

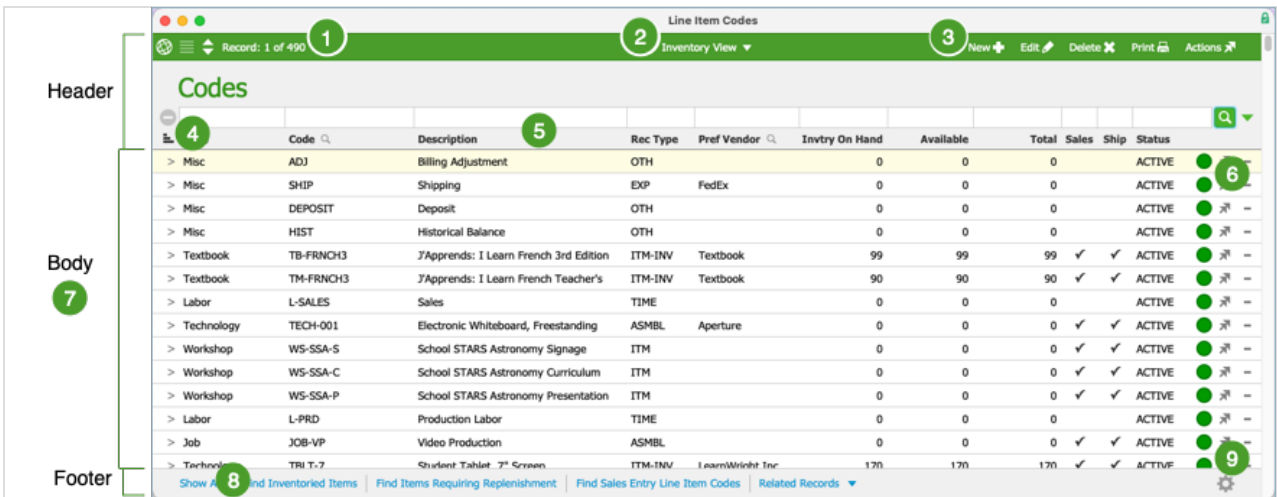
Overview of the List View

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This guide provides an overview of the aACE list view. It is intended for beginning users.

The list view is typically the first screen you see when launching a module. It helps you locate and work with records. Shown below is the Line Item Codes (LICs) module. In other modules, the list view presents similar features.

List View Overview





Header Section

1. Record Navigation

The Record Indicator displays the number of records currently listed. Click the record numbers to display a prompt that moves focus to a specific record in the list.

This section also provides navigation options to move between records:






	aACE Main Menu	Displays the aACE Main Menu in front of all other aACE windows.
	Recorder Seeker	Navigates between records shown on the list view.

2. View Selector


Certain modules allow you to view different layouts. Each layout displays information focused on a particular task or need. For example, on the LICs module, you can switch between the Inventory View and the Costs and Prices View.

3. Record Management Options

Most modules provide functionality for creating, editing, deleting, and printing records.

	New	Displays the detail view with blank fields to create a new record.
	Edit	Shows list view edit options.
	Delete	Prompts the user to delete all records shown in the list view that are in Pending status.
	Print	Displays print options specific to the current records.
	Actions	Shows action options specific to the current records. These options will affect all records in the list. For example, on the LICs module, you can send out a notice about the LICs in the list; activate or deactivate the LICs; generate purchase orders, production orders, or transfer shipments for the listed LICs; or import and export the records in the list.

4. Sort Options




Clicking the Sort Options icon () displays additional ways you can organize records currently in the list. These options go beyond the column sorting available in the body section (see below). For example, on the LICs module, you can sort by Department; Volume Discount Summary; Volume Commission Summary; Revenue, Cost, and Inventory Accounts; and Task Group.

In addition, you can display the Advanced Sort popup. This allows you to create customized instructions for how the current records are ordered.

5. Quick Search Bar

You can search for specific records in a module [using the Quick Search bar](#)




(<https://aace6.knowledgeowl.com/help/using-the-quick-search-bar>).

	Clear	Removes all criteria from the search fields.
	Search	Searches for the criteria specified in the column search fields.
	Search Options	<p>Displays additional searching options.</p> <p>For example, on the LICs module, you can add new search results to the current list, search among the current results, omit certain records from the current list, find specific records, or display the advanced search (https://aace6.knowledgeowl.com/help/understanding-advanced-search-functionality) screen.</p>

Body Section

6. Line-Level Controls

These controls only affect a single record.

	Go-To Arrow	Displays the detail view for that record.
	Record Status	<p>Presents a quick visual of each record's status.</p> <p>For example, line item codes can be Pending, Active, or Inactive.</p>
	Line-Level Actions	<p>Lists additional functionality options for an individual record.</p> <p>For example, in the LICs module, you can view logs for a specific LIC, activate or deactivate it, duplicate it, or run the inventory replenishment processes for it.</p>

-	Omit	Removes a record from the list; does <i>not</i> delete the record from your system.
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7. Body

The body shows records that match the current search criteria. Most modules apply a default query that displays certain records when the module opens. For example, on the LICs module, the default search is to show all Active records.

You can [sort the list](https://aace6.knowledgeowl.com/help/sorting-records-in-list-view) by clicking a column header (e.g. Company Name). Click the header one time to sort in ascending order. Click a second time to sort in descending order.


To view [details about a specific record](https://aace6.knowledgeowl.com/help/overview-of-the-detail-view) in the list, click the Go-to icon (>) for that record.

Footer Section

8. Quick Search Links

These links are quick shortcuts to execute frequently used queries. The Quick Search Links focus on data relevant to the specific module. For example, on the LICs module, you can show all LICs in all record statuses, find inventoried LICs, find inventoried LICs that need to have POs created to maintain inventory levels, and find LICs that can be used on sales orders. You can also quickly find records related to the currently displayed LICs by using the Related Records links.

9. Admin Actions

Users who are included in a [user group](https://aace6.knowledgeowl.com/help/overview-of-user-groups) that grants admin access to a specific module will be able to see the Admin Actions icon () on that module. This feature provides advanced functionality relevant to the records currently in the list. For example, on the LICs module, the Admin Actions menu allows you to update the [task group](https://aace6.knowledgeowl.com/help/creating-task-groups) or [department](https://aace6.knowledgeowl.com/help/setting-up-departments) for the list; update the [revenue, cost, or inventory accounts](https://aace6.knowledgeowl.com/help/importing-and-setting-up-your-chart-of-accounts); set or remove [preferred](#)

[vendors](https://aace6.knowledgeowl.com/help/assigning-a-preferred-vendor-to-a-line-item-code) (<https://aace6.knowledgeowl.com/help/assigning-a-preferred-vendor-to-a-line-item-code>); and many other options.
