

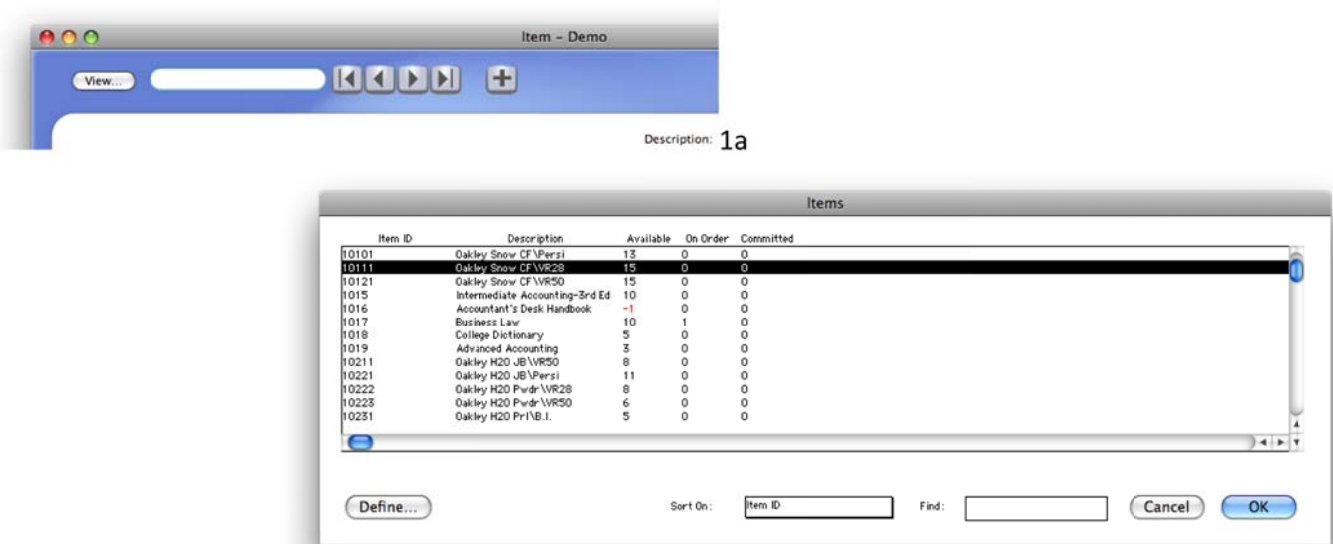
Operation Educate:

Customizing List Alls

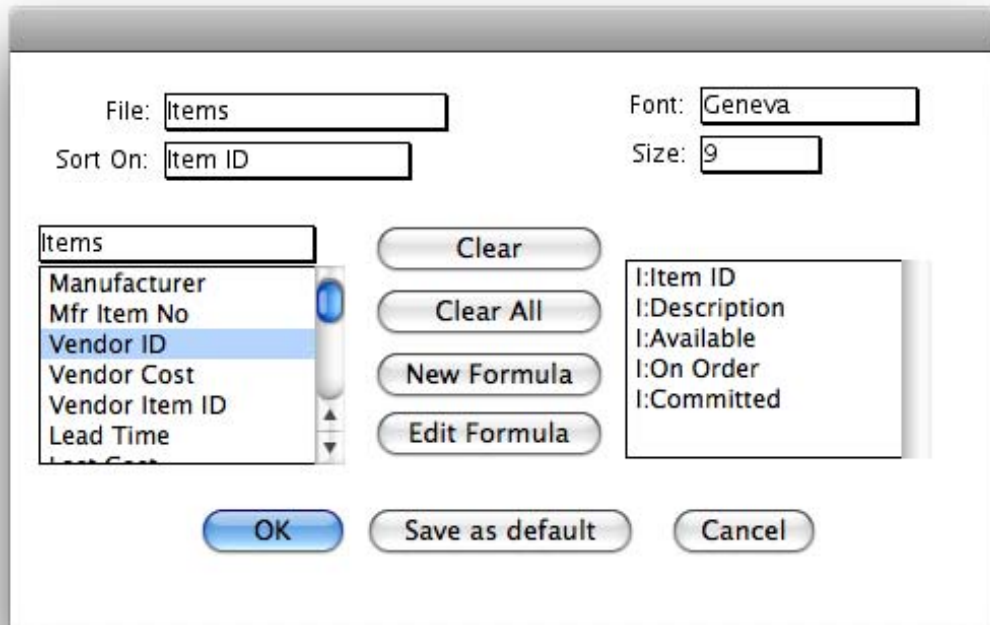
Throughout POS-IM there are view icons that bring up search screens. We refer to these screens as List Alls. You can pull up a list all screen by simply clicking on the View button found in the navigation tools of the all the cards. Also, on an Open Invoice, you can find a List all by clicking on the Item button and the List All will appear. Although POS-IM has a predefined list all already build into you the software, you may find it easier to customize and define your own list alls to search and view information that you would want to see. Customizing List Alls is an easy change to make, and one that will help you become more comfortable with searching for your product information.

On the Mac Diamond System, you will need to go to each module (Sales Client, Inventory Client, and AR) and also each function of the module (Customer Cards, Items, PO's ect.) to predefine each List All. In this example we will change the List All on the Item Card.

1. Inventory Client, click on the View Button. The following view box will appear:



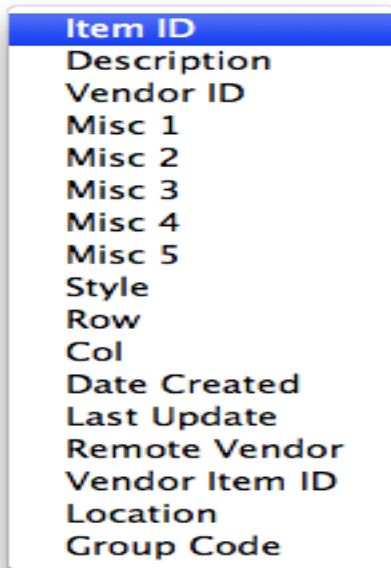
2. Click on Define Button. The following box will appear:



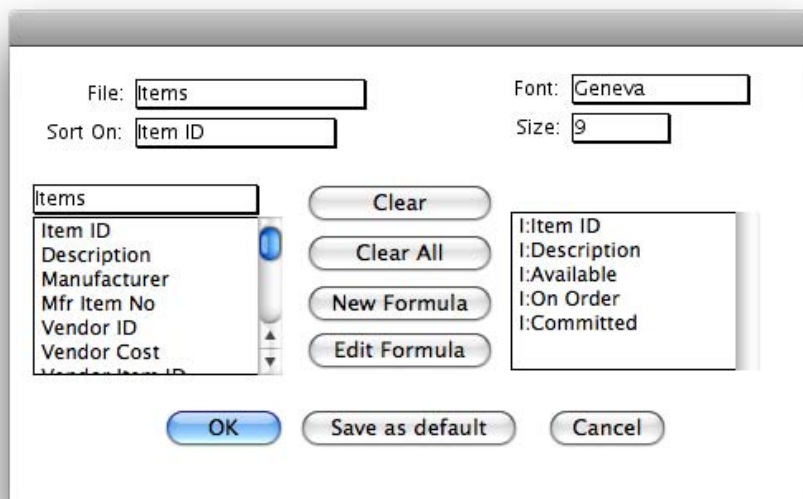
2a

3. The File field has Items auto field in. This means that when we do a search in our List all, it will default to search through the Item card fields. Just under the File we see the Sort On with a drop down box. Notice how Item Id is the default sort on. I can change to be the description as the default or vendor id or any of the items on the drop down list. To change, simply click on the

drop down list and select what you want to show in your default Sort On in the list all.



4. Also, notice the Font field located in the upper right, I can change the Font and the Size of the font in the List All here.
5. To change what is shown in the List All view screen, simply scroll through the item fields with the scroll down bar on the left, to add them to the list all, simply highlight the field (like above 2a shows the Vendor ID highlighted), then click on the Copy icon. The selected field will move over to the box located on the right. All items showing in the box on the right will appear in the List All.
6. To save the changes, click on the Save As Default Icon.



- Now you can go to view your List All by clicking on the Item View and your new customized list all will appear.

Item ID	Description	Available	On Order	Committed	Vendor ID
10011	Oakley Snow AF\B.I. Blue	15	1	0	Oakley
10012	Oakley Snow AF\VR28	15	0	0	Oakley
10013	Oakley Snow AF\VR50	7	0	0	Oakley
10021	Oakley Snow AF\Persi	12	0	0	Oakley
10031	Oakley Snow Bld\B.I.	10	0	0	Oakley
10033	Oakley Snow Bld\VR50	15	0	0	Oakley
10034	Oakley Snow Bld\VR28	9	0	0	Oakley
10041	Oakley Snow Bld\Persi	10	0	0	Oakley
10051	Oakley Snow Blue\B.I.	15	0	0	Oakley
10061	Oakley Snow Blue\Persi	6	0	0	Oakley
10071	Oakley Snow Blue\VR28	6	0	0	Oakley
10081	Oakley Snow Blue\VR50	6	0	0	Oakley
10091	Oakley Snow CF\B.I.	15	0	0	Oakley

7a

- You can customize the List all for all List Alls in POS-IM, including the Working PO's, Customer Cards, AR, Processed Invoices, and all Module and functions that have a search List All.