# upland Ultriva

# Ultriva 8.0 and Above Manually Releasing Cards Reference Guide

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#### Navigating to Releasing a Card(s)

*Important – If Ultriva is integrated with the ERP system, check with your Ultriva Administrator to make sure that manually releasing a card will not create integration failures.* 

Quick Tip – There are multiple choices to select from when "Releasing" the order. The list is below. Choose the one that best fits the need for the user.

Home (Default) Actions/ Release Buyer Queue Buyer Status

Click on the link below for detailed instructions on releasing cards from the "Home" screen



Click on the link below for detailed instructions on releasing cards from the "Actions" screen

Released Cards Actions Screen

Click on the link below for detailed instructions on releasing cards from the "Buyer Queue" screen

Released\_Cards\_Buyer\_Queue

Click on the link below for detailed instructions on releasing cards from the "Buyer Status"

screen

Released Cards Buyer Status

#### Release Cards - Home (Default) Screen

*Important – If Ultriva is integrated with the ERP system, check with your Ultriva Administrator to make sure that manually releasing a card will not create integration failures.* 

#### Select the "Plant or Workcenter"

≡	upland Ultriva	Ultriva Demo		<b>♀</b> ♡ ?	🕕 ultriva user 🔻
â	Buyer Home 🗸	Business Unit:	Plant One Applicati	ion: Application (Plant)	- T 🗖
	Inventory Health (Items - Stock Out Risk)	Alerts	Plant Ellanef Manufacturing	mendations	Î
		You have no new alerts	Finished Goods Warehouse	1	I
5=	370 88 541		Global Manufacturing Firm		
<u>100.001</u>	Items Items Items		, Plant One 📮	. 0	U
	High Medium Low		Ram Jack	Expedite	Cancel
iii			3PL		
ţ	Order Tracking		Aisin Assembly Line 1		
			Aisin Pain line		MONTHLY
⊞	13 692 3396 846		BAWA		ods
مالم			Create Spike Order	Analyze Ma	iterial Status

From the "Home" (Default) screen, in the My Routines field, click on "Release Cards"

≡	upland Ultriva	Ultriva Demo	🔍 💛 🕐 🌔 ultriva user 🕶
â	Buyer Home -	Business Unit: Plant One	✓ Application: Application (Plant) ✓ ▼ ☑
M	Inventory Health (Items - Stock Out Risk)	Alerts	MRP Order Recommendations
-		You have no new alerts	
2	<b>369 87 542</b>		
	Items Items		
ш	High   Medium   Low		Defer Expedite Cancel
Ŕ	Order Tracking		My Routines
·			DAILY MONTHLY
⊞	22 682 966 836		Release Orders Receive Goods
ŵ			Create Spike Order Analyze Material Status
	Awaiting <u>Acknowledged</u> due due Approval for Shipping for Receipts		Approve Virtual Kanban View Receipts Due

If this is the first time viewing this screen, select the "Supplier" and click on the "Go" button.

Release Items List				T Filters 👻	👁 Views 👻	🔒 Print	🕑 Export	0	~
Supplier ABC Inc. (AB345678) x	Cards All	Show Items List	Category All	RYG ↓ All	•				
Filter By Select Operator	▼ Enter Value	Tx	Go 🕨 🔶						

Quick Tip – If the selections are not what was intended to be released you can change the "Filter". The "Filter" allows the user to select specific criteria for the action they are performing. If the Filter is changed, click on the "Go" button.

Click on the link below for detailed instructions on how to change the "Filter"



Click on the part number to advance to the "Release Cards" list, or click on a line item and the line will highlight. If you highlighted the line, click on the "Show Cards" button

Release Items List			Tilters 👻		🔒 Print 🛛 🔀 Exp	ort 🕜 😤
Supplier Ca	rds Show Il v Items List	Category	▼ RYG	·		
Filter By	Enter Value	• ▶				
				_		E Show Cards
Sorted by: Item						1 to 1 of 1
RYG Item	Description	n			Total Cards	Total Qty
0125 004200	Emerson T	est			1	1,000
						E Show Cards

Q

Quick Tip – If an item has more than one supplier, "Auto Assign" will be an option under the "Suppler" column. If left on "Auto Assign, Ultriva will automatically calculate and release the card(s) to the appropriate supplier based on the supplier percentages entered in the supplier set up. If preferred, the supplier can be selected by clicking on the dropdown arrow in the supplier field and choosing the supplier.

Click in the selection box at the column heading to select all cards or select the cards individually. A checkmark will appear. Click on the "Release" button.

Relea	ise C	ards List 🔻								🔒 Print 🛛 🖸 Export	• 😧
Find Card ID		#4 #4					-	Release	C Attach Notes	+ Back To Items	≓ Change Filter
Sorted by:	ltem, La	ast Received									1 to 3 of 3
		Card ID 1	Item 1	Description 1	Cycle No ↑	Qty On Card	Card Qty	Location Code 1	Last Received	1 Supplier	1
		KCDF4URCNABB	0125 004200	Emerson Test	2	1000	1000			Auto Assig	in
~		KCDL6BYCNAZZ	0125 004200	Emerson Test	1	1000	0			Auto Assig	n 🗸
◆⊠	✓	KCDMA6PCNA7R	0125 004200	Emerson Test	0	1000	1000 (	Dock	12/02/2019	Auto Assig	n 🗸 🗸
								Release	Attach Notes	← Back To Items	≓ Change Filter

elease Cards Result	s				How do I?
				«   Back To Items	«   Back To Cards
llowing cards were successful	2				
Card ID	Item	Card Qty	Description		
			-		
KCD4NZWCNADH	242424	100	Released To A&G Machining.		
KCD4NZWCNADH KCD4NZXCNABT	242424 242424	100	Released To A&G Machining. Released To LJM Machining Supplies.		
KCD4NZWCNADH KCD4NZXCNABT KCD4P39CNAWA	242424 242424 242424	100 100 100	Released To A&G Machining. Released To LJM Machining Supplies. Released To A&G Machining.		

#### **Release Cards – Actions Screen**

*Important – If Ultriva is integrated with the ERP system, check with your Ultriva Administrator to make sure that manually releasing a card will not create integration failures.* 

#### Select the "Plant or Workcenter"

≡	upland Ultriva	Ultriva Demo	🖌 🔍 🕐 🕐 🕕 ultriva user 🕶
â	Buyer Home -	Business Unit: Plant One 🔻	Application: Application (Plant) 🔹 🍸 🔯
	Inventory Health (Items - Stock Out Risk)	Plant           Alerts         Ellanef Manufacturing	mendations
		You have no new alerts Finished Goods Warehouse	
52	<b>370 88 541</b>	Global Manufacturing Firm	
	Items Items Items	Plant One	4 0 0
	High Medium Low	kam jack	Expedite Cancel
iii		3PL	_
¢.	Order Tracking	Aisin Assembly Line 1	
		Aisin Pain line	MONTHLY
⊞	13 692 3396 846	BAWA	Receive Goods
~~~		Creat	e Spike Order Analyze Material Status

#### Click on "Actions"



#### Click on "Release"

Actions							8	
✓ Buyer	Actions						÷	Í
ť	Release Manually release Cards that have been consumed. Depending on how the system is set up a Card will be considered consumed when the box/bin is either opened or emptied	¥	Recall If you accidentally marked a Card as consumed. You can undo that transaction here	Ø	Approve Supplier Reschedule Request Approve supplier reschedule requested Cards. You will see a list of all Cards waiting for Approval and you can select the ones to approve	Return Material Return material to stores		

If this is the first time viewing this screen, select the "Supplier" and click on the "Go" button.

Release Items List				▼ Filters ▼		🔒 Print 🛛 🕝 Export	≈ 3
Supplier (ABC Inc. (AB345678) x)	Cards All	Show Items List	Category	▼ RYG	•		
Filter By	or  The Enter Value	• <b>T</b> x •	Go +				

0

Quick Tip – If the selections are not what was intended to be released you can change the "Filter". The "Filter" allows the user to select specific criteria for the action they are performing. If the Filter is changed, click on the "Go" button.

Click on the link below for detailed instructions on how to change the "Filter"



Click on the "Item" number and the line will highlight. Click on the "Show Cards" button.

Release Items List					▼ Filters ▼		🔒 Print	🕑 Expo	rt 🕜	~
Supplier ABC Inc. (AB345678) ×	Cards All	Show Items Lit	st 🗸	Category All	RYG All	•				
Filter By Select Operator	▼ Enter Value		Go 🕨							
						_	_		🔠 Show (	Cards
Sorted by: Item									1 to 1	1 of 1
RYG Item			Description				Tota	al Cards	т	otal Qt
0125 004200			Emerson Test					1		1,00
									E Show (	Cards

0

Quick Tip – If an item has more than one supplier, "Auto Assign" will be an option under the "Suppler" column. If left on "Auto Assign, Ultriva will automatically calculate and release the card(s) to the appropriate supplier based on the supplier percentages entered in the supplier set up. If preferred, the supplier can be selected by clicking on the dropdown arrow in the supplier field and choosing the supplier. Click in the selection box at the column heading to select all cards or select the cards individually. A checkmark will appear. Click on the "Release" button.

Rele	ase C	ards List 🔻							🔒 Print 🛛 🔀 Expor	t 🕜
Find Card I	D	M 14						telease 🛛 Attach Notes	+ Back To Items	≓ Change Filter
Sorted by	t Item, I	ast Received								1 to 3 of 3
		Card ID 1	ltem ↑	Description 1	Cycle No ↑	Qty On Card	Card Qty Location	Code 1 Last Received	d † Supplier	1
	<b>~</b>	KCDF4URCNABB	0125 004200	Emerson Test	2	1000	1000	-	Auto Assi	gn
~	-	KCDL6BYCNAZZ	0125 004200	Emerson Test	1	1000	0	-	Auto Assi	gn 🗸 🗸
◆⊠		KCDMA6PCNA7R	0125 004200	Emerson Test	0	1000	1000 Dock	12/02/2019	Auto Assi	gn 🗸 🗸
							D R	telease 🛛 Attach Notes	+ Back To Items	≓ Change Filter

Release Cards Results							
	/		«   Back To Items «   Back To Cards				
llowing cards were successful	-						
Card ID	Item	Card Qty	Description				
KCD4NZWCNADH	242424	100	Released To A&G Machining.				
KCD4NZXCNABT	242424	100	Released To LJM Machining Supplies.				
KCD4P39CNAWA	242424	100	Released To A&G Machining.				
KCD4P5VCNADX	242424	100	Released To LJM Machining Supplies.				

# **Release Cards - Buyer Queue**

# Important – If Ultriva is integrated with the ERP system, check with your Ultriva Administrator to make sure that manually releasing a card will not create integration failures.

#### Select the "Plant or Workcenter"

≡	upland Ultriva	Ultriva Demo	🖌 🗸 💟 🕐 ultriva user 🔻
â	Buyer Home 🕶	Business Unit: Plant One	✓ Application: Application (Plant) ✓ ▼ ☑
	Inventory Health (Items - Stock Out Risk)	Alerts	mendations
M		Ellanet Manufacturing	3 bourse
5=		rou nave no new alerts Global Manufacturing	g Firm
head	Items Items Items	Plant One	<b>#</b> 0 0
10 million	High Medium Low	Ram Jack	Expedite Cancel
Til		Workcenter	
₽.	Order Tracking	3PL Aisin Assembly Line 1	
Ċ,		Aisin Pain line	MONTHLY
⊞	13 692 3396 846	BAWA	▼ Receive Goods
ata.	3350 040		Create Spike Order Analyze Material Status

#### Click on "Actions"

≡	upland Ultriva	Ultriva Demo	🔍 🖤 🕐 🕕 ultriva user 👻
Â	Buyer Home 🗸	Business Unit: Plant One 👻	Application: Application (Plant) 👻 🍸 🔯
~	Inventory Health (Items - Stock Out Risk)	Alerts	Order Recommendations
		You have no new alerts	
	37088541ItemsItemsItems		0 0 0
Actions	High Medium Low		Defer Expedite Cancel
ш			
ţ	Order Tracking	My	Routines
m			DAILY MONTHLY
ш	13 692 3396 846	Releas	e Orders Receive Goods
ŝ	Orders Orders Not yet Orders past Orders past Awaiting Arknowledged due due	t Appro	ve Virtual Kanban View Receipts Due

#### Click on "Buyer Queue"

≡	upland Ultriva	Ultriva Demo	🔍 💟 🕐 🅕 ultriva user 🔹
â	Admin > N> Home > Actions	Business Unit: Plant One	Application: Application (Plant)
	Actions	Adjust Inventory Print PO	PO Grouping
PV9	Approve Orders located at the receiving dock. You will see a list of Orders that	Transfer Inventory. You will see a list of all on hand Orders where it can be	PO Grouping
; <u> </u>	are in the receiving dock and you can select the ones to approve	Transferred to different location all together	
hunt	Put Away	Issue Inventory Containerize Shipments	Set Expiry Date
hand	Deliver Orders to their respective location. You will see a list of Orders that are waiting for delivery and you can	Issue Inventory. You will see a list of all Containerize Orders on hand Orders where it can be Issued in small lost a location	Update expiry date for the Orders with existing expiry date
á	select the ones to deliver		
Ż	Buyer Queue	Virtual Kanban Approve	Accounts Payable
4	Shows distribution of Order States for each Item	Approve Virtual Kanban Orders. You will see a list of all Orders waiting for Virtual Kanban Approval and you can select the	Accounts Payable
⊞		ones to approve and place the order	
53x			Ad hoc Receipts
~~~			

In the "On Hand" column, click on the number of cards "On Hand"

Bu	iyer Queu	ie ltem	s List														<b>T</b> Filte	ers 👻 🔒 Print 🕻	Export	? ≈
Supp	plier I Suppliers 🗙		s i	how All Items X	)		Cat Al	tegory		•	RYG			•	Produ All	ict Line:	Con	nmodity Code:		
Filte	er By	•	elect Oper	ator	▼E	nter Value		T×	Go	•										
Sorted	i by: Item																Viewinį	g 11 to 20 of 633 🖣 Pa	ge 2 🔻	of 64 🕨
RYG î	Item ↑	On H	and	Relea	sed	In Pro	cess	At Ship	Hub	In Tran	sit	Received A	t Dock	On Hand Suppli	d At er	Other	S	Description 1		Total Cards
		Cards	Qty	Cards	Qty	Cards	Qty	Cards	Qty	Cards	Qty	Cards	Qty	Cards	Qty	Cards	Qty			
	00809602	21	2,838	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0	PRZEGUB AC2600		21
	00810554	8	1,261	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0	PRZEGUB AC 2300		8
	0125 004200	0	0	0	0	0	0	31	31,000	0	0	0	0	0	0	0	0.0	Emerson Test		56
	10011025	13	14,869	0	0	1	1,152	0	0	0	0	0	0	0	0	0	0.0	TRIPOD GI1700		14
	10013021	2	1,949	0	0	2	1,009	0	0	0	0	0	0	0	0	0	0.0	TRIPOD GI2300		4

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Quick Tip – If an item has more than one supplier, "Auto Assign" will be an option under the "Suppler" column. If left on "Auto Assign, Ultriva will automatically calculate and release the card(s) to the appropriate supplier based on the supplier percentages entered in the supplier set up. If preferred, the supplier can be selected by clicking on the dropdown arrow in the supplier field and choosing the supplier.

Click in the selection box at the column heading to select all cards or select the cards individually. A checkmark will appear. Click on the "Release" button.

Relea	ise C	ards List 🔻							Views	Print	Export	0
Find Card ID		約 略					-	Release	Attach Notes	🗲 Back To	items ≓ C	hange Filter
Sorted by:	ltem, La	ast Received										1 to 3 of 3
		Card ID 1	Item ↑	Description 1	Cycle No ↑	Qty On Card	Card Qty	Location Code 1	Last Recei	ved î	Supplier	Ļ
	<b>~</b>	KCDF4URCNABB	0125 004200	Emerson Test	2	1000	1000		-		Auto Assign	· ·
~	<b>~</b>	KCDL6BYCNAZZ	0125 004200	Emerson Test	1	1000	0				Auto Assign	~
◆⊠	<b>~</b>	KCDMA6PCNA7R	0125 004200	Emerson Test	0	1000	1000	Dock	12/02/20	9	Auto Assign	~
								Release	Attach Notes	🗲 Back To	ltems ≓ 0	hange Filter

Release Cards Results				(2) How do I?
Following cards were successful				«   Back To Buyer Queue
Card ID	Item	Card Qty	Description	
KCD4NGCCNANN	24680	100	Released To A&G Machining.	
KCD4NMFCNAJ9	24680	100	Released To A&G Machining.	
KCD4NMGCNAD4	24680	100	Released To A&G Machining.	
KCD4NG9CNAME	24680	100	Released To A&G Machining.	

# **Release Cards - Buyer Status**

# Important – If Ultriva is integrated with the ERP system, check with your Ultriva Administrator to make sure that manually releasing a card will not create integration failures.

#### Select the "Plant or Workcenter"

≡	upland Ultriva	Ultriva Demo	🖌 🗸 🗘 🕐 🕐 🕕 ultriva user 🕶
â	Buyer Home 🗸	Business Unit: Plant One	✓ Application: Application (Plant) ✓ ▼ ☑
	Inventory Health (Items - Stock Out Risk)	Alerts	mendations
M		Ellanef Manufactur	ing
52		You have no new alerts Global Manufactur	ing Firm
	11 Items Items Items	Plant One	<b>#</b> 0 0
In mi	High Medium Low	Ram Jack	Expedite Cancel
á		Workcenter	
	Order Tracking	3PL	
ţ)		Aisin Assembly Lin	
⊞		Alsin Pain line BAWA	MONTHLY
~~~~	13 692 3396 846		Receive Goods      Create Spike Order Analyze Material Status

#### Click on "Reports"

≡	upland Ultriva	Ultriva Demo	🔍 💛 🕐 🌔 ultriva user 🔫
â	Buyer Home 🗸	Business Unit: Plant One	✓ Application: Application (Plant) ✓ ▼ 1
	Inventory Health (Items - Stock Out Risk)	Alerts	MRP Order Recommendations
5=	368 87 543	You have no new alerts	
<u>100001</u> [10001]	Items         Items           High         Medium         Low		Defer Expedite Cancel
iii -	<b>—</b>		
Reports	Order Tracking		My Routines
E	22 682 966 836		DAILY MONTHLY Release Orders Receive Goods
ŝ	Orders Not yet Awaiting Approval Acknowledged for Shipping for Receipts		Create Spike Order Analyze Material Status Approve Virtual Kanban View Receipts Due

#### Click on "Buyer Status"

Reports			0
Buyer Reports  Buyer Status  Shows distribution of Card for each Item	Supplier On-Time Track Supplier on time shipment/Receipt performance	OnHand Inventory View Inventory Status Report	Audit On Hand Summary View Audit On Hand Summary Report

Click on the "Supplier" field and Press on the spacebar or start to type the supplier name and a list of the suppliers will appear. Select the "Supplier".

Category All	RYG	Pro ▼ A	oduct Line:	Commodity All	Code:
lue <b>Tx</b>	Go ►				
	lue Tx :	lue Tx ; Go ▶	lue Tx ; Go ▶	lue Tx ; Go ▶	ue Tx ; Go ▶

Click on the dropdown arrow in the "Filter By" field. Click on a "selection" In this example we will select "Item"

Buyer Status Repo	rt			
Supplier ABC Inc. (AB345678) ×	Show All Items x	Category All	RYG	Product Line: Commodity Code: ↓ All ↓ All ↓
Item	Select Operator 💌 Enter V	/alue	Go →	
Description	·			

**Click** on the **dropdown arrow** in the "**Select Operator**" field. **Click** on a "**selection**" *In this example we will select "Equal To"* 

Βı	iyer Status Rep	ort															🔒 Print 🛛 🔀 Ex	port	) ≈
Sup	plier AA Inc (VC1234) 🗙	Show All Items ×	_	/		ategory All			•	RYG All				Pro ▼ A	oduct II	Line: Commod	ity Code:		
lter	n 💌	Equal To	Ent	er Value			T× .	Go 🔸											
Sorteo	i by: Item	Greater Than Or Equal To														Viewir	ng 1 to 5 of 9 ∮ Page	1 • 0	of 2 🕨
RYG 1	ltem ↑	Lesser Than Lesser Than Or Equal To Starts With Contains	d	In Proc	ess	At Ship	Hub	In Tra	nsit	Receive Doc	d At	On Han Suppl	id At ier	Other	s	Description 1	Supplier Item No. ↑	Min Order Cards ↑	Total Cards
		Ends With Not Starts With	Qty	Cards	Qty	Cards	Qty	Cards	Qty	Cards	Qty	Cards	Qty	Cards	Qty				
	0125 004200	Not Contains	0	0	0	0	0	0	0	0	0	0	0	0	0.0	Emerson Test	0125 004200	0	23
	ULT-001-0454-00	Not Ends With Is Empty	0	0	0	0	0	0	0	0	0	0	0	0	0.0	Quest Main Bearing	ULT-001-0454-00S	5	15
	ULT-001-0454-00 -1	Is Not Empty	0	0	0	0	0	0	0	0	0	0	0	0	0.0	Quest Main Bearing	ULT-001-0454-00 -1	13	18

**Enter** a value in the "Enter Value" field. Click on the "Go" button. In this example we selected Item/Equal To so the value to be entered is the item number for the Item to be released.

Buyer Status I	Report				🔒 Print
Supplier AAA Inc (VC1234) X	Show All Items x	Category All	RYG All	Product Line: Commodity C	lode: V
Item	▼ Equal To ▼	ULT-001-0454-00			

The "Buyer Status Report" appears. In the On Hand column, click on the number of cards "On Hand"

В	uyer Status	Repor	t															e	Print	Export	8	*
Su (	pplier AAA Inc (VC1234) 🗙		Sh	ow All Items 🗙				Category All			•	RYG All			-	Product All	Line:	Commodity Cod	de: ¥			
lt	em	▼ Ec	qual To		▼ u	ILT-001-045	4-00		×	Go 🕨												
Sort	ed by: Item																				1 to 1	l of 1
RYG	ltem	On Ha	and	Release	ed	in Proc	ess	At Ship	Hub		nsit	Receive Doc	d At k	On Han Suppl	d At ler	Other	rs ]	Description	Supplie	r Item No.	Min Order Cards	Total Cards
		Cards	Qty	Cards	Qty	Cards	Qty	Cards	Qty	Cards	Qty	Cards	Qty	Cards	Qty	Cards	Qty					
	ULT-001-0454-00	15	2,740	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0	Quest Main Bearing	ULT-001	1-0454-005	5	15

Quick Tip – If an item has more than one supplier, "Auto Assign" will be an option under the "Suppler" column. If left on "Auto Assign, Ultriva will automatically calculate and release the card(s) to the appropriate supplier based on the supplier percentages entered in the supplier set up. If preferred, the supplier can be selected by clicking on the dropdown arrow in the supplier field and choosing the supplier.

Click in the selection box at the column heading to select all cards or select the cards individually. A checkmark will appear. Click on the "Release" button.

Relea	ise C	ards List 🔻							Views •	🔒 Print	Export	0
Find Card ID		#4 #4					-	► Release	Attach Notes	+ Back To	ltems	hange Filter
Sorted by:	ltem, L	ast Received										1 to 3 of 3
		Card ID	ltem ↑	Description 1	Cycle No ↑	Qty On Card	Card Qty	Location Code 1	Last Receive	dî	Supplier	
		KCDF4URCNABB	0125 004200	Emerson Test	2	1000	1000				Auto Assign	~
~	<b>~</b>	KCDL6BYCNAZZ	0125 004200	Emerson Test	1	1000	0				Auto Assign	~
◆⊠		KCDMA6PCNA7R	0125 004200	Emerson Test	0	1000	1000	Dock	12/02/2019		Auto Assign	~
								D Release	Attach Notes	🗲 Back To	ltems 🛛 ≓ C	hange Filter

elease Cards Results				<ul> <li>How of the second se</li></ul>
	/			«   Back To Buyer Sta
blowing cards were successful				
Card ID	Item	Са	rd Qty Description	
KCD4MVHCNAAB	24680		50 Released To A&G I	Machining.
	24680		50 Released To ASC	Mashining
KCD4MVKCNAR9	24000		50 Released TO A&G I	Machining.
KCD4MVKCNAR9 KCD4MV7CNAG5	24680		50 Released To A&G	Machining.

#### **Release Cards Filter**

Quick Tip – Further filtering can be performed if you are looking for specific data on the items. All "Filtering" in Ultriva is optional. When all changes have been made to the "Filter", click on the "Go" button for the changes to take effect. If the parts are not appearing on the Release screen, it is best to double check the filters input first and make the necessary changes.

To **further filter** for **specific data**, **click** on the "**Supplier**" field and **Press** on the **spacebar** or start to **type the supplier name** and a **list** of the **suppliers will appear**. **Select** the "**Supplier**". *In this example we will filter for a specific item from a supplier*.

R	elease Items List			▼ Filters 👻	👁 Views 👻	🔒 Print 🛛 🖸	Export	? ≈
Su A	All	Show	Category	RYG ↓ All	•			
Fin A	BC (nc. (AB345678) Operator   Ent BD (65432) BE (98765)	er Value	• •				🔙 Sho	w Cards
So /	CME, Ltd. (4311) CMED (22111)				Viewing 1 to 1	10 of 229 ◀ Page	1 •	of 23 🕨
RYG	ttem ↑	Description 1				Total Cards		Total Qty 🕆
	00801908Z02	KOSZYK AC2000				1		3,400
	00801940	KOSZYK AC2600				1		2,300
	00804065Z01	KORPUS PRZEGUBU AC2000				8	5	1,319
	00804385	TRIPOD				1		61

*If Applicable*: Click on the drop-down arrows to make the remaining selections. *The Cards, Show, Category and RYG should remain as they are below for our example.* 

Release Item	s List			T Filters 🖵	👁 Views 👻 🗧	Print 🕑 Export 💡 😤
Supplier AAA Inc (VC1234) x	Cards	Show Items List	Category All	RYG All	•	
Filter By	Select Operator     Enter Value	<b>Tx</b> :	Go 🔸			
Find Item	M M					E Show Cards



**Click** on the **dropdown arrow** in the "**Filter By**" field and a **drop down list appears**. **Click** on a **selection**. *In this example we will select "Item"*.

Release Items	List			▼ Filters ◄	👁 Views 👻 🔒 Pr	int 📝 Export 🔞 😤
Supplier AAA Inc (VC1234) x	Cards	Show Items List	Category	▼ I AII	•	
Filter By	Select Operator	Tx	Go 🔸			
Fin Last Received	På #\$					E Show Cards
Commodity Code Title					Viewing 1 to 10 of 229	9 ◀ Page 1 ▼ of 23 ▶

**Click** on the **dropdown arrow** in the "**Select Operator**" field and a **drop down list appears**. **Click** on a **selection**. *In this example we will select "Equal To"*.

R	elease Items	Lis	t					T Filters 👻	👁 Views 🤜	🔒 Print	🛃 Export	0	*
Su	pplier AAA Inc (VC1234) 🗙		Cards		Show Items Li	ist 🗸	Category All	RYG		•			
lte	em	•	Select Operator	Ent	ter Value	Go 🕨							
Find I	tem	ĝ	Not Equal To Greater Than - Greater Than Or Equal To								E Sł	how Cards	3
Sorte	ed by: Item		Lesser Than Lesser Than Or Equal To Starts With						Viewing 1	o 10 of 229 ┥	Page 1	▼ of 23	
RYG	î ltem î		Contains Ends With		Description 1					Total Car	rds ↑	Total Qt	<b>y</b> î
	00801908Z02		Not Starts With		KOSZYK AC2000						1	3,4	400
	00801940		Not Contains Not Ends With		KOSZYK AC2600						1	2,3	300
	00804065Z01		Is Empty		KORPUS PRZEGUBU AC20	100					8	1,3	319
	00804385		Is Not Empty	]	TRIPOD						1		61

**Enter** a value in the "Enter Value" field. Click on the "Go" button. In this example we selected *Item/Equal To so the value to be entered is the item number*.

Release Item	s List				T Filters 👻	👁 Views 👻 🖡	🔒 Print 🛛 🔀 Export	? ≈
Supplier AAA Inc (VC1234) x		Cards All	Show Items List	Category	RYG ↓ All	•		
ltem	▼ Equal To	ULT-00	01-0454-00	Go +				
Find Item	#4 #4						🔙 Sho	ow Cards

# The information appears for the "Filter" ran for the specific item number.

Release Items List				T	Filters 👻		🔒 Print	🛃 Ехро	ort 🕜	*
Supplier AAA Inc (VC1234) 🗙	Cards All	Show Items List 🗸 🗸	Category All	RYG		•				
Item 💌 Equal To	▼ ULT-001-0454-00	Tx Go +								
									🔠 Show (	Cards
Sorted by: Item									1 to 1	1 of 1
RYG Item		Description					Tota	l Cards	т	otal Qty
ULT-001-0454-00		Quest Main Bearing						15		2,740
									E Show (	Cards

Important – If for some reason the output does not match what you are looking for, recheck the input in the filter and make the necessary changes. Remember to click on the "Go" button for the changes to take effect.

Click on a link below to *navigate back* to the release screen.

