purchase Orders, Prepaids, and Direct Orders.
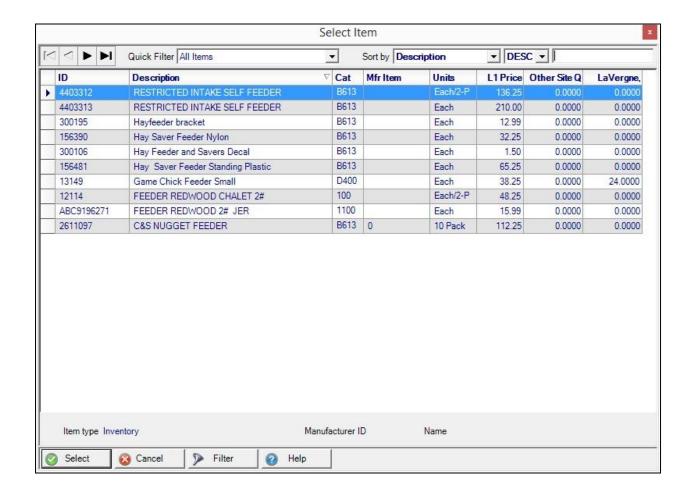
Two search methods are available when using Item Lookup, • **Keyword Search** which will search the Item Description or • **F12 Item Filter**, use to search by Item ID, partial information or a combination of multiple fields.

How to search by Keyword

1. In Order Entry, click into the Item field and enter a Keyword, then press the Enter key to start the search. The Item Description field is searched and the Select Item screen opens.
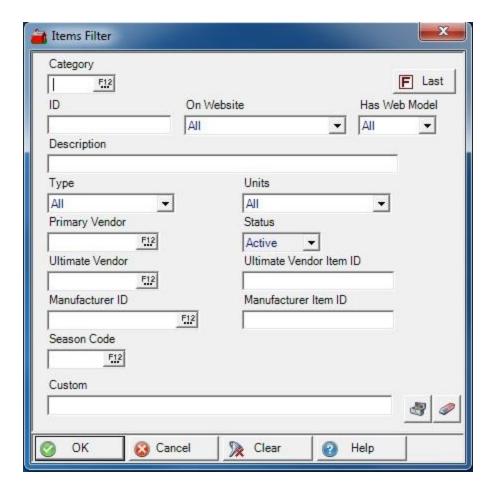

2. In the Select Item window, select the Item by click on the item once to select it, then click the Select button or double click on the Item.

How to search using F12 Item Filter

1. Select the F12 button in the Item field to access the Items Filter window.

2. Enter any of the criteria needed to focus on or choose a Wild Card search which allows you supply as much information as you may know and use a placeholder character, the asterisk * for the rest and is an effective tool.

Search Tips

Use search strategies that combine the use of active fields and wild card searches to retrieve the needed information. Wild Card searches can be used in fields that do not have a drop down menu.

Strategy 1: Use one Active Field. For example, enter the Category ID in the Category field or select F12 to view the Item Category list. Select an Item Category and click OK. All items in that Item Category are listed.

Strategy 2: Combine active fields. Refine the search by using two active fields like specifying the Category and then select Kit as the Type and click OK. All Items within that Item Category with the Inventory Type of Kit will be listed.

Strategy 3: Use a Wild Card. To use a wild card, replace unknown information with the wild card character. For instance, to search for an Item which may be entered as "Bag" or "Bagged", in the Description field, enter Bag* and all Items that contain Bag will be returned. The wild card character can be used at the beginning, middle or end of a word or value.

Strategy 4: Use an active field and Wild Card. Select an Item Category and enter 18* in the ID field and click OK. All Items in the Item Category selected that begin with 18 will be listed. To view Items that contain 18, the wild card search would be *18* and to find any Item that ends with 18, use the wild card *18.

Category- Enter a Category ID or select F12 to select from the Item Category list.

ID- Enter an Item ID or Wild Card.

On Website- Defaults to All. Click the drop down menu and select one of the available options.

Has Web Model- Defaults to All, click the drop down menu and select Yes or No.

Description- Enter an Item Description, Keyword or Wild Card search.

Type- Select an Inventory type
- All - Default selection
- Inventory
- Non-Inventory
- Kit
- Spot Purchase

Units- Select a Stocking Unit of Measure from the drop down menu.

Primary Vendor- Enter a Primary Vendor ID or select F12 to search.

Status- Select an item status
- All
- Active
- Inactive
- Delete

Ultimate Vendor- Enter an Ultimate Vendor ID or select F12 to search.

Ultimate Vendor ID- Enter an Ultimate Vendor Item ID number.

Manufacturer ID- Enter a Manufacturer ID or select F12 to search.

Manufacturer Item ID- Enter a Manufacturer Item ID number.

Season Code- Enter a Season Code if using or select F12 to search.

Custom- An advanced Search criteria by selecting the Toolbox icon.

Select **OK** to activate the filter or **Clear** to remove it.

3. In the Select Item window, select the Item by click on the item once to select it, then click the Select button or double click on the Item.

ID	Description	Cat	Mfr Item	Units	L1 Price	Other Site Q	LaVergne,
4403312	RESTRICTED INTAKE SELF FEEDER	B613		Each/2-P	136.25	0.0000	0.0000
4403313	RESTRICTED INTAKE SELF FEEDER	B613		Each	210.00	0.0000	0.0000
300195	Hayfeeder bracket	B613		Each	12.99	0.0000	0.0000
156390	Hay Saver Feeder Nylon	B613		Each	32.25	0.0000	0.0000
300106	Hay Feeder and Savers Decal	B613		Each	1.50	0.0000	0.0000
156481	Hay Saver Feeder Standing Plastic	B613		Each	65.25	0.0000	0.0000
13149	Game Chick Feeder Small	D400		Each	38.25	0.0000	24.0000
12114	FEEDER REDWOOD CHALET 2#	100		Each/2-P	48.25	0.0000	0.0000
ABC9196271	FEEDER REDWOOD 2# JER	1100		Each	15.99	0.0000	0.0000
2611097	C&S NUGGET FEEDER	B613	0	10 Pack	112.25	0.0000	0.0000

Item type Inventory   Manufacturer ID   Name

Select   Cancel   Filter   Help