

Point-of-Sale [F7] & [F8] Function Keys for Searching

The [F7] and [F8] function keys are used in Point of Sale to search for a specific order. When performing searches, it is important to provide the system with enough information to get quick and accurate results.

To search for orders, select Point of Sale, Main Order Entry. All searching takes place on the Order Heading screen in the **Cust** and/or **Name** fields. The search program will look for information in the **Name** field as well as Address lines one and two of the ship to address fields.

If at any time a mistake is made, or the wrong order is called up, press [F9] to clear the screen and start the search over again.

Note: the [F2] key will move the cursor directly to the name field, regardless of where it is currently, and the [F10] key will move the cursor to the next preset stopping point (e.g. **Tax, Deliver, Ship**, etc.) until it gets to the **Type** field.

On the Point of Sale Heading screen, after entering a Customer ID and with your cursor positioned in any field except for the Name field, the [F8] function key may be used to find the **last** (most recent) open or hold order for that customer. After that point, [F8] scrolls backward through all orders for the customer; [F7] scrolls forward. If there are no open or hold orders for the customer, [F8] finds the last closed order.

Important Note: The [F7] and [F8] function keys perform a different type of search when the cursor is positioned in the **Name** field. When in the Name field, [F8] can be used to find the last order (open, hold or closed) for the **search string** you enter (such as Lot#). [F7] finds the first order matching the search string. The program searches the name field, address line 1 and address line 2. Though the program searches all three fields, you must type your "search string" in the Name field. The typical "search string" is a customer's name, Lot# or street address.

Below are several examples taken from real situations that involve finding one order in a large file for a builder account.

Finding a Builder ID:

- Use the [F3] Customer Master Lookup in either the Cust or Name fields.
 - **Cust:** The cursor starts in the **Cust** field. If customer ID's have been assigned alphabetically, type in the first letter of the builder's name followed by [F3]. If phone numbers are used as customer ID's, type in the first digit or two followed by [F3].
 - **Name:** Press [Enter] past the Cust field leaving it blank. With the cursor positioned in the Name field, type in the first letter or two of the builder's name and press [F3].
- Using [Page Up], [Page Down], and the arrow keys, find the correct builder. Once the correct builder has been highlighted, press [Enter].

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Finding the Last Open or Hold Order under a builder account:

- Use the “Finding a builder” instructions above so that the Cust ID is the builder you wish to search.
- If the cursor is positioned in the Name field, press **[F10]** to move cursor out of the name field. (The cursor will now most likely be positioned in the Deliver date, Ship Via or Type field.)
- Press **[F8]** to find the last Open or Hold order for that builder account. Subsequent uses of the **[F8]** key will scroll backwards through *all* orders under that builder’s account, regardless of their status.

Note: there may be **C**losed orders after the last **O**pen/**H**old order. Use the **[F7]** key to scroll forward through them.

Note: the **[F8]** function only works if the **[F7]** key hasn’t been used, otherwise it scrolls backwards through orders.

Finding a House Order under a builder account:

- Use the “Finding a builder” instructions above so that the Cust ID is the builder you wish to search.
- If the cursor is not already positioned in the Name field, press **[F2]** to MOVE the cursor to the Name field.
- Press the **[Delete]** key to “blank out” what is currently in the Name field.
- In the **Name** field, type in any word that appears in the Name or two Address fields on the House Order followed by **[F7]** to find the first order that matches your search word. (Typically the search word is a homeowner’s name, Lot# or partial address.) Press **[F7]** again to find the next order, and so on.
- **[F7]** starts at the beginning of the file (oldest order) and searches forward through the file. Repeat the above search using **[F8]** to start with the most recent order and search backward.
- When you find the order you are searching for, press **[F10]** (not the Enter key).

Note: More than one word can be used to search, using a space to separate the word(s), but they *must* all be found in the same field on the order. For example, searching for **TOM 35** won’t find **TOM SMITH** at **LOT 35** if “TOM” is in the name field and “35” is on address line 2.

Note: the search info does not have to be an exact left to right match with the order. For example, searching for **SMI** will find **TOM SMITH**.

Finding a House Order if the builder is unknown:

- The cursor starts in the **Cust** field, press **[Enter]** to get to the **Name** field leaving the Cust ID field blank.
- Type in any word that appears in the **Name**, or two **Address** fields of the House Order and press **[F7]** to find the *first* order that word appears on, or **[F8]** to find the *last* order that word appears on.

Note: Searching for a house order with a builder ID rather than leaving the Cust ID field blank will run faster because the system doesn’t have to look through the entire point-of-sale file.