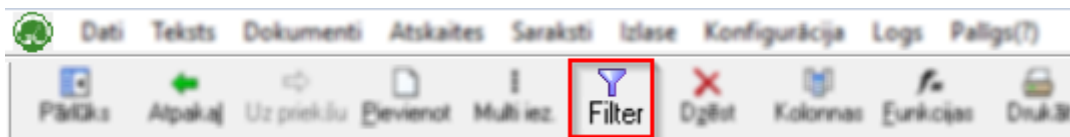


Filter

Almost all sections of OZOLS have the possibility to set a **Filter** for selecting the data you need. The **Filter** is located in the toolbar.



If all records are not displayed when opening one of the OZOLZ TMS sections, make sure that one of the filters has not been **turned on from the previous use**.

- To find a document by number, it is enough to enter **the last two digits of the number**.
- **% sign** in front of the entry enables search for partial number or name.
- To select **several order numbers**, enter them in the "Search number(s)" field, **separated by a comma**.
- A **checkmark** ☒ turns on the specific filter

A screenshot of the 'Client orders' dialog box in the OZOLS software. The dialog box has a title bar with a green icon and a close button. It contains various filter settings for client orders. The 'Search' filter is highlighted with a red rectangular box. The 'Search' checkbox is checked, and the search criteria is set to '%ND3393'. Other filters include 'Search No.(s)' with the value '%10,8', 'General status' set to 'Not delivered', 'Status' set to 'Delayed payment', 'Outgoing invoice' set to 'No invoice', 'Cargo manager' set to 'Demo', 'Client' and 'Carrier' are empty, 'Sender' is empty, 'Load.addr.postal code' is empty, 'Direction' is set to 'Export', 'ADR' is empty, 'Warnings' is empty, 'Date' is set to 'order' with a date range from '01.08.2022' to '30.09.2022', 'Trip type' is set to 'Own Trip', and 'In list show first' is set to '10 k records'. There are 'Prepare' and 'Cancel' buttons at the bottom right.

The additional Search function built into the filter on the right side of window allows you to enter additional search criteria. More about search options [here](#).

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