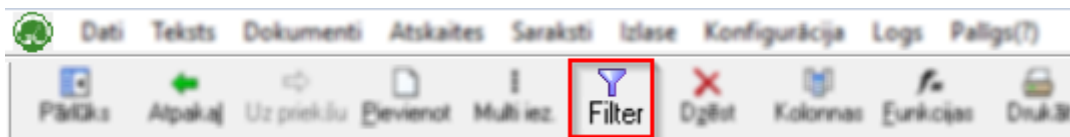


Filter

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 box, and the search criteria '%ND3393' is entered in the adjacent text field. Other visible fields include 'Template' (set to [None]), 'Search No.(s)' (set to %10,8), 'General status' (Not delivered), 'Status' (Delayed payment), 'Outgoing invoice' (No invoice), 'Cargo manager' (Demo), 'Client', 'Carrier', 'Sender', 'Load.addr.postal code', 'Direction' (Export), 'ADR', 'Warnings', 'Date' (order, Current and Previous Month, from 01.08.2022 to 30.09.2022), 'Trip type' (Own Trip), and 'In list show first' (10 k records). There are also checkboxes for 'Transport type', 'Errors in data', 'Incoming invoice' (Not linked), 'Client manager', 'Consignee', 'Deliv.addr.post.code', 'Temp.regime', 'Canceled orders', 'POD' (Not), and 'Truck'. At the bottom right, there are 'Prepare' and 'Cancel' buttons.

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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