

## Searching Functions in OPTO.

### Quotes

In the 'Part Code' column, type the first number/character of the part or material code and **press <TAB>**.

1. **<TAB>** will pop up list of all material in the Database – Care should be taken depending on the size of the material database as the list could be large.
2. ABC to select materials beginning with Material Code 'ABC' from 'Popup list'.
3. >XYZ to select materials with a Supplier Material Code containing 'XYZ'
4. >> Dexion to search by the Supplier Material Description that contains the word 'Dexion'
5. /Flat to search the Material Description containing the word 'Flat'
6. ?10 to search for materials belonging to Material Group '10'

### New Sales/Factory Orders

Materials Search: Add 'M' to the T column, then use the following search strings in the Part Code Column.

1. ABC to select materials beginning with Material Code 'ABC' from 'Popup list'.
2. >XYZ to select materials with a Supplier Material Code containing 'XYZ'
3. >> Dexion to search by the Supplier Material Description that contains the word 'Dexion'
4. /Flat to search the Material Description containing the word 'Flat'
5. ?10 to search for materials belonging to Material Group '10'
6. **<F2>** will pop up list of all material in the database NOTE: material database as the list could be large

Parts Search: Add 'P' to the T column, then use the following search strings in the Part Code Column.

1. ABC to select parts beginning with Part Code 'ABC'
2. /Flat to search the Part Description containing the word 'Flat'

### Inventory

Parts Search: In Part code field use the following search functions

1. **<F2>** will pop up list of all Parts in the Database – care should be taken depending on the size of the Part database as the list could be large
2. ABC to select materials beginning with Part Code 'ABC' from 'Popup list'.
3. /Flat to search the Part Description containing the word 'Flat'

**NOTE: When in the Build section of the part, the search functions shown above for both Materials and Parts apply.**

### Purchasing

Materials Search: In Material code field use the following search functions

1. **<F2>** will pop up list of all material in the Database – Care should be taken depending on the size of the material database as the list could be large
2. ABC to select materials beginning with Material Code 'ABC' from 'Popup list'.
3. >XYZ to select materials with a Supplier Material Code containing 'XYZ'
4. >> Dexion to search by the Supplier Material Description that contains the word 'Dexion'
5. /Flat to search the Material Description containing the word 'Flat'
6. ?10 to search for materials belonging to Material Group '10'
7. // to search for Materials classified as 'Auto Order'
8. ?? to search for Parts to enter in purchase order
9. >//ATLAS to search for Materials where 'ATLAS' is a supplier

### Orders

1. // Auto order popup
2. ? job # Show inventory sub parts for that order number.
3. >>PO #If doing a purchase order from one division to another for production the system will copy all the parts from the PO to the new order.
4. ??Client Order number – add client order line items to a Production Order.