

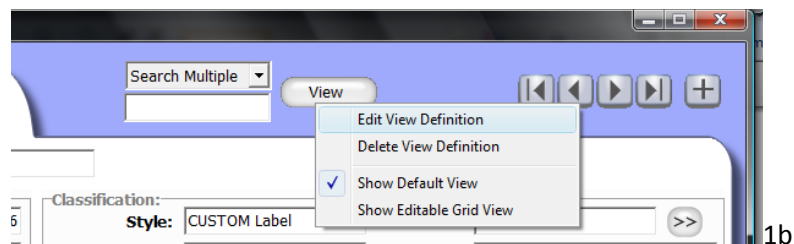
Operation Educate:

### Customizing List Alls

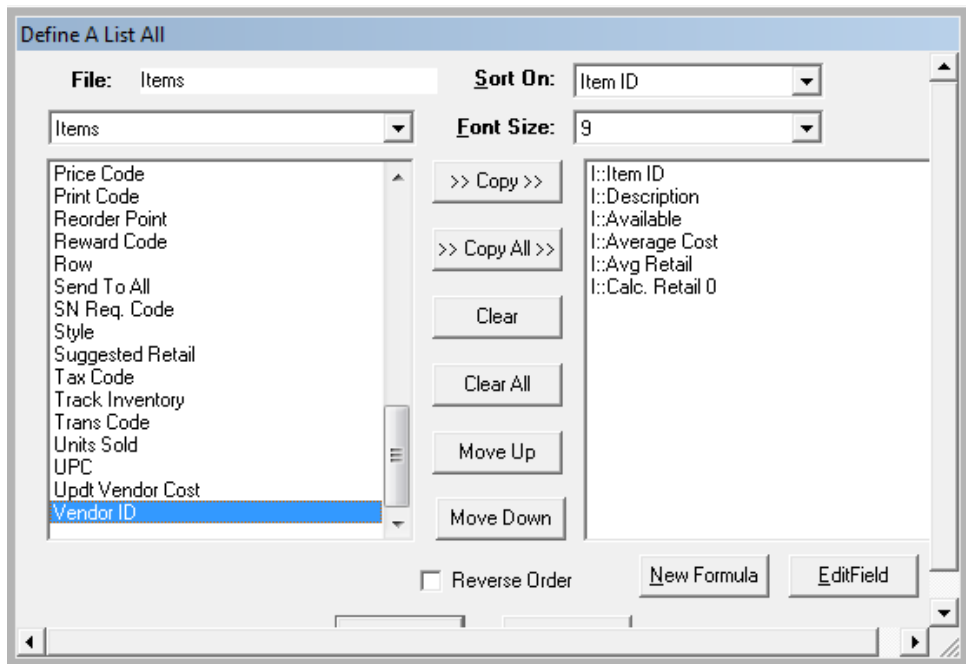
Throughout POS-IM there are view icons that bring up search screens. We refer to these screens as List Alls. You can pull up a list all screen by simply clicking on the View button found in the navigation tools of the all the cards. Also, on an Open Invoice, you can find a List all by clicking on the 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 Windows Premier System, you will need to go to each module (Sales Point, Inventory Manager, and ect.) 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 Analyzer, Right Click on the View Button. The following drop down box will appear:

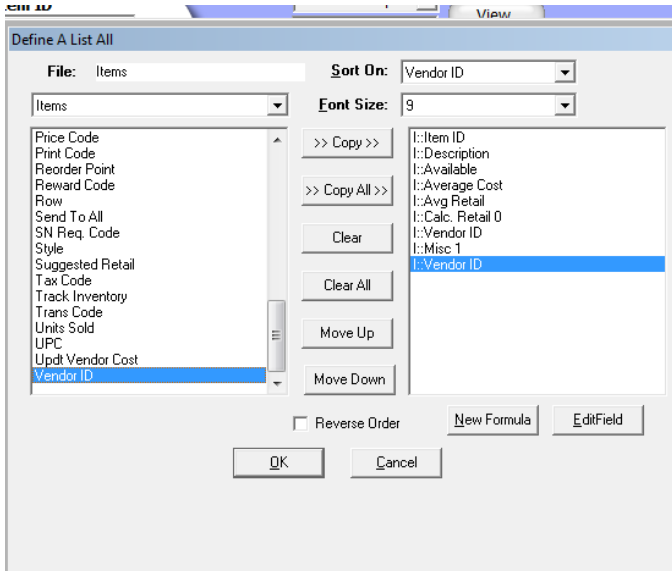


2. Click on Edit View Definition. The following box will appear:



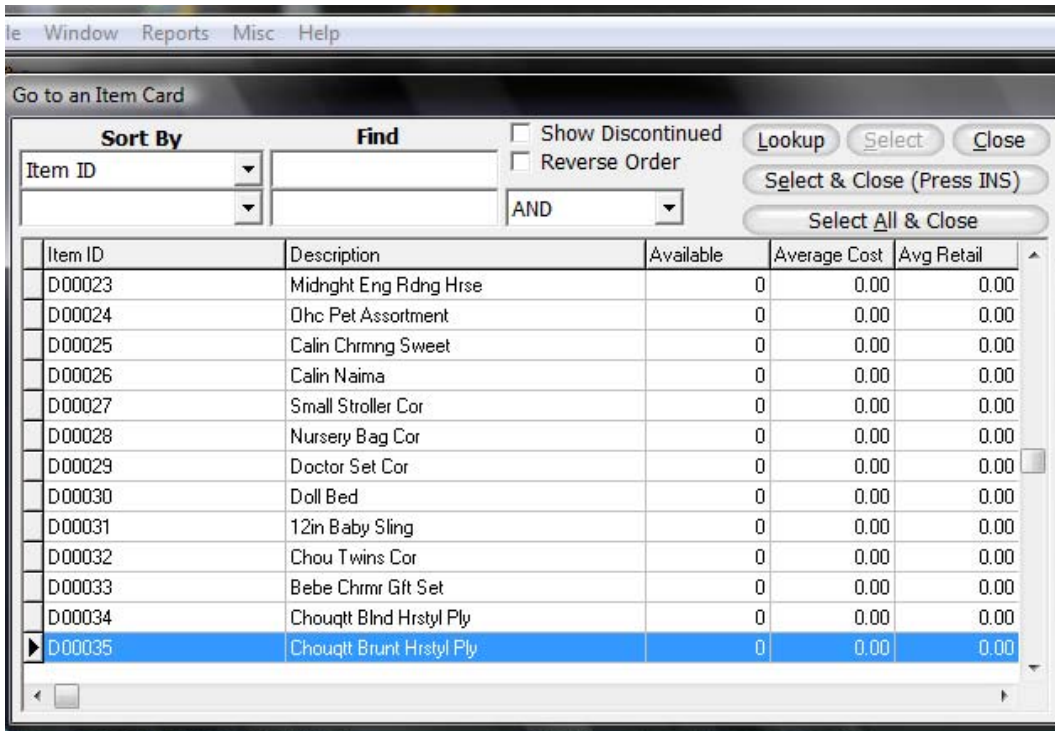
2a

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 cards. To the Left 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 Size drop down box located in the upper right, I can change 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. You can change the order in which they view by highlighting an item and clicking on the Move Up or Move Down icons. Click OK to save changes.



4a

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



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