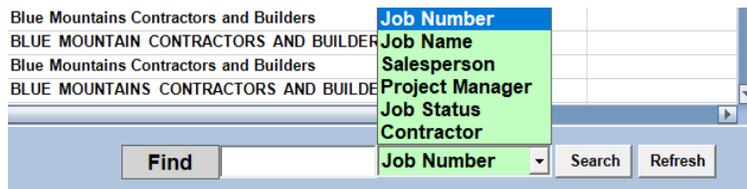


New Search Fields

Software for Hardware has added the ability to search six different screens in efforts to optimize finding desired items from a large listing. The new search fields can be found in the bottom right section of the following screens: *Contract Job List*, *Contract Quote List*, *Project Grid*, *Sales Order List*, *Sales Proposal List* and the *RGA List*.

How it works:

1. Launch Software for Hardware and from the Logo screen click the *Contract Jobs* or *Contract Quotes* menu selection.
2. The new search fields and buttons are located in the lower right.
 - a. **Note:** all pre-existing command buttons have been moved to the left.



3. For *Contract Jobs List* or the *Contract Quotes List* a search can be made by six different criteria. They are:
 - a. Job Number
 - b. Job Name
 - c. Salesperson
 - d. Project Manager
 - e. Job Status
 - f. Contractor
4. As an example, we want to find all jobs that have an instance of “bak” located anywhere within the job name.
 - a. Enter bak in the *Find* text box.

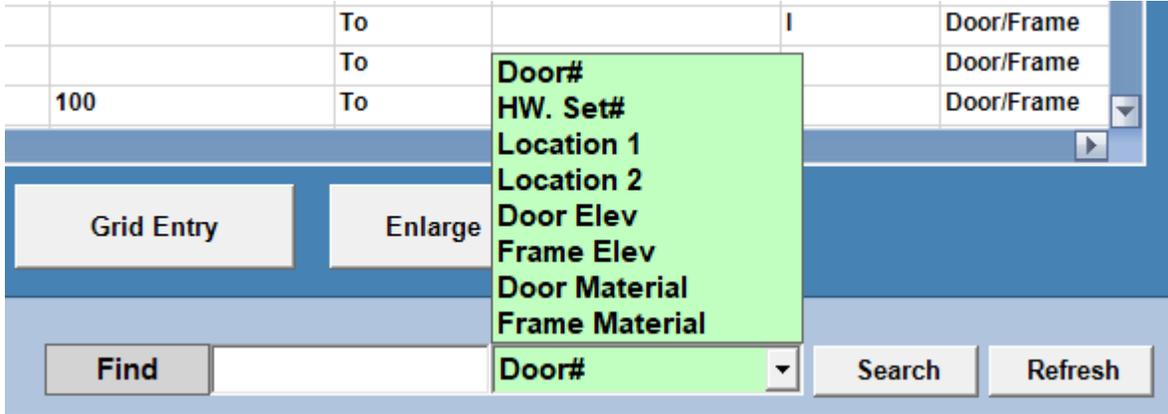


- b. Click the *Search* button. The grid clears and the following listing displays:

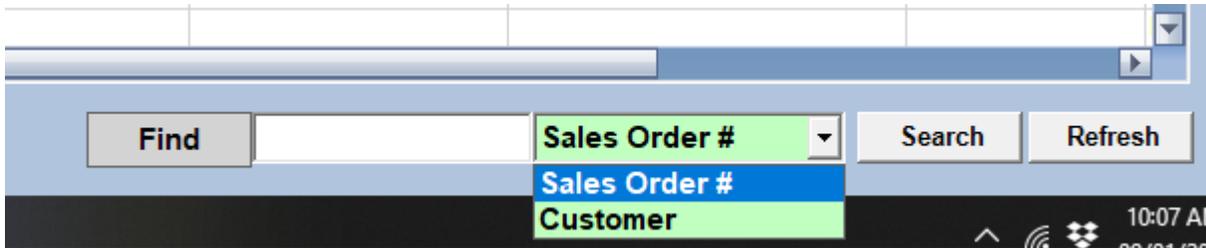
List of Contract Jobs

Job Name	Job Number	Salesperson	Project Manager	Job Status
Mt. Baker B & B	04142017	Mary Smith	David Smith	Ongoing
Mt. Baker B & B 2	04142017B	John Doe	David Smith	Ongoing
Mt. Baker B & B 3	04142017C	John Doe	David Smith	Ongoing

- c. Click the *Refresh* button to clear the grid and reload the default listing of all jobs.
- 5. All Search fields look and function in the same manner, with the exception of the search criteria.
- 6. On the *Project Grid* the search criteria are as follows:



- a. Door number
 - b. Hardware set number
 - c. Location 1
 - d. Location 2
 - e. Door Elevation name
 - f. Frame Elevation name
 - g. Door Material
 - h. Frame Material
7. On the *Sales Order List* the search criteria are as follows:



- a. Sales Order number
 - b. Customer
8. The search criteria for *Sales Proposals* are:
- a. Sales Proposal number
 - b. Customer
9. The search criteria for *RGAs* are:
- a. RGA number
 - b. Customer