
Marlatt Consulting

The new **Advanced Lookup** feature in MAS90/MAS200 provides the ability to change the default search criteria to meet your individual needs.

Example A: If you usually look up your customers by the last four digits of their phone number, you can go to the Customer Inquiry lookup screen and choose “Custom”, click the NEXT button twice to take you to the “Select other parameters for lookup” screen. Change the following information: Title = Customer Phone Lookup; Default Search Column = Phone Number; Default Search Option = Ends With; and click Finish. It’s that easy to customize your default lookup criteria.

Example B: If you usually look up your customers by the company name, go to the Customer Inquiry lookup screen and choose “Custom”, click the NEXT button twice to take you to the “Select other parameters for lookup” screen. Change the following information: Title = Customer Name Lookup; Default Search Column = Name; Default Search Option = Begins with (or Contains, whichever is more suited to your needs); and click Finish. It’s that easy to customize your default lookup criteria.

NOTE: If the field you want to change the search default to is not available, simply go to the lookup screen, choose “Custom”, and add the field from the “Available Fields” list to the “Selected Fields” list, then follow the above instructions to complete your customization.

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 search default.

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