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**Tips & Tricks TecLocal 3.0: How to Use the Filter and Search Functions – Part 1**

In two articles you can learn all about the filter and search functions in TecLocal. This includes where and how you can set a filter, how it is different from the search function and how to make the best use of searches and filters. In the first part we will present the filter and search functions in the areas "Received Documents" and "Outgoing Journal."

The second part appearing in the March Newsletter will concentrate on the "Administration" area. There filter and search function are available under "My TecCom – Partners." The areas "My TecCom – Users," "My TecCom – Recipients" and "Members" each have filter functions.

The filter and search capabilities in "Received Documents" and "Outgoing Journal" provide a comfortable tool to look through sent and received documents according to specific criteria. It is possible to find any TecCom events in the database quickly and easily.

**Received Documents**

The function Filter provides the complete list of received documents that meet the conditions you have entered. You can filter for particular reverse messages, delivery dates or suppliers. You can see that the filter is active from the blue symbol underneath the entry Details. To deactivate the filter click on Filter and then on All.

In the tab "Message" enter the company and the time period in which you are looking for documents.

In the tab "Type" enter the document type. The default activates all types.

The tab "Document" gives ways to restrict the filter. Document number, issue date and despatch advice delivery date can be used.

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- ▶ Products&Services
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- News
  - ▶ Newsletter
  - ▶ Events
  - ▶ Archiv
  - ▶ Press
- ▶ TecCom Users
- ▶ CAP-Standard



Click on Search to look for documents of an order, for example according to the Order ID. An alternative is to use the Filter to display specific information. The difference is that you can use the filter to search separately for inquiries, orders and stock orders. With the Search you can look for all types of orders and received documents, i.e. despatch advice notices. However, you cannot search for inquiries.

In the tab "Transaction" you can filter according to transaction type, time period and problem indicator. As a default all types and indicators are checked.

The tab "order" contains criteria for the order ID, order time period and the supplier.

In "Notifications" you set a filter to find messages received regarding an order, for example those about alternative parts or delivery delays.

In the tab "Product" you can filter according to product number, manufacturer, product description or article status.

This concludes our presentation of the filter and search functions in the areas "Received Documents" and "Outgoing Journal." If you have any questions please contact our Help Desk at [support@teccom.eu](mailto:support@teccom.eu) or +49 (0)1805 - 65 65 56.