

MOD2 – INVENTORY SEARCH TIPS

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

Select how to search your inventory	
family	List all Families
style#	"RSJ-100"
color	?
description	?
Vendor style#	?
Lab dip #	?
reference	?
pattern#	?
UPC/EAN#	?
Vendor	
Season	click here to select season
Other fields	click here for more criteria
Category	click here for categories
<input type="button" value="Cancel"/> <input type="button" value="Visual"/> <input type="button" value="OK"/>	

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

Select how to search your inventory	
family	List all Families
style#	RSJ-100;PFP-100;KNIT-100
color	?
description	?
Vendor style#	?
Lab dip #	?
reference	?
pattern#	?
UPC/EAN#	?
Vendor	
Season	click here to select season
Other fields	click here for more criteria
Category	click here for categories
<input type="button" value="Cancel"/> <input type="button" value="Visual"/> <input type="button" value="OK"/>	

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	
family	List all Families
style#	RSJ-100
color	BLACK
description	?
Vendor style#	?
Lab dip #	?
reference	?
pattern#	?
UPC/EAN#	?
Vendor	
Season	click here to select season
Other fields	click here for more criteria
Category	click here for categories
<input type="button" value="Cancel"/> <input type="button" value="Visual"/> <input type="button" value="OK"/>	

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

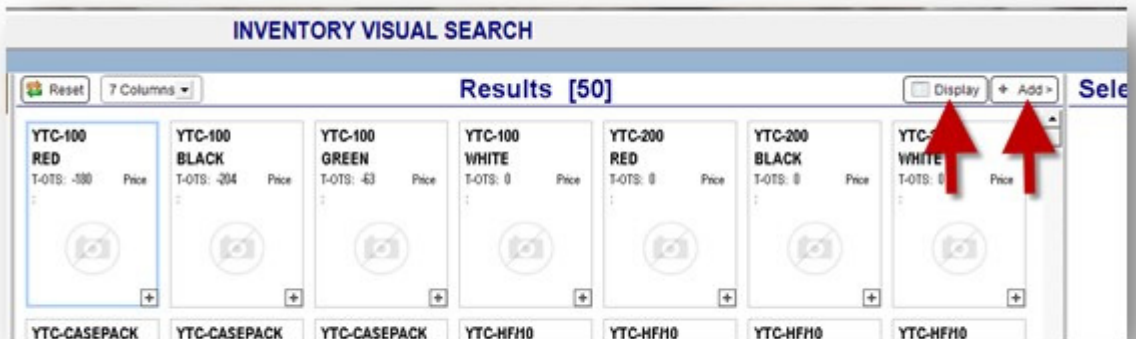
- i. *Click on the VISUAL button*

Select how to search your inventory	
family	List all Families
style#	?
color	?
description	?
Vendor style#	?
Lab dip #	?
reference	?
pattern#	?
UPC/EAN#	?
Vendor	
Season	click here to select season
Other fields	click here for more criteria
Category	click here for categories
<input type="button" value="Cancel"/> <input type="button" value="Visual"/> <input type="button" value="OK"/>	

- 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.

