

## 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.

Manufacturer			Item Type				UOM		
Yale Security Group			Closer				EA		
Item Series/Description			Additional Description				Finish		
151 x BC			Regular, Parallel, Top Jamb to 3" Reveal(Hold Open)				689		
Qty	Leaf Number	Door Prep by		Frame Prep by		<input checked="" type="checkbox"/> Handed <input type="checkbox"/> Keyed		Quick Codes	
1	N/A	Manf (Non-Specific)		Manf (Non-Specific)				Code 1	

Select	Qty	Quick Codes	Item Series/Description	Finish	Leaf Num	Door Prep By	Frame Prep By	Manf	Item T
<input type="checkbox"/>	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
<input type="checkbox"/>	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
<input type="checkbox"/>	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
<input type="checkbox"/>	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
<input type="checkbox"/>	1		PB-4305LN x 271	626	N/A	Manf (Non-Specific)	Manf (Non-Specific)	YSG	Cyl. Lockset (no thru-t
<input type="checkbox"/>	1		PB-5301LN x 380BN x 497	626	N/A	Manf (Product Specific)	Manf (Non-Specific)	YSG	Passage Set (with thru
<input type="checkbox"/>	1		COE3-8807 x 2815 (1-1/4"LTC)	626	N/A	Manf (Product Specific)	Manf (Non-Specific)	YSG	Mortise Lockset
<input type="checkbox"/>	1		7110-36-7 x BR623F x 791 x 790	630	Leaf#1/Active	Manf (Non-Specific)	Manf (Non-Specific)	YSG	Exit Device - SVR
<input type="checkbox"/>	1		7110-36-7 x EO x 791 x 790	630	Leaf#2/Inactive	Manf (Non-Specific)	Manf (Non-Specific)	YSG	Exit Device - SVR
<input type="checkbox"/>	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.

Quick Codes

Code 1

▼

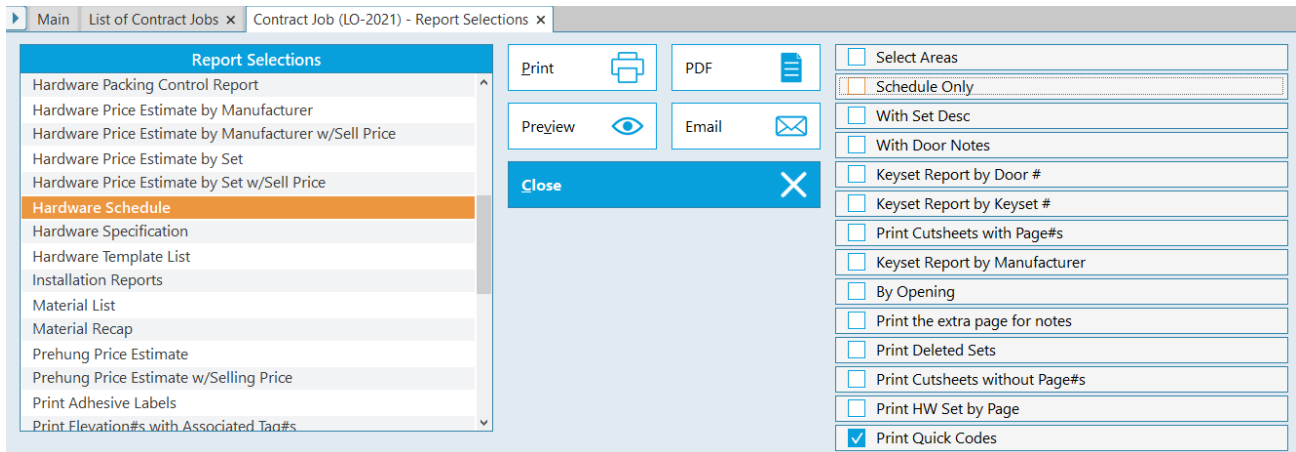
Add Item via Quick Ref#

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- 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

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



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

## Finish Hardware Schedule

Volunteer Enterprises

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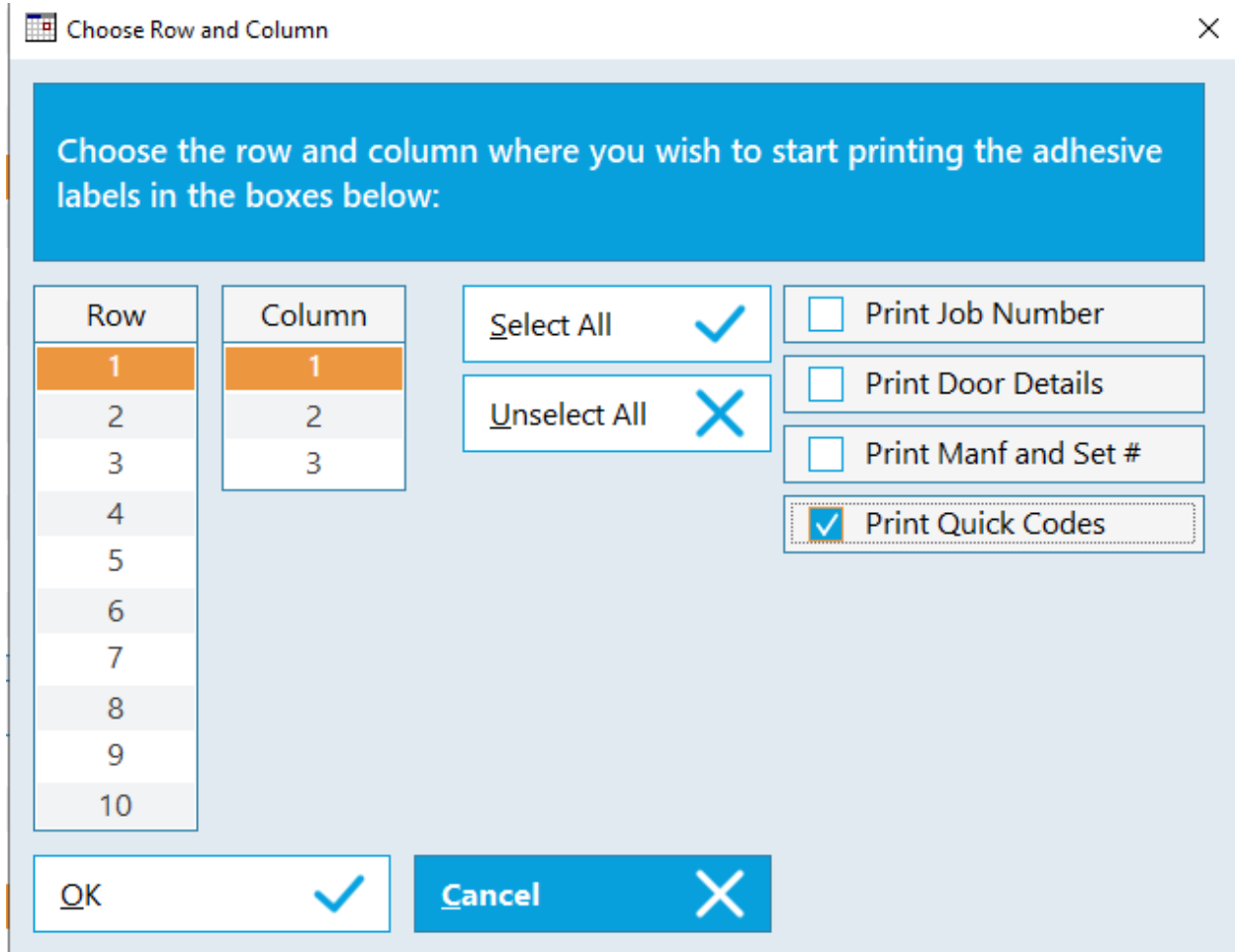
Job Number: LO-2021

### 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

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.



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.