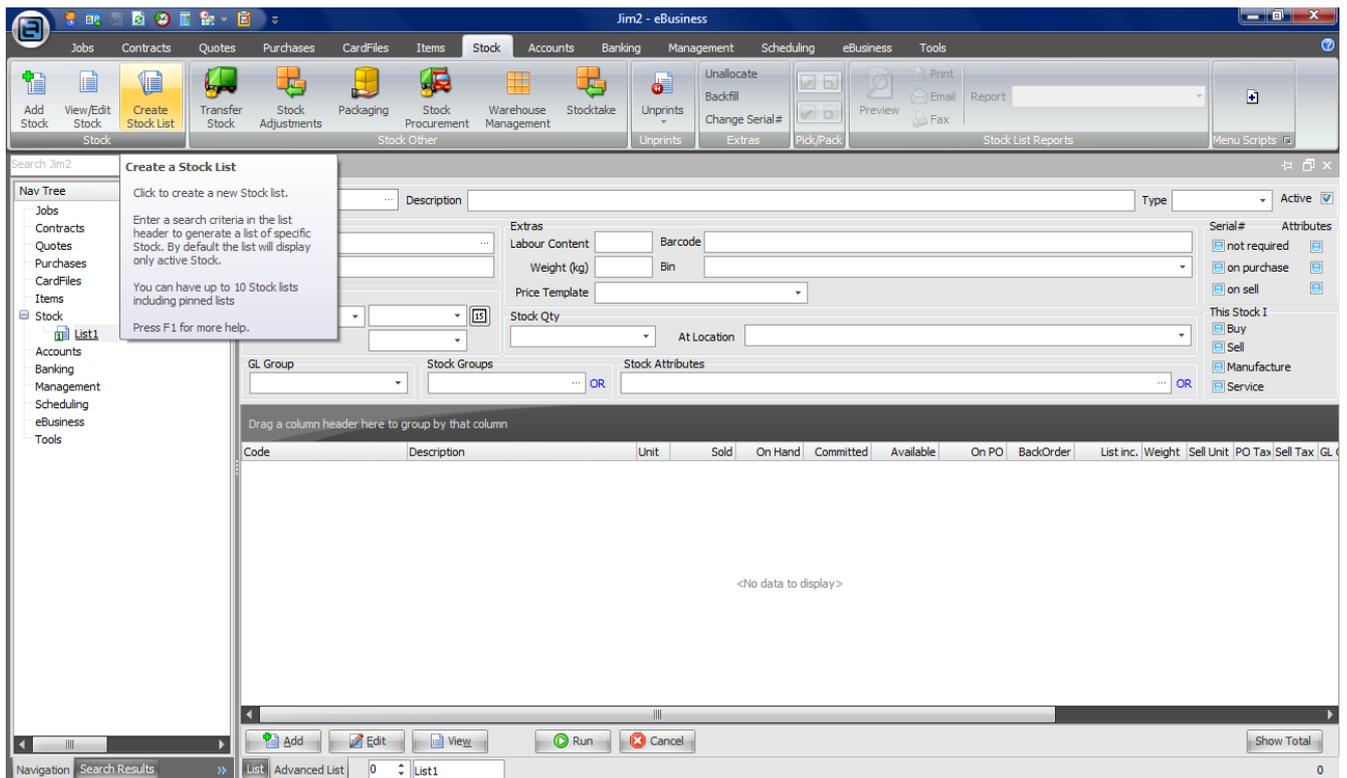


Create a List of Stock Codes using Criteria

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.



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.

