

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

To allow for easy viewing and manipulation of data, Uniwell Lynx 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	Group	GST	FRE	Cost Price	Sell Price 1	Sell Price 2/Last Modified
1	1	910504301348 Cooler Large	1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$750.00	\$750.00	\$0.00 12/07/2010 9:09:12 AM
2	2	Cooler Large - 1 Month Rent	1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$0.00	\$20.25	\$0.00 12/07/2010 9:09:12 AM
3	3	Cooler Filter Large	1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$45.65	\$67.95	\$0.00 12/07/2010 9:09:12 AM
4	4	Filter Kit No 1	1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$0.00	\$700.00	\$0.00 12/07/2010 9:09:12 AM
5	5	123456 Cooler Medium	2	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$243.15	\$473.00	\$0.00 12/07/2010 9:09:12 AM
6	6	Cooler Medium - 1 Month Rent	2	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$0.00	\$16.50	\$0.00 12/07/2010 9:09:12 AM
7	7	Cooler Filter Medium	2	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$24.55	\$43.00	\$0.00 12/07/2010 9:09:12 AM
8	8	Cooler Small	3	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$89.40	\$170.00	\$0.00 12/07/2010 9:09:12 AM
9	9	Cooler Small - 1 Mth Rent	3	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$0.00	\$11.00	\$0.00 12/07/2010 9:09:12 AM
10	10	Cooler Filter Small	3	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$7.95	\$22.00	\$0.00 12/07/2010 9:09:12 AM
11	11	Platley Cook	4	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$61.80	\$100.00	\$0.00 12/07/2010 9:09:12 AM
12	12	Stainless Cook	4	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$142.25	\$224.00	\$0.00 12/07/2010 9:09:12 AM
13	13	Platley Cook - 1 Month Rent	4	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$0.00	\$36.30	\$0.00 12/07/2010 9:09:12 AM
14	14	Stainless Cook - 1 Month Rent	4	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$0.00	\$46.20	\$0.00 12/07/2010 9:09:12 AM
15	15	Spring Water Beverage Maker	5	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$253.65	\$388.00	\$0.00 12/07/2010 9:09:12 AM
16	16	Coffee Powder	5	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$19.30	\$27.90	\$0.00 12/07/2010 9:09:12 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 group?

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

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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1	1	910504301348 Cooler Large	1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$750.00	\$750.00	\$0.00 12/07/2010 9:09:12 AM
2	2	Cooler Large - 1 Month Rent	1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$0.00	\$20.25	\$0.00 12/07/2010 9:09:12 AM
3	3	Cooler Filter Large	1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$45.65	\$67.95	\$0.00 12/07/2010 9:09:12 AM
5	5	123456 Cooler Medium	2	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$243.15	\$473.00	\$0.00 12/07/2010 9:09:12 AM
6	6	Cooler Medium - 1 Month Rent	2	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$0.00	\$16.50	\$0.00 12/07/2010 9:09:12 AM
7	7	Cooler Filter Medium	2	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$24.55	\$43.00	\$0.00 12/07/2010 9:09:12 AM
8	8	Cooler Small	3	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$89.40	\$170.00	\$0.00 12/07/2010 9:09:12 AM
9	9	Cooler Small - 1 Mth Rent	3	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$0.00	\$11.00	\$0.00 12/07/2010 9:09:12 AM
10	10	Cooler Filter Small	3	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$7.95	\$22.00	\$0.00 12/07/2010 9:09:12 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)

Item Code	PLU Number	Barcode/Description	Group	GST	FRE	Cost Price	Sell Price 1	Sell Price 2/Last Modified
8	8	Cooler Small	3	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$89.40	\$170.00	\$0.00 12/07/2010 9:09:12 AM
9	9	Cooler Small - 1 Mth Rent	3	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$0.00	\$11.00	\$0.00 12/07/2010 9:09:12 AM
10	10	Cooler Filter Small	3	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$7.95	\$22.00	\$0.00 12/07/2010 9:09:12 AM