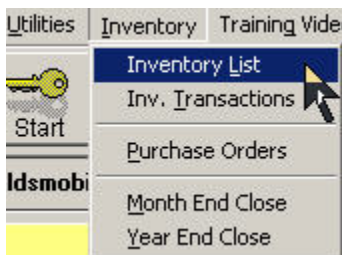


## How To Find A Group Of Inventory Items

Have you ever wanted to see a group of inventory items. Maybe you want to perform a physical count and don't want to print unwanted records. Then this time saving tip is for you.

- 1) Navigate to the inventory list screen



The 'Inventory List' application window is shown. It features search criteria fields for Vendor, Category, Manufacturer, Part No., and Description. The Description field is highlighted with a red border. There are 'Search' and 'Clear' buttons. Below the search criteria is a 'Sort By' section with radio buttons for 'Part Number' (selected) and 'Description'. The main area is a table with columns: Part No., Description, MfgCode, Price, OnHand, and OnOrder. The table is currently empty. At the bottom, there are buttons for 'Print', 'Copy', 'Update', 'Add', 'Edit', 'Delete', and 'Done'.

Part No.	Description	MfgCode	Price	OnHand	OnOrder
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2) Type the % sign followed by your lookup. Note: there is no space and be sure you are in the description field.

The screenshot shows a software window titled "Inventory List". It has a "Search Criteria" section with fields for Vendor, Category (set to "< All >"), Manufacturer, Part No., and Description (set to "%air"). There are "Search" and "Clear" buttons. Below this is a "Sort By:" section with radio buttons for "Part Number" (selected) and "Description". The main area is a table with columns: Part No., Description, MfgCode, Price, OnHand, and OnOrder. The table lists 11 items, all related to air filters. At the bottom are buttons for "Print", "Copy", "Update", "Add", "Edit", "Delete", and "Done".

Part No.	Description	MfgCode	Price	OnHand	OnOrder
2099	2099 AIR FILTER (GOLD)	NAF	21.99	0	0
2181	2181 AIR FILTER (GOLD)	NAF	21.99	1	0
2188	2188 AIR FILTER (GOLD)	NAF	21.99	0	0
22088	22088 AIR FILTER	NSI	10.99	1	0
22098	22098 AIR FILTER	NSI	10.99	1	0
22116	22116 AIR FILTER	NSI	10.99	0	0
22133	22133 AIR FILTER	NSI	10.99	2	0
22166	22166 AIR FILTER	NAF	10.99	0	0
22385	22385 AIR FILTER	NSI	10.99	1	0
22487	22487 AIR FILTER	NSI	10.99	1	0

3) In this example we were looking for all of our Air Filter inventory so we typed %air to pull up all records with the word air in them. If you would like to further limit the search then use for example %air%filter

**Note: The wildcard is the % sign**