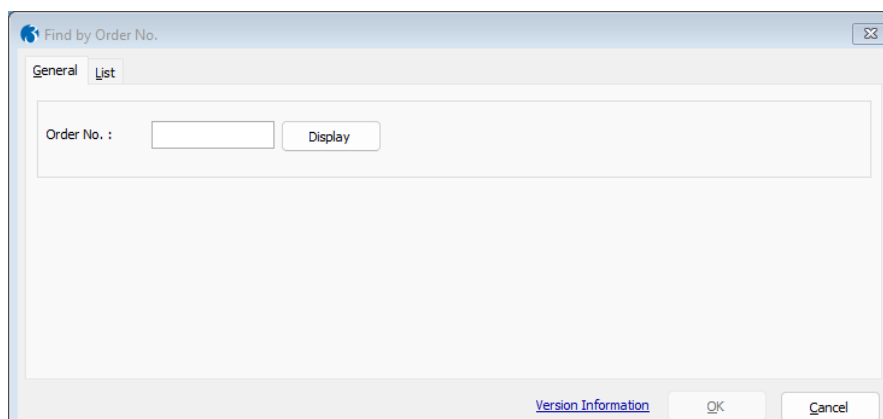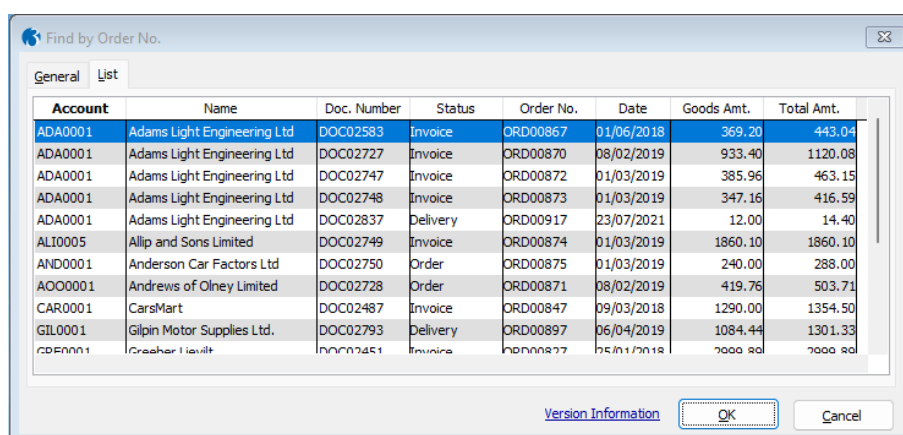## SOP Advanced Search Utility

This utility will allow the user to locate a document regardless of the current status of the document. For example, it will allow for an order document to be located, based on the order number, regardless of whether that order has been subsequently progressed to a delivery or invoice. A new menu option captioned 'Advanced SOP Find' has been added to the SOP / Invoicing Processing Action Menu.

A form will be launched from this menu option which operates in a similar fashion to the existing 'Find Document' process, but will enable the user to locate a document at status of Document, Quote, Pro-Forma, Order, Delivery, Invoice or Credit Note. The search will work across all documents and all accounts. On selection of the required order number, the process will navigate to the appropriate Account and Document, at which point the user may continue processing as required.

The user is prompted to enter the number to find (in this example and order number)

If a partial match is found a list is displayed of all matching records.

Selecting OK will force the system to navigate and display the selected Document (based on the selected Doc. Number column)

SOP Advanced Search Utility - £500.00

Annual Maintenance and Support - £100.00