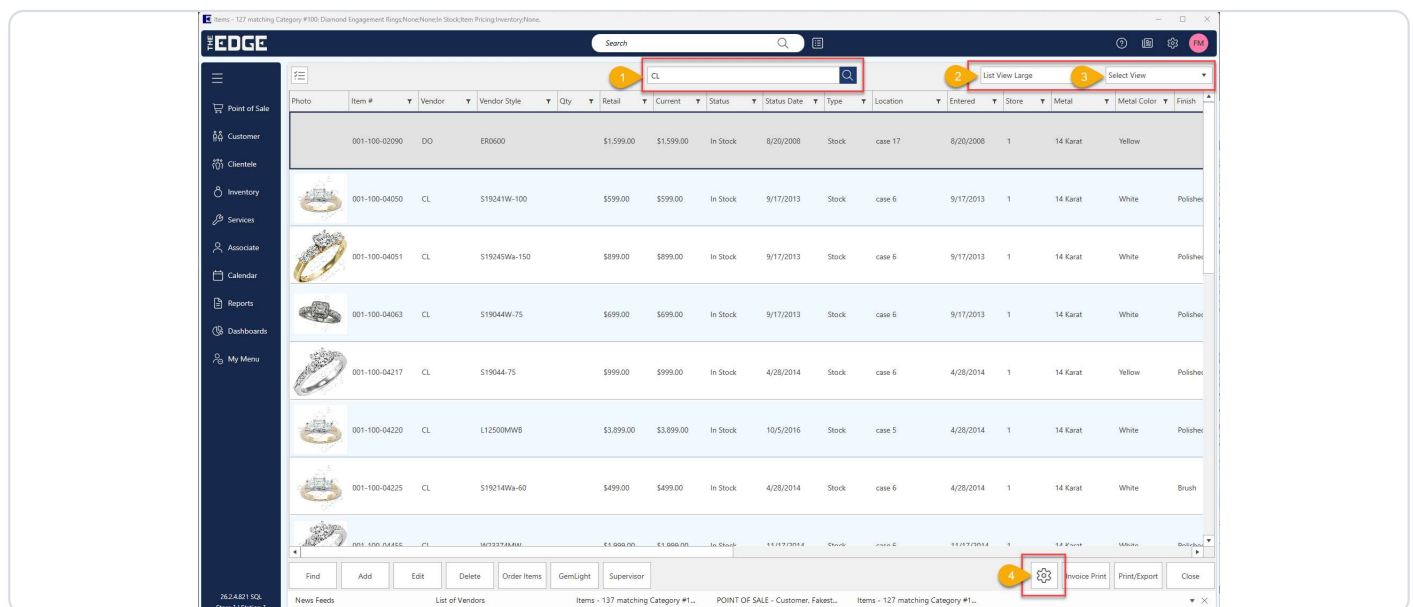


Updated List Views

Overview

List Views throughout Edge have been updated to make finding, filtering, and organizing records faster and more intuitive. Common controls are now available directly on the screen, giving you more ways to refine the information displayed and save layouts that support the way you work.

The example below highlights the primary List View controls available from the Inventory list:



- 1. Search** - Further filter the records currently displayed by searching for specific information such as Vendor, Type, Item #, Style, Description, and other available criteria.
- 2. List Display Options** - Change how records are displayed within the current List View using the available display options.

3. **List Layouts** - Use **Select View** to load a saved List View, return to **Program Defaults**, or use the **Most Recent** list configuration.
4. **List Settings** - Select the gear icon to choose which columns are displayed, adjust the information included in the list, and save a custom List View for future use.

Filter Your List with Search

The List View Search lets you further narrow the records already displayed on the screen. Enter specific criteria such as a Vendor, Type, Item #, Style, Description, or other searchable information to quickly filter the list without rebuilding the original search.

In the example below, entering Vendor code CL filters the Inventory list to display matching items from that Vendor.

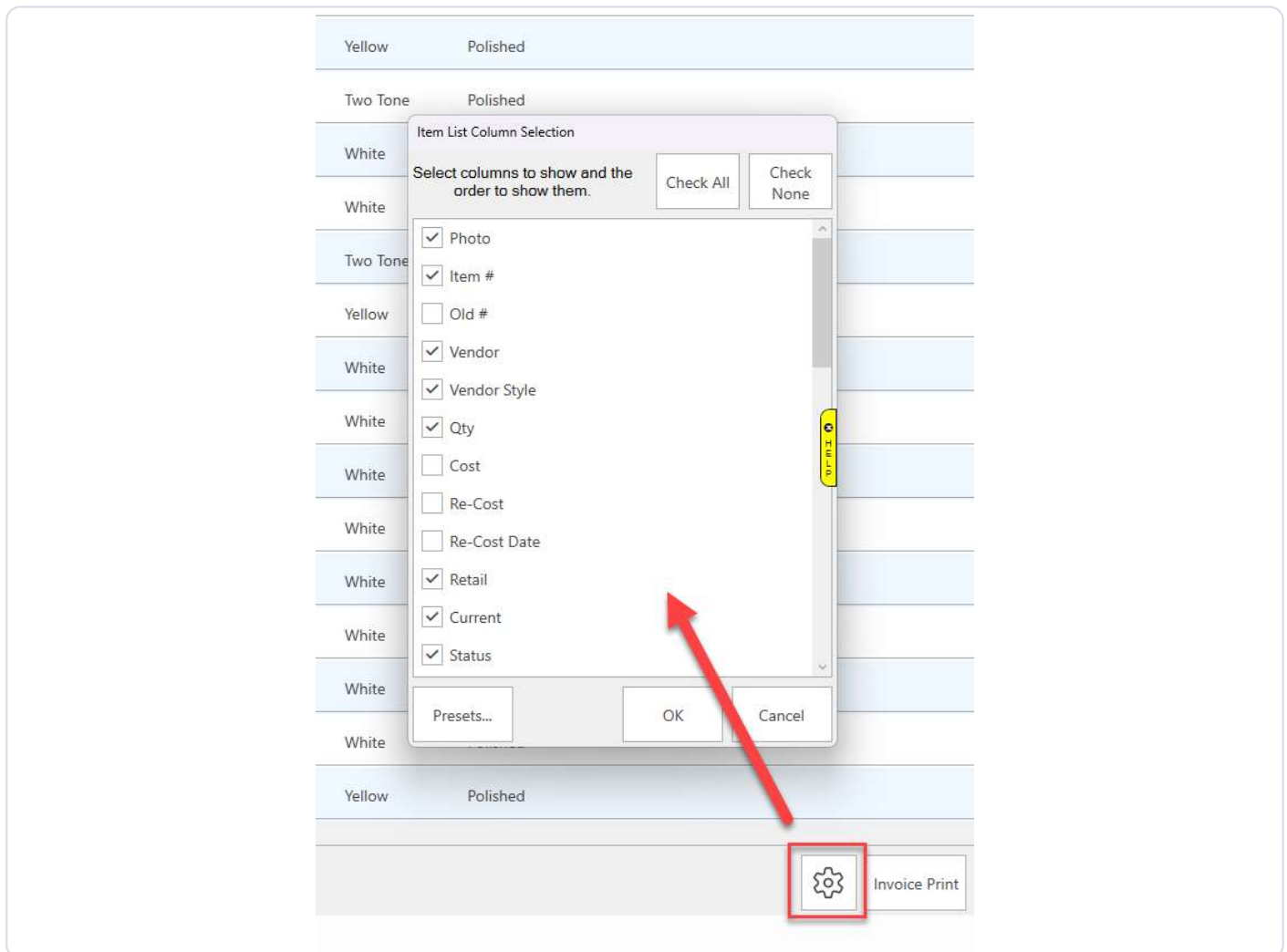
The screenshot shows the 'THE EDGE' software interface. At the top, a search bar contains the text 'CL'. Below the search bar, a table displays a list of inventory items. The table has columns for Photo, Item #, Vendor, Vendor Style, Qty, Retail, Current, Status, Status Date, Type, Location, Entered, Store, Metal, Metal Color, and Finish. The 'Vendor' column is highlighted with a red box, and a red arrow points to the 'CL' entries in this column. The table shows several items with Vendor 'CL', including Item # 001-100-04050, 001-100-04051, 001-100-04063, 001-100-04217, 001-100-04220, and 001-100-04225. The bottom of the interface shows a status bar with 'Items - 127 matching Category #1...' and a 'Find' button.

Photo	Item #	Vendor	Vendor Style	Qty	Retail	Current	Status	Status Date	Type	Location	Entered	Store	Metal	Metal Color	Finish
	001-100-02090	DO	ER0600		\$1,599.00	\$1,599.00	In Stock	8/20/2008	Stock	case 17	8/20/2008	1	14 Karat	Yellow	
	001-100-04050	CL	S19241W-150		\$599.00	\$599.00	In Stock	9/17/2013	Stock	case 6	9/17/2013	1	14 Karat	White	Polished
	001-100-04051	CL	S19245Wa-150		\$899.00	\$899.00	In Stock	9/17/2013	Stock	case 6	9/17/2013	1	14 Karat	White	Polished
	001-100-04063	CL	S19044W-75		\$699.00	\$699.00	In Stock	9/17/2013	Stock	case 6	9/17/2013	1	14 Karat	White	Polished
	001-100-04217	CL	S19044-75		\$999.00	\$999.00	In Stock	4/28/2014	Stock	case 6	4/28/2014	1	14 Karat	Yellow	Polished
	001-100-04220	CL	L12500MWB		\$3,899.00	\$3,899.00	In Stock	10/5/2016	Stock	case 5	4/28/2014	1	14 Karat	White	Polished
	001-100-04225	CL	S19214Wa-60		\$499.00	\$499.00	In Stock	4/28/2014	Stock	case 6	4/28/2014	1	14 Karat	White	Brush

Create and Save a Custom List View

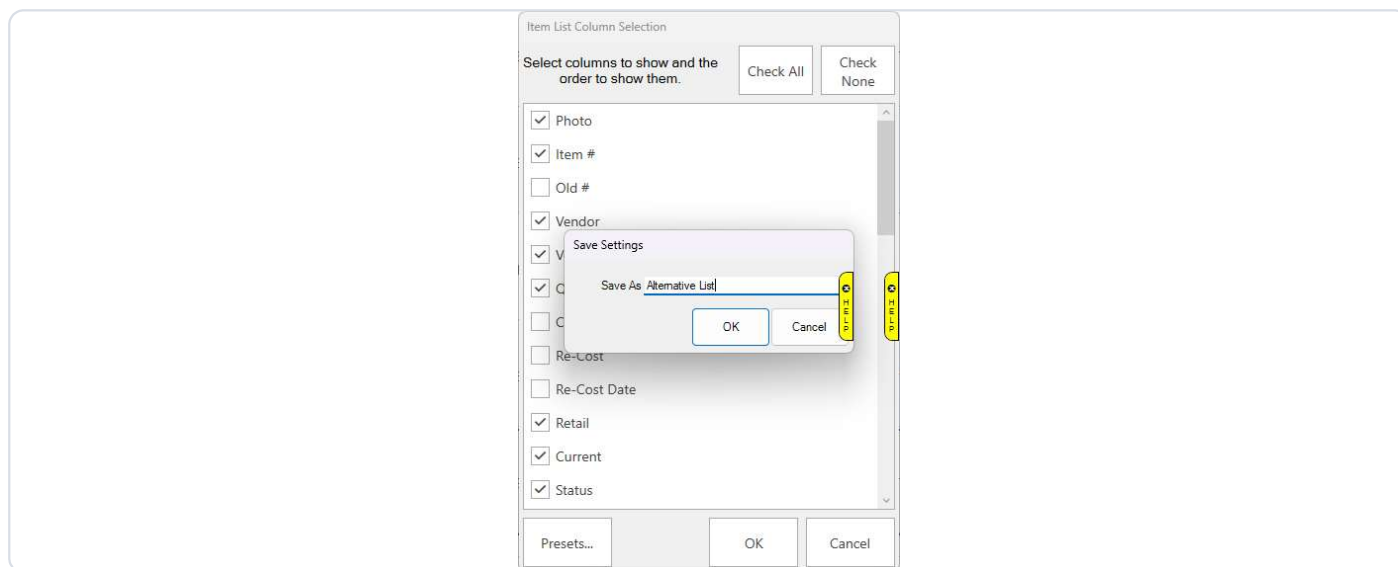
You can customize the columns shown in a List View and save that layout so it can be quickly used again.

1. Click the gear icon at the bottom of the List View to open the **Item List Column Selection** window.
2. Check or uncheck the columns you want included in your List View. You can also arrange the columns in the order you want them displayed.



3. Click **Presets > Save Settings**.

4. Enter a name for your new List View and click **OK**. Click **OK** again on the **Item List Column Selection** window to load the new layout.



Access Saved List Views

Use the **Select View** dropdown to quickly switch between your saved List Views and the standard options available in Edge. **Program Defaults** restores the original Edge layout, while **Most Recent** loads the list settings you used most recently - even if that configuration was not saved as a named List View.

Any List Views you save will also appear in this dropdown, allowing you to move between different layouts without repeatedly selecting and arranging the same columns.

