

Lists

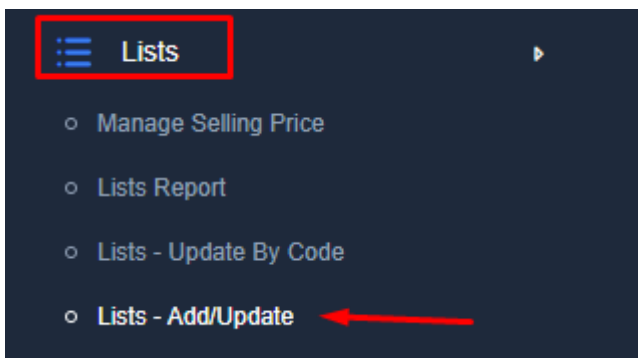
- [Lists](#)

Lists

Lists have been updated to improve item management and provide better control over data organization, records, and related details, as well as to facilitate tracking and management processes.

Add/Update Lists

From the menu---->Lists-----> **Lists - Add/Update** to create a new Lists or update an existing one.



Search Lists

- Select the **Search Field** to choose the type of information you want to search for, such as **List ID, Code, or Name**.
- Choose the **Search Method** to decide how the search will work:
 - **Equal**: Search for the exact same value
 - **Start With**: Search for text that starts with specific letters or numbers
 - **Contains**: Search for text that includes specific words or numbers
 - **Not Contains**: Search for text that does not include specific words or numbers
- Enter the word, number, or text you want to search for in the **Query** field.
- Select the **Order Field** to choose how the results will be sorted, such as by **List ID**.
- Choose the **Order Type**:
 - **Ascending**: From smallest to largest
 - **Descending**: From largest to smallest
- Select how many results you want to display on each page in the **Per-Page** field.

- Choose the **CAT** field to select the category you want to search in, such as **Cars**, **General Spare Parts**, or other categories.
- Select the **List ID** field if you want to search for a specific list number.
- Select the **ID1** field if you want to filter the results using an additional ID option.
- Enable **Activate apply to all** if you want the selected settings to be applied to all results.
- Click **Submit** to display the search results.
- Click **Add** to create a new list.
- Click **Add Batch** to add multiple lists at the same time.
- Click **Reset** to clear all filters and start a new search.

Add List

- Enter **Name** in the text field to type the list name you want to create.
- Click **Add** to save the new list and add it to the system.
- Click **Reset** to clear the entered text and start again.
- Click **Close** to close the window without saving any changes.

Add Batch

Enter **Repeat** to choose how many rows you want to create for item entry.

Fill in the required item details in each row such as:

- **Name** – Item name
- **Code** – Item code or part number

- **Name AR** – Arabic name
 - **Name PT** – Additional language name
 - **Name FR** – French name
 - **Purchase Price** – Cost price of the item
 - **Selling Price** – Sales price of the item
 - **Production Year** – Manufacturing year
 - **Model Year** – Model year of the item
- Use the multiple rows provided to enter several items at the same time.
 - Click **Add** to save all entered items to the system.
 - Click **Close** to close the window without saving changes.

The screenshot shows a software window with a light blue header and a close button (X) in the top right corner. Below the header is a 'Repeat' section with a dropdown menu currently set to '5'. Below this is a table with 9 columns: NAME, CODE, NAME AR, NAME PT, NAME FR, PURCHASE PRICE, SELLING PRICE, PRODUCTION YEAR, and MODEL YEAR. The first row of the table is highlighted with a red border. Below the table is a blue bar with the word 'Add' in the center. To the right of the 'Add' bar is a 'Close' button with a red 'X' icon. Red arrows point to the 'Repeat' dropdown, the 'Add' button, and the 'Close' button.

Search Results

- Choose the **Search Field** to select the type of data you want to search by (for example: L ID).
- Select the **Search Condition** such as Equal to define how the search will work.
- Enter the value in **Query** to search for a specific record (for example: 19427).
- Choose **Order Field** to define how the results will be sorted.
- Select **Order** to choose the sorting direction (Ascending or Descending).
- Set **Per-Page** to define how many records will appear on one page.
- Select **CAT** to filter the category of lists (for example: Cars).
- Click **Submit** to display the matching results.
- Click **Add** to create a new list record.
- Click **Add Batch** to add multiple records at the same time.
- Click **Reset** to clear all search fields and start again.
- Review the displayed result details such as **L ID, Type, Category, Name, Code, Taxes, Purchase Price, and Selling Price**.
- You can edit the values directly in the row if needed.
- Click **Update Selected** to save the changes made to the selected row.
- Click **Clear Selection** to remove the current selected row.

Search Lists

Search Field

L ID

Search condition

(Equal)

Query

19427

Order Field

L ID

Order

(Descending)

Per Page

100

CAT

T - Cars

L ID

ID1

Activate apply to all

☐

Submit

Add

Add Batch

Reset

Lists - Cars

L ID	TYPE	CAT	ID1	ID2	NAME	NAME AR	NAME PT	NAME FR	CODE	ORDER	PURCHASE TAX	SALES TAX	PURCHASE PRICE	SELLING PRICE	PRODUCT
19427	Purchase List	Cars	0	0	SUZUKI - CIAZ 1.5L GLX 4AT	SUZUKI - CIAZ 1.5L GL	SUZUKI - CIAZ 1.5L GL	SUZUKI - CIAZ 1.5L GL	SUZ1.5L	0	UA (0%) Value Added Tax (14%) Industrial Tax - Sales (5.5) No TAX	UA (0%) Value Added Tax (14%) Industrial Tax - Sales (5.5) No TAX	0.000000	0.000000	

Update Selected

Clear Selection