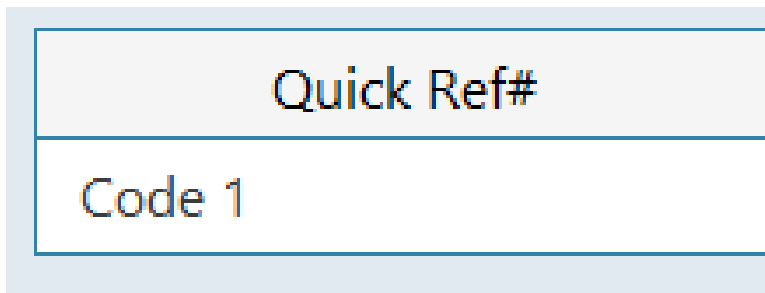# Quick Reference Codes on Reports

Quick Reference Codes now show up on various reports such as the *Hardware Schedule, Picking Lists, Packing Lists* and *Sales Orders*. Before this enhancement Quick Reference Codes were used to rapidly build hardware sets. These codes never appeared on any report.
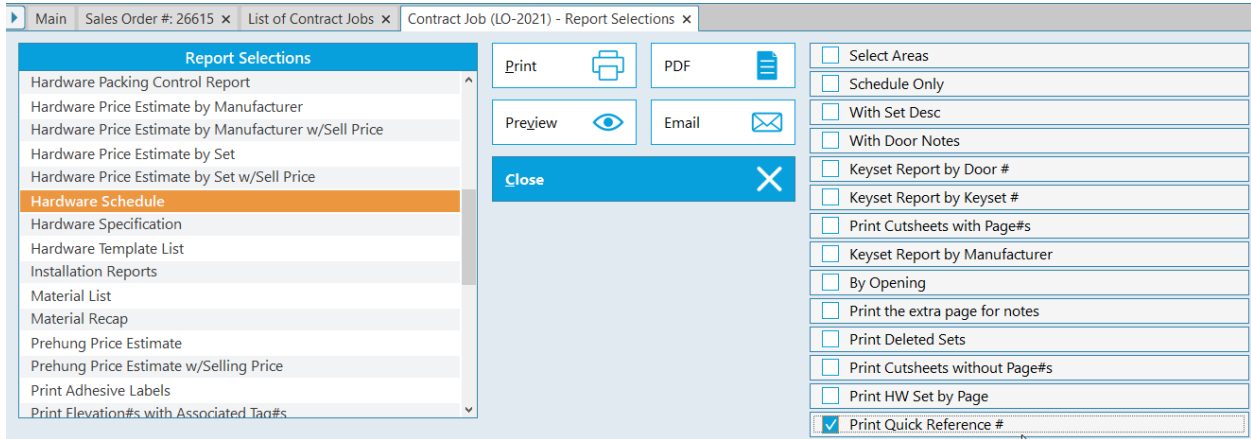
How it works:

1. Launch Software for Hardware and from the Logo screen click the *Contract Jobs* menu selection.
2. Click the *Job Info from* the menu.
3. Click the *Hardware Job Master* menu selection.
4. Select the item in the *Hardware Job Master* grid you want to associate a Quick Reference Code to.

5. In the *Quick Ref#* field enter your predefined code. In this example the Quick Reference Code is *Code 1*.
6. To add a Quick Reference Code associated item to a hardware set simply navigate to the *Hardware Set* screen and open the desired set. In the *Quick Ref#* dropdown select your code then click the *Add Item* button. As shown below the coded item will be added to the set.

7. To view the Quick Reference Codes on the Hardware Schedule, navigate to the *Project* screen and click the *Reports* menu selection.
8. Select *Hardware Schedule*.

9. Make sure the *Print Quick Reference #* box is checked. Click *Preview*.

Finish Hardware Schedule
Volunteer Enterprises

Page 7 of 8

3/1/2023 8:00

Job Number: LO-2021

Hardware Set#: 03

Key Set	Qty	Units	Door#	Door Location	Hand	Label	Deg
	1	Single	108	Corridor To Womens 108	RH		
	1	Single	109	Corridor To Mens 109	RH		
	2	Single		Size: 3-0 X 7-0 X 1 3/4	PS Red Oak Door X CRS Frame		

Ref. #	Tot Qty	Qty	UOM	Manf	Item Type	Item Series/Description	Finish
	6	3	EA	HHC	Hinge	BB1279 4-1/2" x 4-1/2"	US26D
	2	1	EA	YSG	Passage Set	PB-5301LN x 380BN x 497	626
Code 1	2	1	EA	YSG	Door Closer	151 x BC Regular, Parallel, Top Jamb to 3" Reveal(Hold Open)	689
	2	1	EA	ROC	Wall Bumper	409	US32D
	6	3	EA	HHC	Silencer	307D	Grey

10. **Note:** The code is displayed in the *Ref. #* column on the report.