
Marlatt Consulting

The new **Advanced Lookup** feature in MAS90/MAS200 provides you with the ability to search for data with specific criteria, set filters, and print your results.

SEARCH:

Suppose you want a quick list of your customers that have bought from you this year...

Go to Customer Maintenance and select the Customer Lookup button (magnifying glass, or you can click the F2 key), click on the "Custom" button, move the "DateLastActivity" field from the "Available Fields" window to the "Selected Columns" window. You may remove any field that you don't want on your list (i.e. Sort Field). Click "Finish" and notice that you now have the "DateLastActivity" field in your lookup screen. Go to the "Search" section and select "DateLastActivity", "Greater than", and type "12/31/00", and then click "Find". Here is a list of your customers with activity this year. You can get a quick printout by selecting the "Print" icon located at the bottom of the lookup screen.

FILTERS:

If you would like to filter out customers without current activity from your daily lookup screens, without deleting them, we can do that too!

Go to Customer Maintenance and select the Customer Lookup button, click on the "Filters" button and enter the following:

<u>Column</u>	<u>Operand</u>	<u>Value</u>
DateLastActivity	greater than	12/31/99

NOTE: Use the RETURN key, not the TAB key, when working with filters.

Select the "Save Filters" checkbox to save your filter, which can easily be reset when required, and click "OK". You will now see only your customers with activity in 2000 and 2001 in your daily lookup.

If you need to access a customer without current activity, you can manually enter the customer number to bring up their info or simply go back to the "Filters" button and click "reset" to release the filter and see all customers again.

Since this option is available anywhere there is an option to lookup data, just think of the possible ways it can work for you.

Keep in mind that all changes to the Advanced Lookup are user specific, so you won't affect any other user while you are creating your custom lists and filters.

**If you have any questions regarding the above information,
consult your MAS90 manual or call Marlatt Consulting for assistance.**