"F" Feature - is a powerful command tool in MOD2 where it locates everything you typed in the space provided by the command. It locates alphanumeric characters with a minimum of one (1) to maximum of fifteen (15) character per query. This feature can be used in any part of the program, it can be used in the Inventory Display, Client Display, Open & Pending, Reports, Adding Sales Invoice, Adding Packing List, and many more. See sample figures below.

**Typical Uses:**

**Inventory Display**

![Inventory Display Image]

**Client Display**

![Client Display Image]

**Open & Pending Contracts**

![Open & Pending Contracts Image]

This command tool is user friendly. All you have to do is to press the "F" key on your keyboard and the system will show a prompt to enter a search string. You can use this feature even when you are on the screen of the Options or Auxiliary or Monitor Fax Activity. Anywhere in the program as long as you have something to locate. Just press "F" and let the software do the search for you. To proceed locating the next same string, simply press "F3".