

Topic: **UNDERSTANDING DATA GRIDS AND SEARCH FEATURES**

To allow for easy viewing and manipulation of data, SharpLynx Lite uses numerous data grids in conjunction with a detailed Search facility. The Items grid is used in this example.

Item Code	PLU Number	Barcode	Description	Department	Price Group	GST	FFE	Cost Price	Sell Price 1	Sell Price 2	Last Modified
110	1	501051431345	Cooler Large	1		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	\$300.00	\$500.00	\$0.00	17/09/2019 9:21:26 AM
110	2		Cooler Large - 1 Month Rent	1		<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$0.00	\$20.25	\$0.00	17/09/2019 9:21:26 AM
120	3		Cooler Filter Large	1		<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$45.00	\$67.95	\$0.00	17/09/2019 9:21:26 AM
120	4		Filter #2 No 1	1		<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$0.00	\$70.00	\$0.00	17/09/2019 9:21:26 AM
200	5	123456	Cooler Medium	2		<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$243.15	\$473.00	\$0.00	17/09/2019 9:21:26 AM
210	6		Cooler Medium - 1 Month Rent	2		<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$0.00	\$16.50	\$0.00	17/09/2019 9:21:26 AM
220	7		Cooler Filter Medium	2		<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$24.95	\$43.00	\$0.00	17/09/2019 9:21:26 AM
300	8		Cooler Small	3		<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$89.40	\$170.00	\$0.00	17/09/2019 9:21:26 AM
300	9		Cooler Small - 1 Mth.Rent	3		<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$0.00	\$11.00	\$0.00	17/09/2019 9:21:26 AM
320	10		Cooler Filter Small	3		<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$7.85	\$22.00	\$0.00	17/09/2019 9:21:26 AM
400	11		Plutney Cook	4		<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$61.80	\$100.00	\$0.00	17/09/2019 9:21:26 AM
410	12		Glass Cook	4		<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$142.25	\$224.00	\$0.00	17/09/2019 9:21:26 AM
420	13		Plutney Cook - 1 Month Rent	4		<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$0.00	\$36.30	\$0.00	17/09/2019 9:21:26 AM
440	14		Glass Cook - 1 Month Rent	4		<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$0.00	\$46.20	\$0.00	17/09/2019 9:21:26 AM
500	15		Spring Water Beverage Maker	5		<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$263.85	\$289.00	\$0.00	17/09/2019 9:21:26 AM
550	16		Coffee Powder	5		<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$19.30	\$27.50	\$0.00	17/09/2019 9:21:26 AM

FAQ: Can I change the Sort Order of items I can see in the grid?

- Simply click on the header at the top of the column to sort by that column
- To reverse the sort order, click on the header a second time

FAQ: How can I narrow down the items in the grid to a single department?

- Select the department you wish to view by using the department filter drop-down list (defaults to All Departments)

FAQ: Can I search for items that contain a particular word in the description?

- Ensure that **Description** is selected in the **Filter** drop-down list
- Type the phrase you wish to search for in the filter text box
- All items that **begin** with the phrase you have typed will appear in the grid (eg. Typing in 'Cooler' in the search text box would find item whose description begins with the characters 'Cooler')

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110	2		Cooler Large - 1 Month Rent	1		<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$0.00	\$20.25	\$0.00	17/09/2019 9:21:26 AM
120	3		Cooler Filter Large	1		<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$45.00	\$67.95	\$0.00	17/09/2019 9:21:26 AM
200	5	123456	Cooler Medium	2		<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$243.15	\$473.00	\$0.00	17/09/2019 9:21:26 AM
210	6		Cooler Medium - 1 Month Rent	2		<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$0.00	\$16.50	\$0.00	17/09/2019 9:21:26 AM
220	7		Cooler Filter Medium	2		<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$24.95	\$43.00	\$0.00	17/09/2019 9:21:26 AM
300	8		Cooler Small	3		<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$89.40	\$170.00	\$0.00	17/09/2019 9:21:26 AM
300	9		Cooler Small - 1 Mth.Rent	3		<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$0.00	\$11.00	\$0.00	17/09/2019 9:21:26 AM
320	10		Cooler Filter Small	3		<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$7.85	\$22.00	\$0.00	17/09/2019 9:21:26 AM

- To search for a phrase in the middle of the description, you need to use a wild-card

FAQ: What is a 'wild-card' in searching, and how can I use it?

- % is the wild-card character in the search feature
- A wild-card is used to represent multiple unknown letters (eg. Typing in '%Small' in the search text box would find items that contained the characters 'Small' anywhere in the description)

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