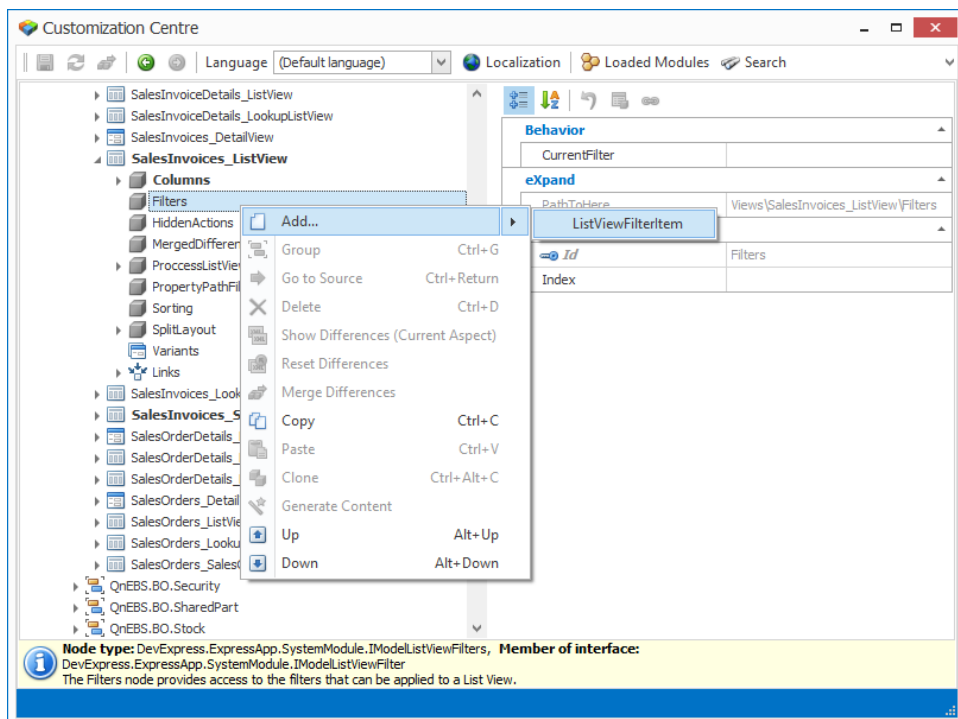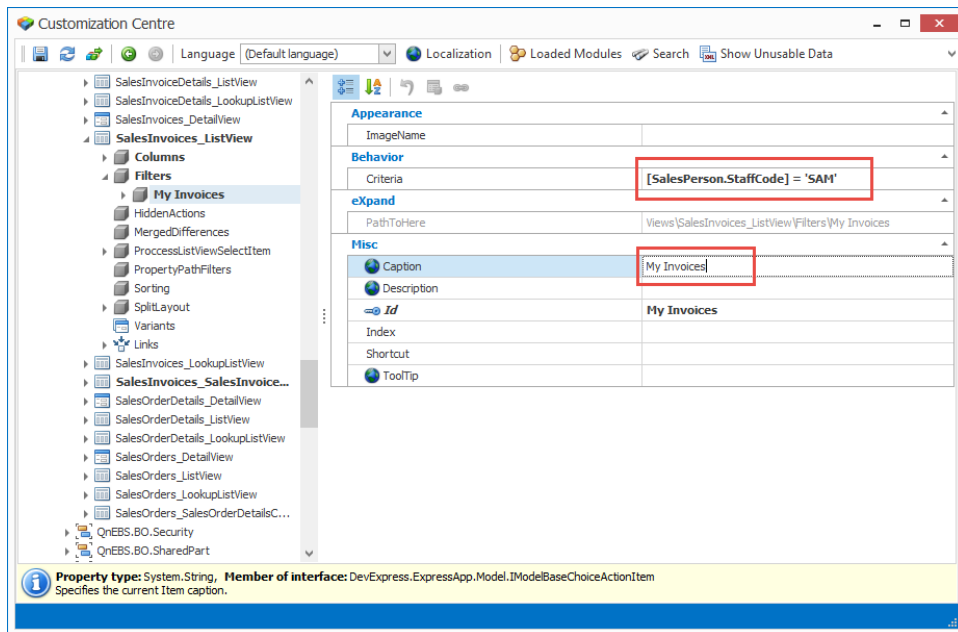# Use List View Filters

QNE Optimum provides various approaches to filter the data in list view. But I can only have one filter at the same time, what if I changed the criteria and I want to go back to the previous one, I have to do it again! Here I will show you have to manage a list of filters to quickly filter the data.
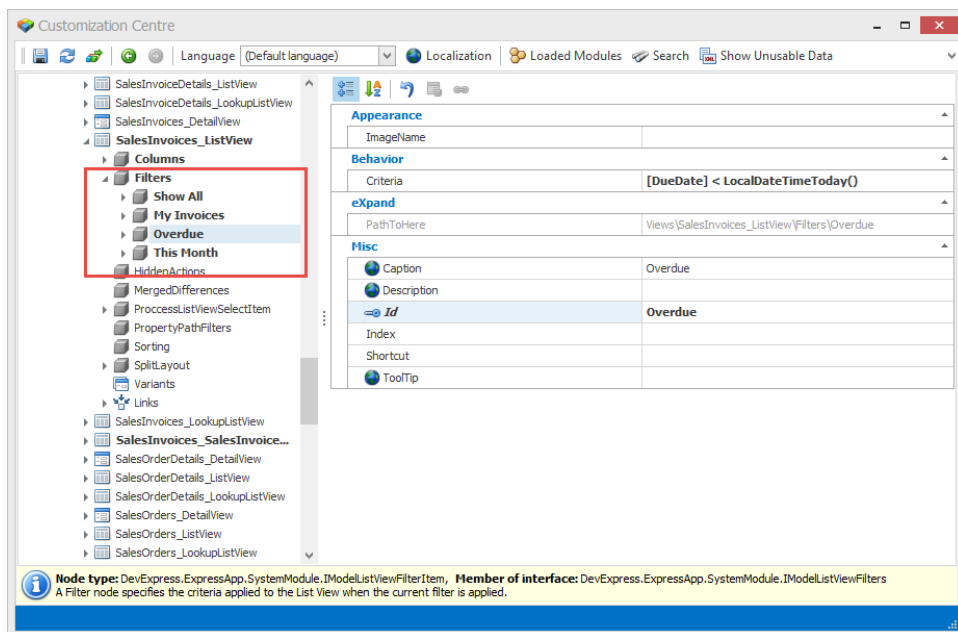
For demostration, I am going to use the Sales Invoices.

1. Open the Customization Centre.
2. Navigate to Views->SalesInvoices_ListView
3. Under the SalesInvoices_ListView, you will find this"Filters"
4. Right-Click on the "Filters", select Add->ListViewFilterItem

5. Define the Criteria for this item. Give a meaningful name for this item.

6. Continue to add more filters.

7. Save the changes and back to the application and see your work.

Home   View   Tools   Inquiry   Maintenance

New   Clone...   Delete   Repost   Open Related Record   Journals   Stock Journals   Open Invoice   Refresh   Audit Trail   IO   Preview   Print   Reports   Close   Previous Record   Next Record   Overdue   Full Text Search

My Invoices	
Overdue	
Show All	
This Month	

Records Creation   Edit   Record Edit   Open Object   View   Close   Records Navigation

Sales Invoices   Sales Invoices

Sales Invoices

Drag a column header here to group by that column

Date	S. Invoice #	Customer	Name	Agent	Term	Currency	Taxable Amt	Tax	Net Total
4/4/2014	INV1504/004	700-C001	CARE SOFTWARE SOLUTIONS	CINDY	30 DAYS	RM	900.00	54.00	954.00
2/4/2014	INV1504/002	700-A001	ADVANCE TRADING SDN. BHD.	CINDY	C.O.D.	RM	700.00	42.00	742.00
31/12/2011	INV0112/006	700-A001	ADVANCE TRADING SDN. BHD.	CINDY	C.O.D.	RM	685.00		685.00
31/12/2011	INV0112/007	700-A001	ADVANCE TRADING SDN. BHD.	CINDY	C.O.D.	RM	280.00		280.00
31/12/2011	INV0112/008	700-A001	ADVANCE TRADING SDN. BHD.	CINDY	C.O.D.	RM	280.00		280.00
31/1/2011	INV 11103	700-A001	ADVANCE TRADING SDN. BHD.	CINDY	C.O.D.	RM	685.00		685.00
31/1/2011	INV 11105	700-C001	CARE SOFTWARE SOLUTIONS	CINDY	30 DAYS	RM	685.00		685.00
31/1/2011	INV 11107	700-C001	CARE SOFTWARE SOLUTIONS	CINDY	30 DAYS	RM	13,999.00		13,999.00
31/1/2011	INV 11109	700-C001	CARE SOFTWARE SOLUTIONS	CINDY	30 DAYS	RM	14,289.00		14,289.00
29/1/2011	INV0101/006	700-A001	ADVANCE TRADING SDN. BHD.	CINDY	C.O.D.	RM	810.00		810.00
							33,313.00	96.00	33,409.00

[Agent] = 'CINDY'   Edit Filter

[Server: LENOVO-TOUCH\QNEBSS(11.00.2100)]   [Database: VGS Seminar(2014.5.6.8)]   [QSS: localhost, 25811]   User: ADMIN   Current Working Date: 1/11/2014