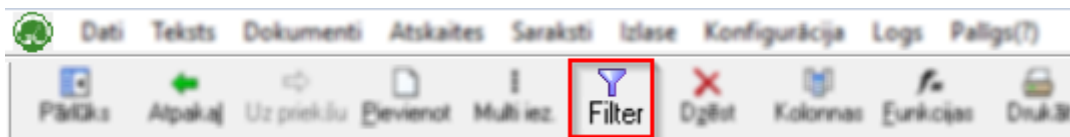


# Filter

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 fields and checkboxes for filtering client orders. The 'Search' checkbox is checked and highlighted with a red rectangular box. The 'Search' field contains the text '%ND3393'. Other fields include 'Template' (set to '[None]'), 'Search No.(s)' (set to '%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' (empty), 'Carrier' (empty), 'Sender' (empty), 'Load.addr.postal code' (empty), 'Direction' (set to 'Export'), 'ADR' (empty), 'Warnings' (empty), 'Date' (set to 'order', 'Current and Previous Month', from '01.08.2022' to '30.09.2022'), 'Trip type' (set to 'Own Trip'), 'In list show first' (set to '10 k records'), 'Transport type' (empty), 'Errors in data' (empty), 'Incoming invoice' (set to 'Not linked'), 'Client manager' (empty), 'Consignee' (empty), 'Deliv.addr.post.code' (empty), 'Temp.regime' (empty), 'Canceled orders' (empty), 'POD' (set to 'Not'), and 'Truck' (empty). 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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