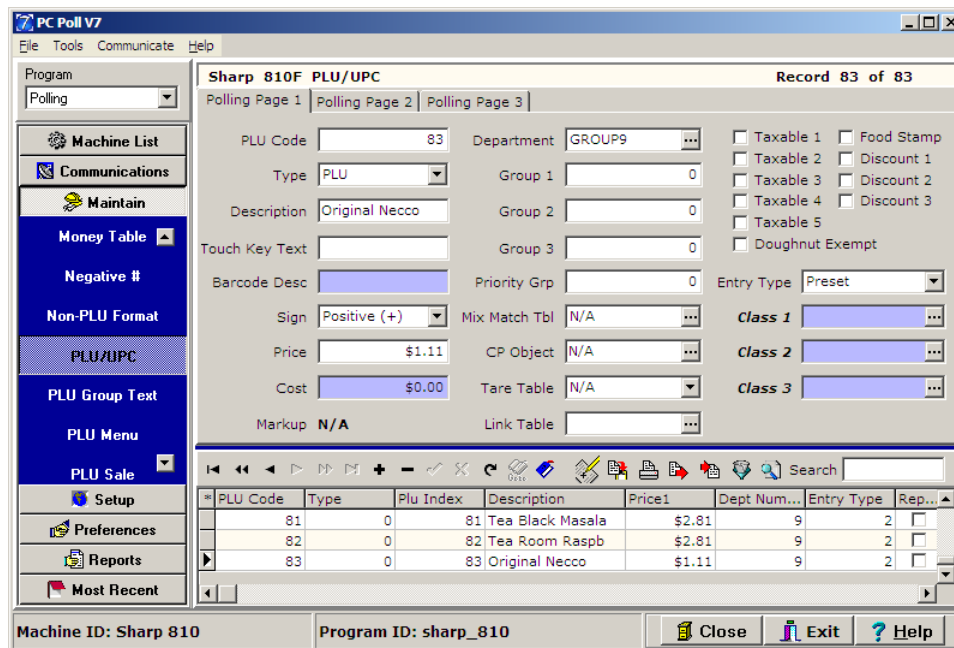

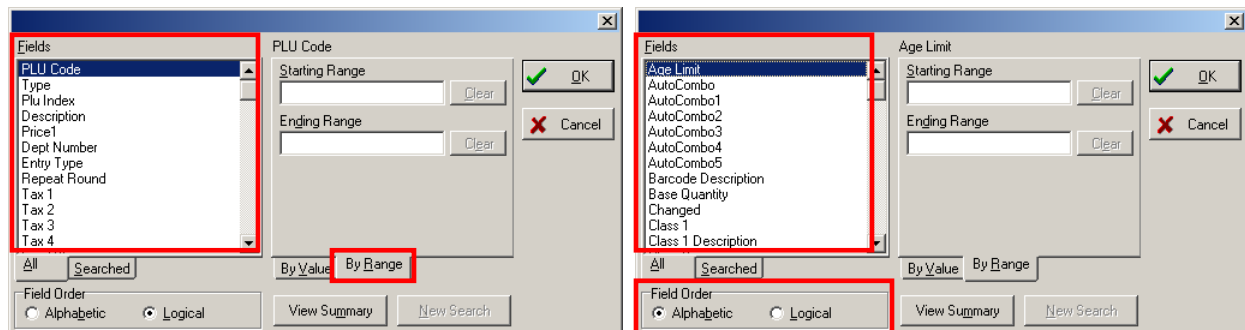


Filter

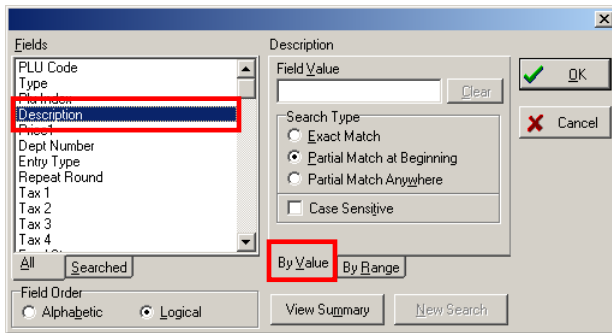


1. To use the V7 Polling Filter feature, as in the example above, in the PLU/UPC area, click on the **Filter records**  button. Use this feature to search for, sort, update, and delete items.

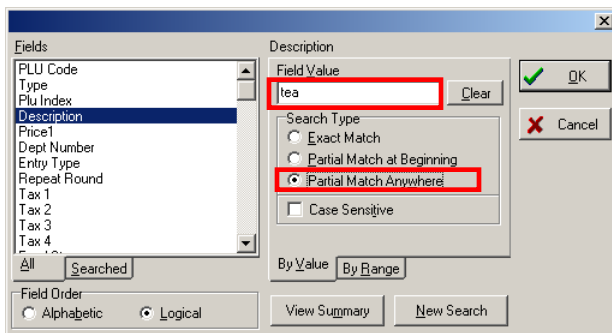


2. On the left side of the screen pick the field to search by in the Fields list. In the example above, **PLU Code** is picked.
3. The Fields list can be changed from Logical to an Alphabetic order by changing the **Field Order** on the bottom left of the screen. See the screen above right.
4. On the **By Range** tab enter a **Starting Range** and an **Ending Range**.

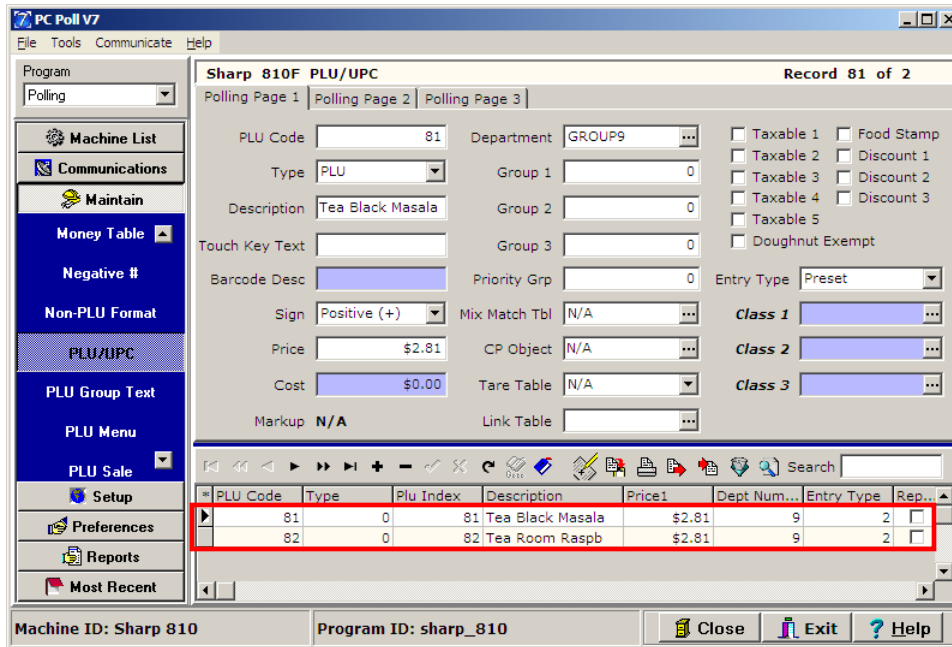
5. To filter by Field Value rather than Range:



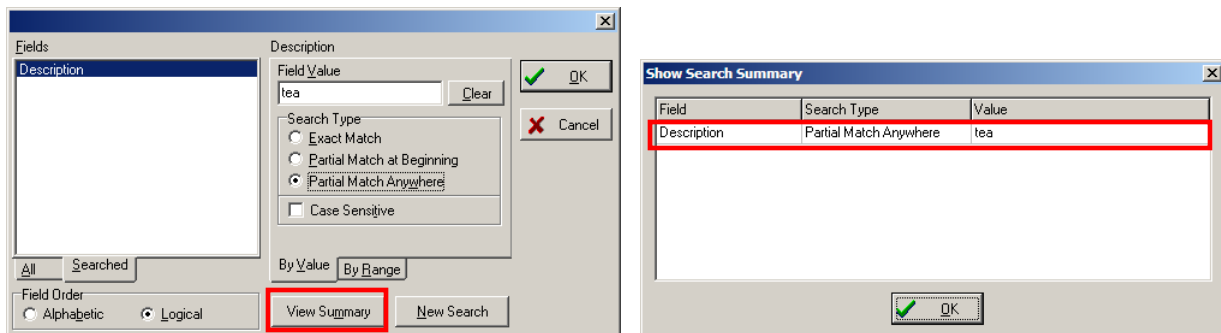
- Pick a field in the **Fields** section of the screen by clicking on it to highlight it.
- In example above, when **Description** is picked, the active tab automatically changes to **By Value** but the tab **By Range** can also be used.



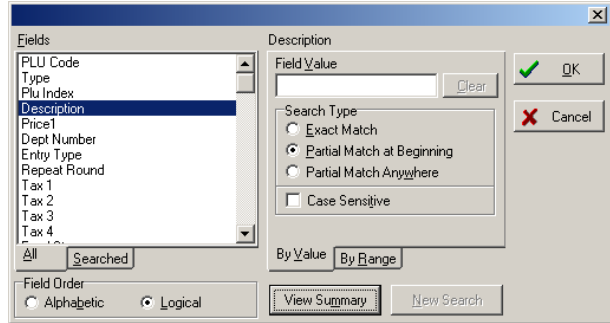
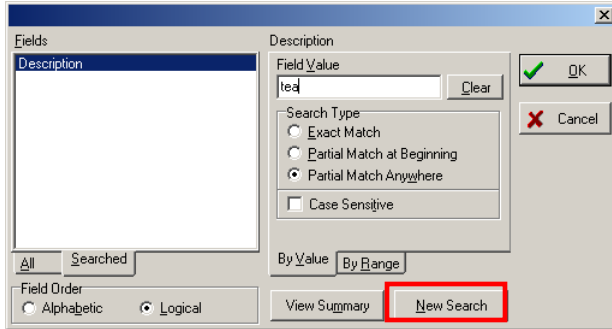
- For a description "tea" is entered in the **Field Value** box.
- To broaden the search, **Partial Match Anywhere** is picked for the **Search Type**
- Click the **OK** button to start the search.



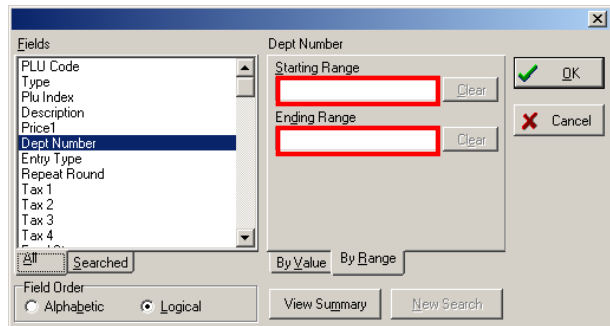
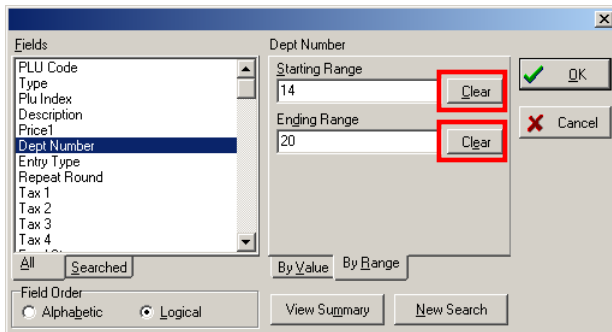
- f. The results appear in the lower grid. Two items were found: Tea Black Masala and Tea Room Raspb.



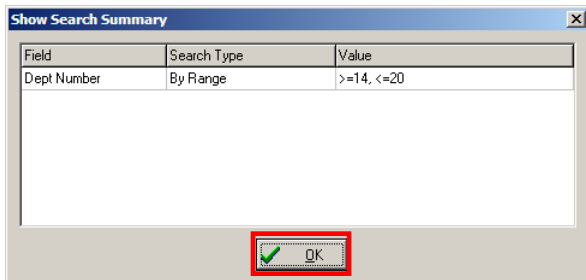
- g. A summary of the last search is available by clicking the **Filter records** button again. Then click **View Summary** button at the bottom of the screen. The **Show Search Summary** screen shows the last searched **Field** as “Description”, the **Field Value** as “tea” and the **Search Type** as “Partial Match Anywhere”.



h. The **New Search** button clears the last operation so a new search can be made.



i. The **Clear** buttons remove what has been typed into the boxes on the right side of the screen.



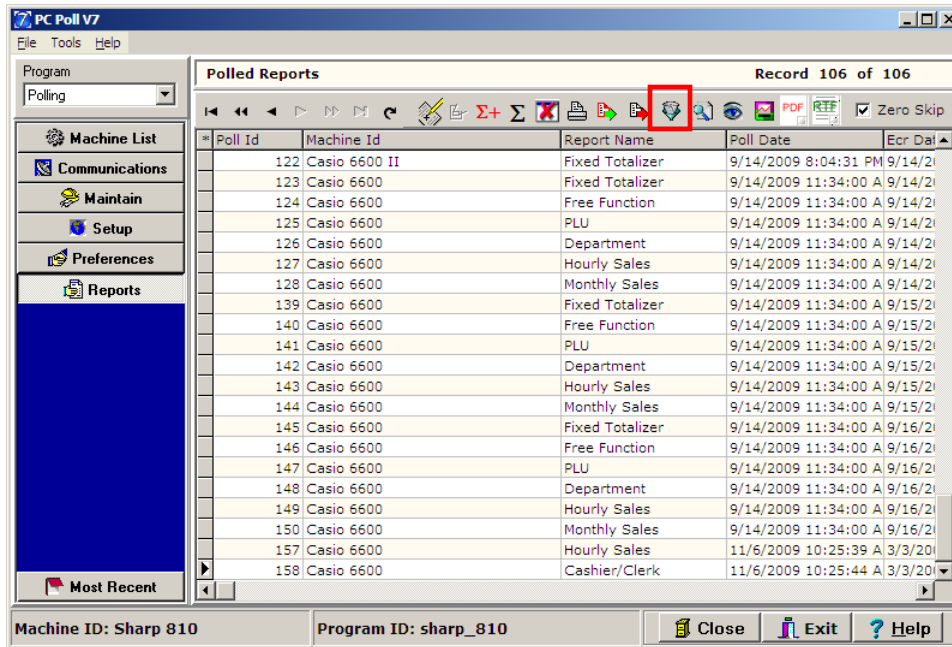
j. To close the Show Search Summary screen, click the **OK** button.
 k. Click **OK** on the Filter screen to close it.

6. A **Search Type** on the **By Value** tab can be chosen from the following:

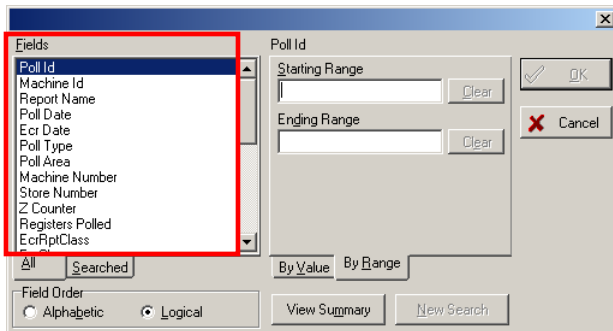
- Exact Match
- Partial Match at the Beginning
- Partial Match Anywhere

7. To filter by case, check in Step H **Case Sensitive**.

8. Click **OK** to begin filtering the search or click **Cancel** to close out of the screen.



9. The Filter feature can be used in other areas of the software as well. The screen above, of the Reports area, shows the **Filter reports** button on the toolbar.



10. The Fields available for the Reports area will be different but the screen works the same for areas other than the PLU/UPC area.