Searching Functions in iTMS

1. Quote windows – Create & Edit

There are two primary methods of searching for Parts or Material in the New & Edit Quote Windows.

Method 1.
Press <F2> in Part code window and click on either Part or Material – From the pop-up list select the item or use the search function and select, or, sort in the columns by Dbl-click on the column heading and then select.

Method 2.

Materials Search: In Part Code window all the following search strings to be prefaced by m/

1. Enter 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”

Parts Search: In Part code window search with the following:

1. ABC to select parts beginning with Part Code “ABC”
2. /Flat to search the Part Description containing the word ‘Flat’

2. Client Order Windows- Create & Edit

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”

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’

3. Material Window

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. //ATLAS to search for all materials that are supplied by Supplier code “ATLAS”
4. Parts Window

**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.

5. Purchasing Window

**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 ‘Fl
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

6. Order Book

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.`