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 Paired				Opening	Qty 1	Set Description		F	Restroom			
UOM				Manufacturer		Item Type						٦Г.
EA	~	Yale Sec	urity Group		~	Closer						
		ltem	Series/Descri	ption	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 V N/A V				Manf (Non-Specific)		Manf (Non-Specific) Code 1			<u> </u>			
Items in the Set												
View Stock	View View View Non-Stock Ma		'iew <u>J</u> ob 1aster	Search by Series	Hardware Configurator	Add Item 🕂	Change Item	\checkmark	Dele <u>t</u> e Item	ÎII It	em 🖌	lten <u>P</u> re
Qty	Item Type Manf		Manf	Item Series / Description		Additional Description		Item Finish U		UOM	Leaf 1/2	
3	Hinge - (4-1/2 Std Wt(.134) HHC			BB1279 4-1/2" x 4-	1/2"	US2		US26	.6D EA			
1	Passage Set (with thru-bolt			PB-5301LN x 380BN	N x 497	626			EA			
1	Closer			151 x BC		Regular, Parallel,	lop 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.

Main Sales Order #: 26615 × List of Contract Jobs ×	Contract Job	o (LO-2021) -	Report Sele	ctions ×				
Report Selections		Print 🔂 PDF 📑			Select Areas			
Hardware Packing Control Report	^					Schedule Only		
Hardware Price Estimate by Manufacturer		Pre <u>v</u> iew	۲	Email		With Set Desc		
Hardware Price Estimate by Manufacturer w/Sell Price						With Door Notes		
Hardware Price Estimate by Set								
Hardware Price Estimate by Set w/Sell Price		Close			\mathbf{X}	Keyset Report by Door #		
Hardware Schedule						Keyset Report by Keyset #		
Hardware Specification						Print Cutsheets with Page#s		
Hardware Template List						Keyset Report by Manufacturer		
Installation Reports						By Opening		
Material List								
Material Recap						Print the extra page for notes		
Prehung Price Estimate						Print Deleted Sets		
Prehung Price Estimate w/Selling Price						Print Cutsheets without Page#s		
Print Adhesive Labels						Print HW Set by Page		
Print Elevation#s with Associated Tao#s	~					Print Quick Reference #		

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

Finish Hardware Schedule

Volunteer Enterprises

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3/1/2023 8:00

Job Number: LO-2021

Hardware Set#: 03

<u>Key Set</u>	<u>Qty</u> U 1 S 1 S	ingle ingle	<u>Door#</u> 108 109		Door Location Corridor To Worr Corridor To Mens	ens 108 RH s 109 RH	<u>Label</u>	<u>Deg</u>
	2 S	ingle		Siz	e: 3-0 X 7-0 X 1 3/4	PS Red Oak Door X CRS Frame		
<u>Ref. #</u>	<u>Tot Qty</u>	Qty	<u>UOM</u>	<u>Manf</u>	<u>Item Type</u>	Item Series/Description	<u>Fini</u>	<u>sh</u>
	6	3	EA	HHC	Hinge	BB1279 4-1/2" x 4-1/2"	US26	D
	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 Jambto 3" Reveal (Hold Open)	689	
	2	1	EA	ROC	Wall Bumper	409	US32	D
	6	3	EA	ннс	Silencer	307D	Grey	

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