

# WMS: Did You Know?

## From Professor Merlot

### Checkbox Options – 3 ways to use when filtering!



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WMS includes a very powerful tool that when used correctly in the Customer Information and Products forms, allows you to find specific items using more than 1 search key. One of the features in the filter form is the checkbox. There are 3 options that you can set in any checkbox in these two filter forms.

We will use the Products form as an example, and here's how to do it:

#### Products Filter Buttons:

1. The Filter Buttons are found on both the Customer and Products forms across the bottom.
2. To search for a specific criteria, press the **'Blue Funnel'** button and the filter criteria form will be displayed (both forms have a burgundy coloured background).
3. To cancel or remove the applied filter, press the Funnel Button with the **Red X** across it.

#### Checkbox Options:

1. On Open - notice the **Select Item** check box; this is the state when the form is first opened, **Dark Grey**. *This checkbox in this state, will not be used as criteria* when the **Apply Filter** button is pressed.
2. Click Once - notice the **Sale** checkbox; this is the state when **clicked once**, a **check mark** fills the checkbox. This checkbox will be used as criteria to **find Products items that are marked Sale**.
3. Click Twice - notice the **Discontinued** checkbox; this is the state when **clicked twice**, a clear **White box** is displayed. This indicates that **Products that are Active** (Not Discontinued) will be used as criteria when the **Apply Filter** button is pressed.

#### General Criteria:

- Note: *these colour options only apply to the square Checkbox fields.*
- Often it is helpful to pare down your search criteria as much as possible to find exact product items. In the example above, we will find **Active Products** and **Products marked Sale**, when the **Apply Filter** button is pressed, returning you to the Products form with just those items being displayed.

