



Independent Solutions Support: p: 07 3387 5555 e: support@independentsolutions.com.au

F3 Searching

Did you know?

- You can check GP%, Sell Prices, SOH and much more from your F3 search in Shop?
- You can refine your search when searching on Description?

Below is a reminder to stores about some of the useful features of Profit-Track's™ F3 Search function.

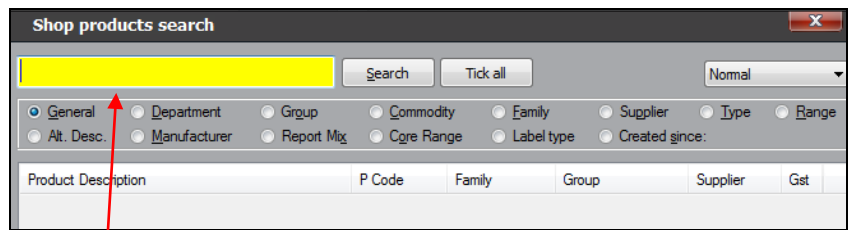
Don't forget the power of your F3 search!



- Profit-Track™ has comprehensive User Manuals built into the system.
- Just press [F1] from anywhere in Profit-Track™ to access the help.

1.

- Click  to open the SHOP screen.
- Click  to search.



You can search three ways from the yellow search field:

- Scan the **barcode** on the item (if you have a scanner attached to your PC) or key in the barcode and press **[Enter]**.
- Key in the **product code** and press **[Enter]**.
- Type any part of the **Description** and press **[Enter]**. **Note:** exact matches will be found, so it is better to type less characters rather than more when searching.

2.

Searching on Description

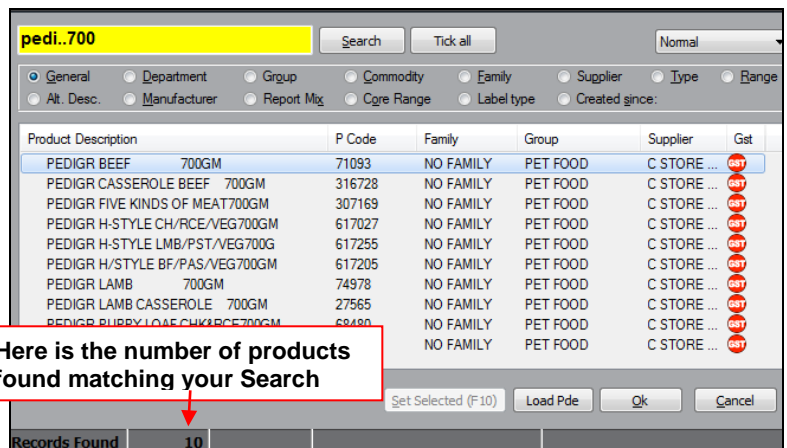
- A space between words means OR.**
- Double dots .. means AND.**

Examples:

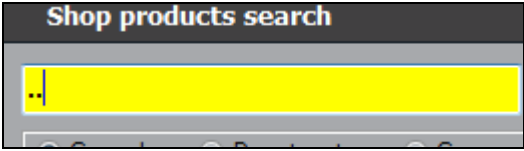
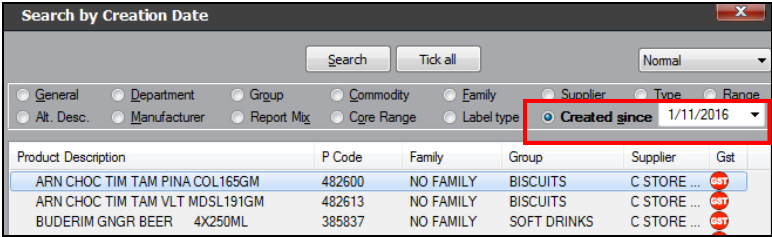

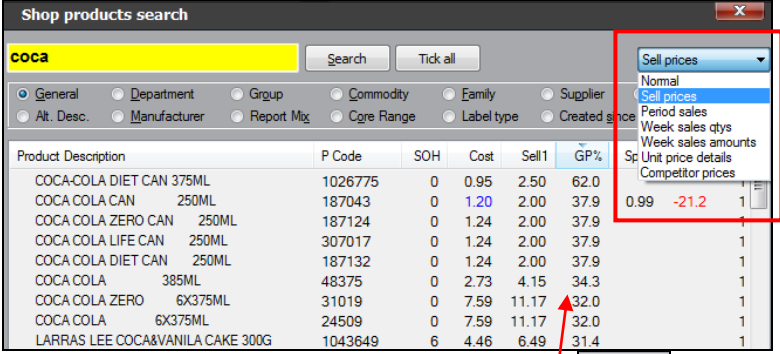

- pedi 700** will list all products with the words *pedi* OR *700* in the description.

A more detailed search is this one:




- pedi..700** will only list products with the words *pedi* AND THEN *700* in the description. In this case useful for finding all the *Pedigree 700gr* products.



Here is the number of products found matching your Search

<p>4. <i>List ALL products</i></p> <ul style="list-style-type: none"> Key in .. and press [Enter] or click [Search]. All products in SHOP (or Catalogue if you are using F3 in there) will be displayed. 	
<p>5. <i>Search for New Lines</i></p> <ul style="list-style-type: none"> Click the Created since button. Key in the required date and click [Search] All products created in your system since that date will be listed. 	
<p>6. <i>Change View to see more information</i></p> <ul style="list-style-type: none"> When you have your search results displayed press [F9] to change the View details. <p>Note: you can also change the View by clicking in the View field.</p> <p> <i>Sorting columns</i></p> <ul style="list-style-type: none"> Click on any column heading to sort by that column. The Default Sort is by <i>Product Description</i>. 	 <p style="text-align: center;">In this screen we have sorted by </p>

Views explained

<p><i>Normal</i></p>	<ul style="list-style-type: none"> Normal: default setting - product desc, prod code, family, group, supplier and GST
<p><i>Sell Prices</i></p>	<ul style="list-style-type: none"> Sell Prices: desc, prod code, SOH, cost, Sell 1 (normal sell) & GP%, Special 1 & GP%, Lock flag code. <p>Note: costs in blue are special (promo) costs</p> <p> <i>GP% Snapshot:</i> A quick way to get a snapshot of your cost and sell GP% is to change the view to <i>Sell Prices</i>, search on a Department and then Sort the <i>GP%</i> column to check any that are too low or high.</p> <p> <i>SOH Checks:</i> Sort by <i>SOH</i> column to view low, negative or high SOH for ordering or check the SOH before or after Stocktaking. Negative SOH indicates items not counted, invoices not received or incorrect stock sent by suppliers.</p>
<p><i>Period Sales</i></p>	<ul style="list-style-type: none"> Period Sales: shows quantity and dollar sales for week, month and year <p> Sort on the columns to see your high / low sellers for each period.</p>
<p><i>Week Sales Qty</i></p>	<ul style="list-style-type: none"> Week Sales Qty: shows quantity sales for last 7 days (by day)
<p><i>Week Sales Amounts</i></p>	<ul style="list-style-type: none"> Week Sales Amount: shows dollar sales for last 7 days (by day)
<p><i>Unit Price details</i></p>	<ul style="list-style-type: none"> Unit price details: shows unit price settings. Any products showing UNKNOWN in the Unit column need their UOM set in <i>Shop / Tickets</i> TAB.
<p><i>Competitor prices</i></p>	<ul style="list-style-type: none"> Competitor prices: shows current normal Sell & GP% plus Sell & GP% for 3 competitors.