

Stones Report

Overview

The **Stones** report provides a concise method of viewing selected stones along with their key attributes. It was designed to give you a quick way to view stone inventory. Stones can be grouped and sorted by their type as well as their characteristics such as weight, shape, and clarity.

Working with the Report

To run the **Stones** report:

1. Click **Reports > Inventory > Stones**. The **Stone Report** filter will appear.

The screenshot shows the 'Stones Report' dialog box with the 'Stones' tab selected. It contains several filter sections: 'Type' and 'Lab' dropdowns; 'Item Filter' dropdown; 'Shape' dropdown; 'Dimensions' section with 'Min' and 'Max' columns for Weight, Length, Width, and Depth; 'Color' section with 'Worst' and 'Best' columns for Clarity, Hue/Color, Saturation, and Tone; 'Match Stones By Position' section with radio buttons for 'Primary Stone Only', 'Primary Or Secondary Stone', and 'Any Stone' (selected); and a checked checkbox for 'Single Stones Only (Stone Count = 1)'. At the bottom are 'Presets...', 'OK', and 'Cancel' buttons.

Filters and settings on the **General** tab include:

Type Select the types of stones to include. Note that the other available filters and options on this form will vary depending on the stone type(s) selected.

Lab Filter by the stone's lab.

Item Filter Opens an Item Filter where you can define criteria for which items to include stone data from such as stock, memo, in stock, sold, etc.

Shape Filter by the stone's shape.

Dimensions Filter by the stone's weight, length, width, or depth.

Coloration Filter by the stone's characteristics.

Match Stones By Position Choose whether to only search **Primary Stone**, **Primary and/or Secondary Stone**, or **Any Stone** on the item.

Single Stones Only (Stone Count = 1) Use this checkbox to only search single stones, i.e., stone count is 1.

Settings on the **Options** tab include:

Show Cost/Show Price Display the cost and/or price of the stone.

Show Item Description Include the description of the item that the stone is from.

This report automatically groups by the stone type.

Select additional grouping options here.

Group/Sort By Additionally, like all reports, you can drag and drop to rearrange these options to change how the report will sort. Even if a grouper is not checked, it will still be honored for the sort. For example, dragging Stone Weight to the top of this list would sort the stones by their weight.

2. Set your filters and options, then click **OK** to generate the report.

