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

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.