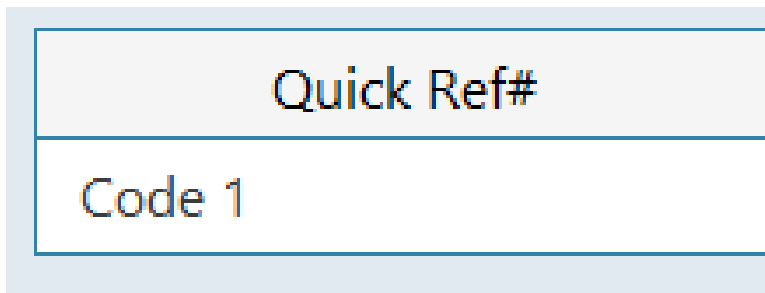


## Quick Reference Codes on Reports

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:

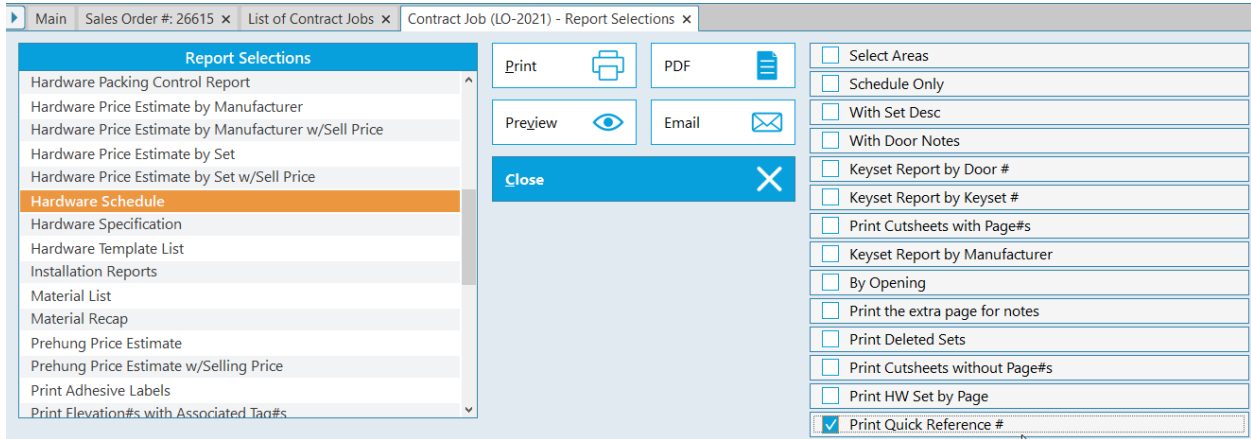
1. Launch Software for Hardware and from the Logo screen click the *Contract Jobs* menu selection.
2. Click the *Job Info* from the menu.
3. Click the *Hardware Job Master* menu selection.
4. Select the item in the *Hardware Job Master* grid you want to associate a Quick Reference Code to.



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.

Set#	03	<input type="checkbox"/> Paired Opening	Qty	1	Set Description	Restroom	
UOM	EA	Manufacturer	Yale Security Group		Item Type	Closer	
Item Series/Description			Additional Desc				
151 x BC			Regular, Parallel, Top Jamb to 3" Reveal(Hold Open)				
Finish	Leaf Number	Door Prep by	Frame Prep by	Quick Ref#			
689	N/A	Manf (Non-Specific)	Manf (Non-Specific)	Code 1			
Items in the Set							
<input type="button" value="View Stock"/>	<input type="button" value="View Non-Stock"/>	<input type="button" value="View Job Master"/>	<input type="button" value="Search by Series"/>	<input type="button" value="Hardware Configurator"/>	<input type="button" value="Add Item"/>	<input type="button" value="Change Item"/>	
<input type="button" value="Delete Item"/>	<input type="button" value="Item Notes"/>	<input type="button" value="Item Pre"/>					
Qty	Item Type	Manf	Item Series / Description	Additional Description	Item Finish	UOM	Leaf 1/2
3	Hinge - (4-1/2 Std Wt(.134)	HHC	BB1279 4-1/2" x 4-1/2"		US26D	EA	
1	Passage Set (with thru-bolt	YSG	PB-5301LN x 380BN x 497		626	EA	
1	Closer	YSG	151 x BC	Regular, Parallel, Top Jamb t	689	EA	

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**

<u>Key Set</u>	<u>Qty</u>	<u>Units</u>	<u>Door#</u>	<u>Door Location</u>	<u>Hand</u>	<u>Label</u>	<u>Deg</u>
	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	

<u>Ref. #</u>	<u>Tot Qty</u>	<u>Qty</u>	<u>UOM</u>	<u>Manf</u>	<u>Item Type</u>	<u>Item Series/Description</u>	<u>Finish</u>
	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.