MOD2 – INVENTORY SEARCH TIPS

1. Use ““ quotation marks for exact match search.
   i.e. “RSJ-100”

2. Use comma (,) or semi-colon (;) to search for multiple SKU
   i.e. RSJ-100, PFP-100, KNIT-100 or RSJ-100; PFP-100; KNIT-100
3. **Style# and Color combo search.** Type the style # on the STYLE# field and the color on the COLOR field then click on OK or press ENTER.

![Select how to search your inventory](image)

4. **Click on the VISUAL button to use advance search filters.** You can also use this to create a LINE/SWATCH SHEET.

   i. *Click on the VISUAL button*

   ![Select how to search your inventory](image)
ii. Set the filters needed. (i.e. Style#, Image Filter, Total OTS Qty)

iii. Click on the Display button to view on the regular Inventory Display Screen. Clicking on the ADD button will allow you to create a LINE SHEET.
iv. *Click on the LINE SHEET button to produce the Line Sheet Form.*