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Tips & Tricks TecLocal 3.0: Use the Filter and Search Function – Part 2

In the second and final part of the series, we present the filter and search function in the Administration area. These make it easier for you to set up your TecLocal and make changes in it.

To select new partners ("Members") you have a search ("Requests") and filter function available. The activated business relationships can be filtered or searched under "My TecCom – Partners" as you wish. You can display your own users under "My TecCom – Users" according to criteria you set. There is also a filter function set up for the goods receivers ("My TecCom – Ship to").

Users with the roles and rights "Standard" only have access to "My TecCom – Partners" and "My TecCom – Receivers" and can only make changes there. In order to use all functions, a user must be registered as a "System Administrator" in TecLocal.

Administration – Members

Name	City
Alviri Espain	Madrid
Mahle Sistemas de Filtracion S.L.	Madrid
Monroe Spain, Tenneco Automotive	Madrid
PHILIPS IBERICA S.S. DIVISION COMERCIAL ALUMBRAL	Madrid
Robert Bosch Baterias	Madrid
Robert Bosch Espana	Madrid
TRW Automotive Parts & Service ES, Madrid, España	Madrid
VB Autobaterias, S.A.	Madrid
ZZ_Test Mahle Sistemas de Filtrac.	Madrid
zz_Test Bosch Spanien	Madrid

Member Data: Name: [], City: Madrid, ZIP code: From: [], To: [], Country: ES - SPAIN

Request: Role: Purchaser Supplier, Max. Hits: 500, Transmitted: 11, Found: 11

Request executed

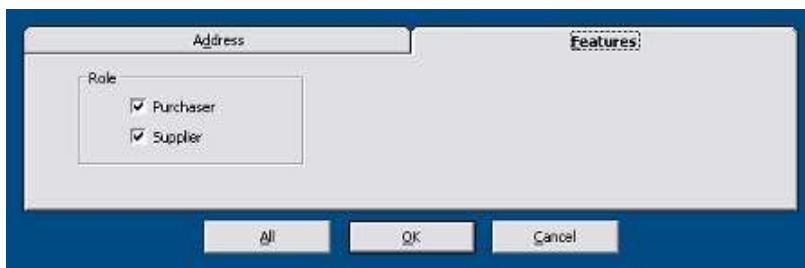
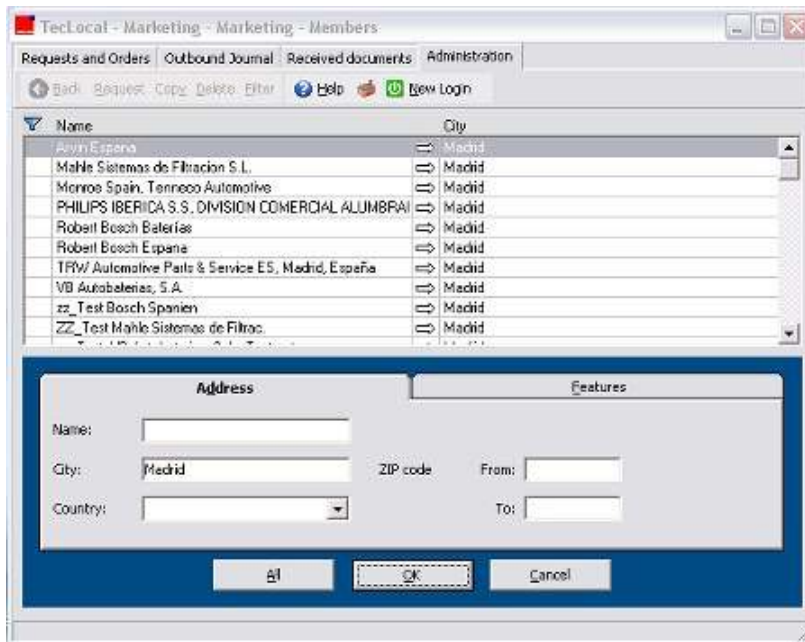
Start a search for members among all registered TecCom users by activating the tab "Request" and entering the data you know. Then click on the "Request" button. TecLocal executes the inquiry online in the TecCom database. The results returned are available until you restart TecLocal. The results list includes up to a maximum of 500 entries. If you have more matches you should shrink the search criteria. The "%" character serves as a place holder. If you want to show all suppliers with "ro" in their names you can enter %ro in the name field.

The results list is sorted alphabetically. You can reverse the order by clicking on "Name." You can also search for "City" alphabetically. The third possibility is to list suppliers or orderers by clicking on the column between "Name" and "City." You can identify a supplier by the arrow.

The function "Filter" reduces the displayed results according to criteria but does not affect the results of the "Request" function. The filter processes the data available locally after an inquiry, not the online TecCom database. You can tell that the filter is active by the blue symbol below the entry

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

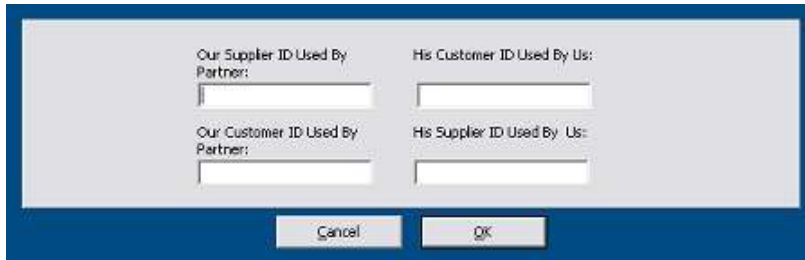
“Back.” To deactivate the filter click on “Filter” and then on “All.”



Administration – My TecCom – Partners

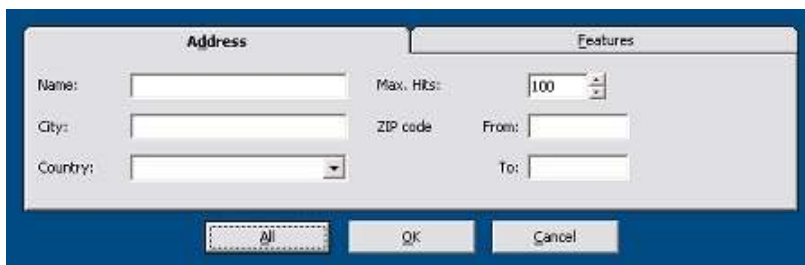
Search:

With “Search” you can search for known supplier or customer IDs among your active business relationships.



Filter:

The “Filter” function limits the display of business relationships according to address criteria and roles. The criteria “Properties – EDI Partner” refers to the partner data with a check at “EDI Partner” (checked = installed).



Address	Supplier
Ship to number: <input type="text"/>	
Assigned to supplier: <input type="text" value="ABCDE"/>	

More information about the topic "My TecCom - Ship to" is available at:

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This concludes our survey of the search and filter functions in TecLocal. We recommend that you try them out now to see how they work. You will be ready when you need them because of the practice. If you have any questions or would like more information please contact our Help Desk at support@teccom.eu or +49 (0)1805- 65 65 56.