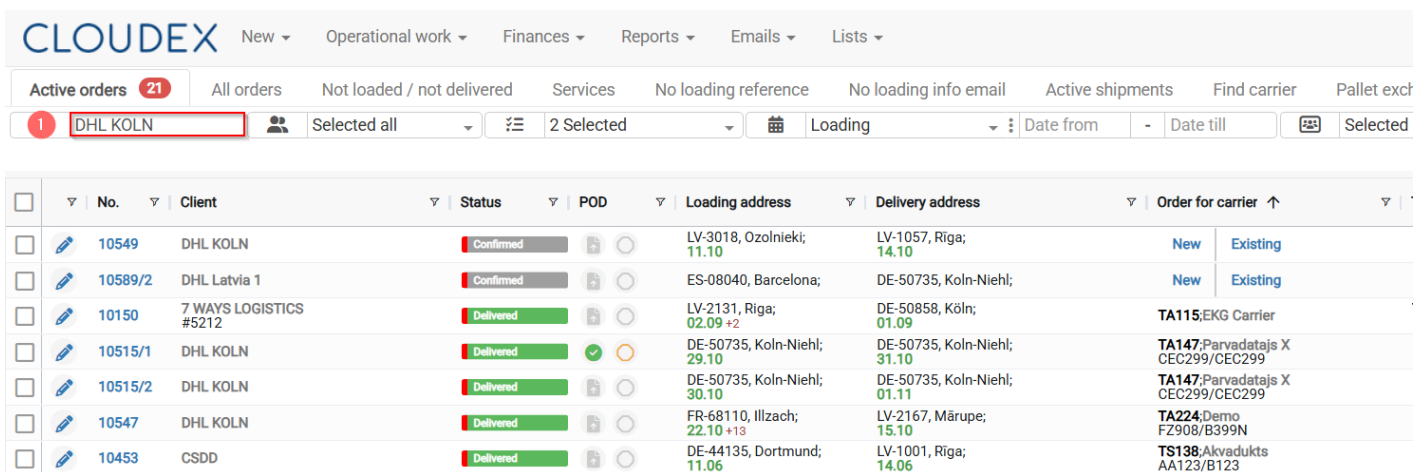


# Search and Filters and Their Usage

## 1) Search

The search function allows you to find all records involving a specific company. By entering the company name in the search bar, the system will display all orders in which this company is listed as a supplier, recipient, or in another role. The number **21** indicates that **21** records have been found.



CLOUDEX New Operational work Finances Reports Emails Lists

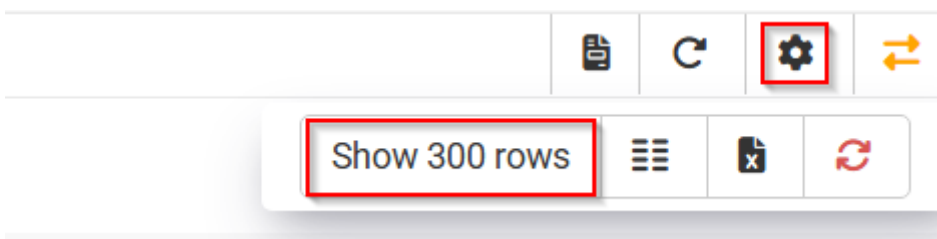
Active orders **21** All orders Not loaded / not delivered Services No loading reference No loading info email Active shipments Find carrier Pallet excl

**1** DHL KOLN Selected all 2 Selected Loading Date from - Date till Selected

No.	Client	Status	POD	Loading address	Delivery address	Order for carrier
10549	DHL KOLN	Confirmed		LV-3018, Ozolnieki; 11.10	LV-1057, Riga; 14.10	New Existing
10589/2	DHL Latvia 1	Confirmed		ES-08040, Barcelona;	DE-50735, Koln-Niehl;	New Existing
10150	7 WAYS LOGISTICS #5212	Delivered		LV-2131, Riga; 02.09 +2	DE-50858, Köln; 01.09	TA115;EKG Carrier
10515/1	DHL KOLN	Delivered		DE-50735, Koln-Niehl; 29.10	DE-50735, Koln-Niehl; 31.10	TA147;Parvadatajs X CEC299/CEC299
10515/2	DHL KOLN	Delivered		DE-50735, Koln-Niehl; 30.10	DE-50735, Koln-Niehl; 01.11	TA147;Parvadatajs X CEC299/CEC299
10547	DHL KOLN	Delivered		FR-68110, Illzach; 22.10 +13	LV-2167, Mārupe; 15.10	TA224;Demo FZ908/B399N
10453	CSDD	Delivered		DE-44135, Dortmund; 11.06	LV-1001, Riga; 14.06	TS138;Akvadukts AA123/B123

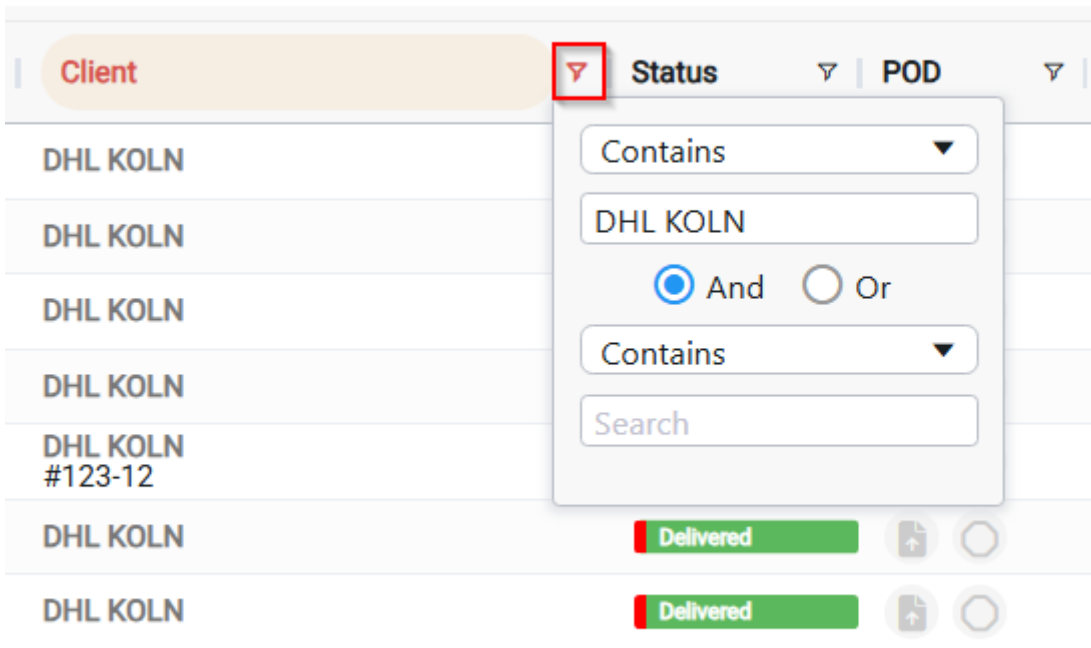
## 2) Increasing Visibility

By selecting how many rows to display per page, you can increase the visible data. For example, if you choose **300 rows**, a larger amount of data will immediately be visible on the screen, making it easier to analyze information without switching pages.



# 3) Narrowing the Customer List

To make the results more precise, use the customer filter and select the exact name you are looking for. This narrows the list to only the records related to that specific customer, excluding all others.



The screenshot shows the CLOUDEX web interface with a table of orders. The 'Client' column is filtered to 'DHL KOLN'. The table has the following columns:

No.	Client	Status	POD	Loading address	Delivery address	Order for carrier	Terminal	Cargo description	Client reference	Incom	Costs	Profit	Cargo manag	Department
10549	DHL KOLN	Confirmed		LW-3018, Ozolnieki, 11.10	LW-1057, Riga, 14.10	New Existing				5000.00	10	4990	demo	NORTH
10515/1	DHL KOLN	Delivered		DE-50735, Koln-Niehl, 29.10	DE-50735, Koln-Niehl, 31.10	TA147,Paradattaja X CEC299/CEC299				1000.00	0	1000	demo	NORTH
10515/2	DHL KOLN	Delivered		DE-50735, Koln-Niehl, 30.10	DE-50735, Koln-Niehl, 01.11	TA147,Paradattaja X CEC299/CEC299				0.00	0	0	demo	NORTH
10547	DHL KOLN	Delivered		FR-68110, Illzach, 22.10+13	LW-2167, Marupe, 15.10	TA224,Demo F2908/B399N				2300.00	0	2300	demo	NORTH
38/1	DHL KOLN #123-12	Delivered		DE-56078, Berlin, 20.05	LT-2187, Vilnius, 20.05	TW193,Demo H1159/6/E777	TW18,Brevit3 Nv, 22.03 OUT, 07.05	6PIL+2Box, 2.67LDM, ... 1*4;	123-12	433.00	50	383	JV	SOUTH
10590	DHL KOLN	Delivered		LW-1007, Riga, 19.02	DE-50735, Koln-Niehl, 21.02	TW193,Demo H111234HR 1234		13.60LDM,		2000.00	15332.95	-13332.95	demo	NORTH
10817	DHL KOLN	Delivered		ES-08040, Barcelona, 31.03	EE-110151, Tallinn, 03.04	TW255,Demo EA789/E777		33EPLL, 13.20LDM,		4000.00	0	4000	demo	NORTH

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