

Create a List of Stock Codes using Criteria

Who: All users, all sites.

Describe: Create a list of stock codes, using criteria.

Context: Used to find, filter, sort and group one or more stock codes.

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Skill Steps:

- 1. Select the Stock tab from the top of the Jim2 window.
- 2. Click Create Stock List in the Ribbon.
- 3. Click Advanced List tab at the bottom of the Stock List window.
- 4. Press <<Enter>>. A list of stock codes will appear.
- 5. To filter the list, enter applicable criteria in fields.
- 6. Press <<Enter>>.

- 7. Sort stock codes into ascending order by clicking on required column header. Sort in descending order by clicking the same column header a second time.
- 8. Group stock codes by using the mouse and "dragging" the column header into the "Drag a column header here..." space immediately above the column headers.
- 9. Name the list by entering a short list description name in the field which displays "ListXX", at the bottom of the screen. This Stock List name will now appear in the Nav Tree.
- 10. Pin the list by clicking the Pin icon at the top right of the list window.

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