



# Overview of Selectors

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This guide reviews the selector feature in aACE modules. It is intended for general users.

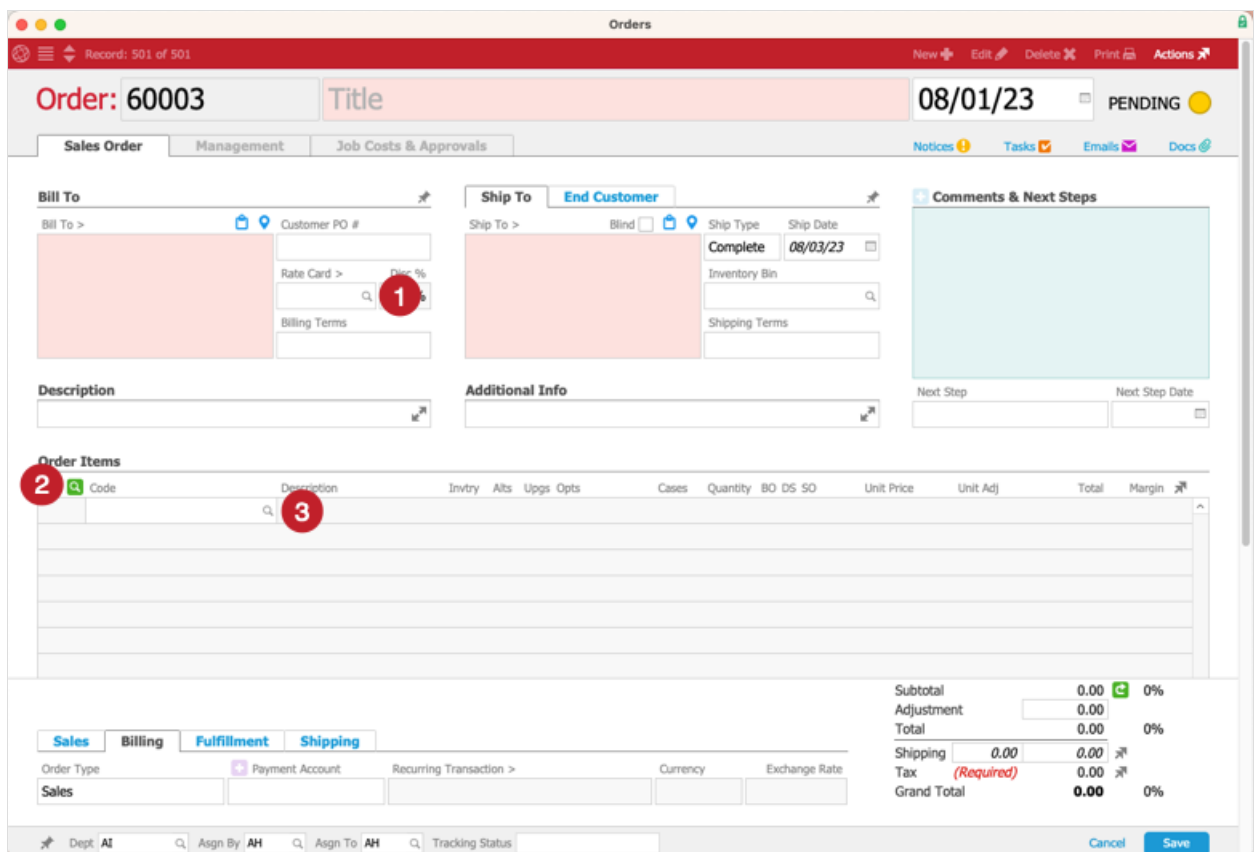
Selectors are popup screens that provide increased efficiency for locating other records and linking them to a given record. You can open selectors by clicking search icons. You can open two different types of selectors, based on the icon you click:

- Single-selector (  ) – Allows you to locate and add a single item.
- Multi-selector (  ) – Allows you to locate and add multiple items to a record. (Note: Multi-selector icons are colored to match the header of the module. This example is from the Orders module.)

Selector functionality is consistent across all aACE modules. This guide uses the Orders module as an example.

## Selector Icons

The detail view of a sales order shows selectors for three uses:



### 1. Field-Specific Single-Selector

Click the selector icon in the Rate Card (or other) field to specify a single record for that field.

### 2. List-Level Multi-Selector

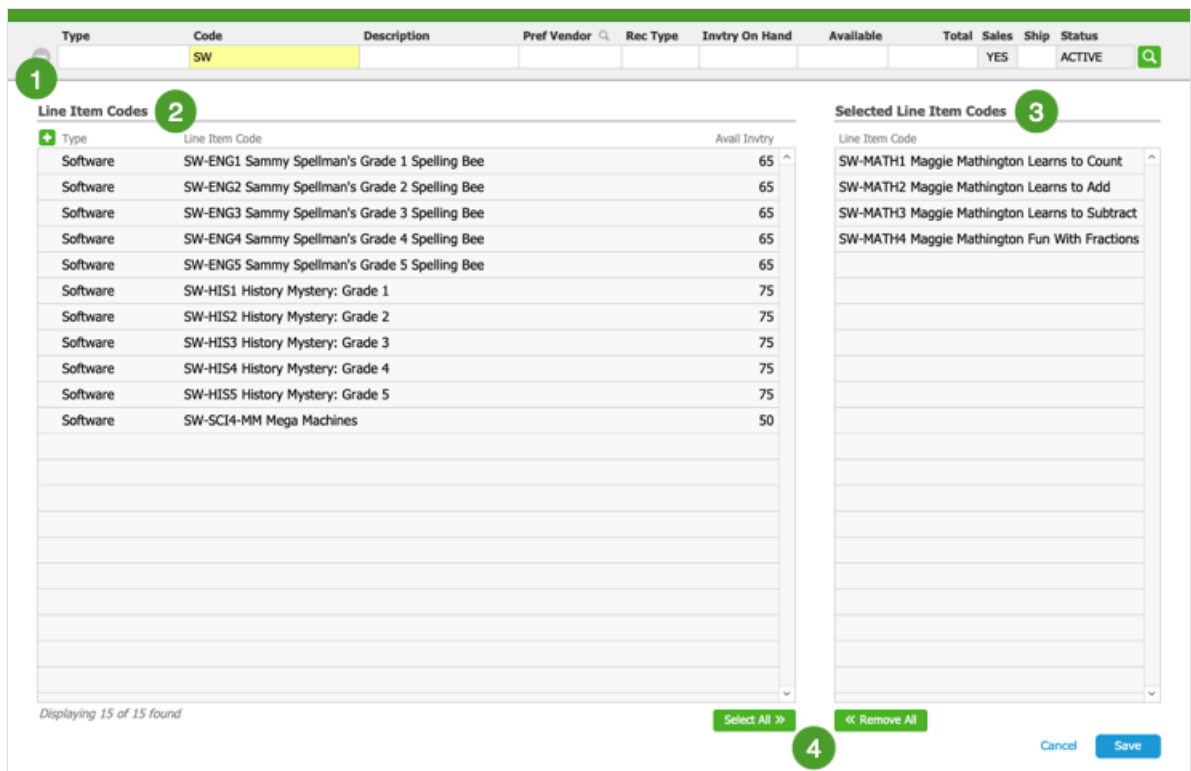
Click the selector icon above a list portal to open a multi-selector. This allows you to search for and specify multiple items for the list. The items you specify will populate each line with related data.

### 3. Item-Level Single-Selector

Item-level search icons are typically found within list portals (e.g. the Order Items list). When you open a selector from a list-level icon, the item you specify will populate the line with related data.

## Selector Features

The data presented in a selector is specific to the field or list where the selector icon is located. For example, clicking the Order Items list-level search icon displays a selector populated with Order Item LICs:



### 1. Quick Search Bar

The Quick Search Bar in a selector window functions the same as the [Quick Search](https://aace6.knowledgeowl.com/help/using-the-quick-search-bar) (<https://aace6.knowledgeowl.com/help/using-the-quick-search-bar>) bar in the list view. Note: You *cannot* change the provided criteria in grayed-out search fields.

## **2. Records List**

Displays a list of available records (e.g. LIC records). You can modify this list using the Quick Search bar. You can select records in this list to add to the record you are working on.

## **3. Selected Line Item Codes List**

When you click a record in the records list, aACE moves it to this list. When you click Save, the records you gather here are added to the record you are working on.

## **4. Select All / Remove All**

The Select All button transfers all the records currently displayed in the records list to the selected records list. The Remove All button transfers all selected records back to the starting list.

Note: If you use the Select All button on a single-item selector window (i.e. field-specific or item-level), aACE displays a message reminding you that you can only select a single item.

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