Quick Codes on Reports

Quick Codes now show up on various reports such as the *Hardware Schedule, Adhesive Labels* generated within a Contract Job, and the *Total Openings Schedule*. Initially Quick Codes were used to rapidly build hardware sets and never appeared in 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 Code with.

		Man	ufacturer				UOM			
Yale Secu	urity Gr	oup		~	Closer				~	
		Item Serie	es/Description				Finish			
151 x BC					Regular, Parallel, To	689	689 🗸			
Qty Leaf Number Door Prep by					Frame Prep by V Handed			Qu	Quick Codes	
1	N/A Manf (Non-Specific)		~	Manf (Non-Specifi	ic)	Cod	Code 1			
Select	Qty	Quick Codes	Item Series/Description	Finish	Leaf Num	Door Prep By	Frame Prep By	Manf	Item T	
	3		1279 4-1/2" x 4-1/2"	US26D	N/A	Manf (Non-Specific)	Manf (Non-Specific)	HHC	Hinge - (4-1/2 Std Wt	
	3		BB1191 4-1/2" x 4-1/2" x NRP	US32D	N/A	Manf (Non-Specific)	Manf (Non-Specific)	HHC	Hinge - (4-1/2 Std Wt	
	3		BB1279 4-1/2" x 4-1/2"	US26D	N/A	Manf (Non-Specific)	Manf (Non-Specific)	HHC	Hinge - (4-1/2 Std Wt	
	6		BB1279 4-1/2" x 4-1/2"	US26D	N/A	Manf (Non-Specific)	Manf (Non-Specific)	HHC	Hinge - (4-1/2 Std Wt	
	1		PB-4305LN x 271 626		N/A	N/A Manf (Non-Specific) Manf (Non-Specific)		YSG	Cyl. Lockset (no thru-Ł	
	1		PB-5301LN x 380BN x 497	626	N/A	Manf (Product Specific)	Manf (Non-Specific)	YSG	Passage Set (with thru	
	1		COE3-8807 x 2815 (1-1/4"LTC)	626	N/A	Manf (Product Specific)	Manf (Non-Specific)	YSG	Mortise Lockset	
	1		7110-36-7 x BR623F x 791 x 790 > 63		Leaf#1/Active	Manf (Non-Specific)	Manf (Non-Specific)	YSG	Exit Device - SVR	
	1		7110-36-7 x EO x 791 x 790 630		Leaf#2/Inactive	Manf (Non-Specific)	Manf (Non-Specific)	YSG	/SG Exit Device - SVR	
	1	Code 1	151 x BC	689	N/A	Manf (Non-Specific)	Manf (Non-Specific)	YSG	Closer	

- 5. In the *Quick Codes* field enter your predefined code. In this example the Quick Code is *Code 1*. **Note:** Maximum length is 10 characters.
 - a. Click the *Change* button to add the new Quick Code to the selected item in the grid. **Note:** The *Quick Codes* cell has been moved to the third column.
- 6. To add a Quick Code associated item to a hardware set simply navigate to the Hardware Set screen and open the desired set. In the Quick Codes dropdown select your code then click the Add Item via Quick Ref# button. Note: New Quick Codes can be manually entered here also by following step 5 above.



7. As shown below the coded item will be added to the set. In our example, the 151 x BC Closer has been added using Quick Codes. Note: The new Quick Codes cell in column two.

Qty	Quick Codes	Item Type	Manf	Item Series / Description	Additional Description	Item Finish	UOM
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	Code 1	Closer	YSG	151 x BC	Regular, Parallel, Top Jamb t	689	EA
1		Wall Stop	ROC	409		US32D	EA
3		Silencer	HHC	307D		Grey	EA

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

Report Selections		Print	A	PDF		Select Areas
Hardware Packing Control Report	^	2	<u>.</u>			Schedule Only
Hardware Price Estimate by Manufacturer						With Set Desc
Hardware Price Estimate by Manufacturer w/Sell Price		Pre <u>v</u> iew		Email		With Door Notes
Hardware Price Estimate by Set Hardware Price Estimate by Set w/Sell Price		Close			\sim	Keyset Report by Door #
Hardware Schedule		Close			X	Keyset Report by Keyset #
Hardware Specification						Print Cutsheets with Page#s
Hardware Template List						Keyset Report by Manufacturer
nstallation Reports						By Opening
Aaterial List Aaterial 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 Tag#s	~					Print Quick Codes

10. Make sure the *Print Quick Codes* box is checked. Click *Preview*.

				Finish Hardware S Volunteer Enterp			Page 7	of 8
							3/1/	2023 8:00
Job Num	ber: LO-2021							
Hardv	vare Set#: 0	3						
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		

<u>Ref. #</u>	Tot Qty	Qty	UOM	<u>Manf</u>	Item Type	Item Series/Description	<u>Finish</u>
	6	3	EA	HHC	Hinge	BB1279 4-1/2" x 4-1/2"	US26D
	2	1	EA	YSG	PassageSet	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	US32D
	6	3	EA	HHC	Silencer	307D	Grey

- 11. Note: The code is displayed in the *Ref.* # column on the report.
- 12. When printing *Adhesive Labels*, the following changes have been made to the pop-up screen determining the row and column to start label printing.

📑 Choose Row a	nd Column			×
	e row and col ne boxes belo		vish to	start printing the adhesive
Row	Column	<u>S</u> elect All	\checkmark	Print Job Number
1	1			Print Door Details
2	2	<u>U</u> nselect All	X	
3	3			Print Manf and Set #
4				Print Quick Codes
5				1
6				
7				
8				
9				
10				
<u>о</u> к	~	<u>C</u> ancel	×	

13. If *Quick Codes* are present, checkboxes for filtering what you want to display on the labels now appear along with the ability to select all checkboxes or conversely to unselect them all.