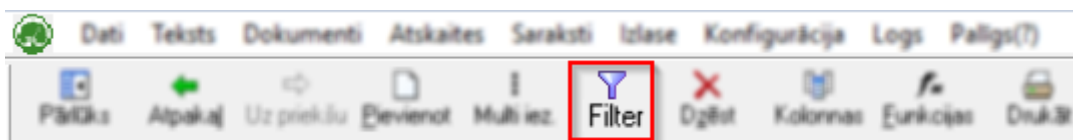


Filter

Almost all sections of OZOLS have the possibility to set a **Filter** for selecting the data you need. The **Filter** is located in the toolbar.



If all records are not displayed when opening one of the OZOLZ TMS sections, make sure that one of the filters has not been **turned on from the previous use**.

- To find a document by number, it is enough to enter **the last two digits of the number**.
- **% sign** in front of the entry enables search for partial number or name.
- To select **several order numbers**, enter them in the "Search number(s)" field, **separated by a comma**.
- A **checkmark** ☒ turns on the specific filter

A screenshot of the 'Client orders' dialog box. The dialog box has a title bar with a green icon and a close button. It contains several sections of filter settings. The 'Search' checkbox is checked and highlighted with a red box, with the search criteria '%ND3393' entered in the adjacent text field. Other filter settings include 'Search No.(s)' with '%10,8', 'General status' with 'Not delivered', 'Status' with 'Delayed payment', 'Outgoing invoice' with 'No invoice', 'Cargo manager' with 'Demo', 'Client' with an empty field, 'Carrier' with an empty field, 'Sender' with an empty field, 'Load, addr, postal code' with an empty field, 'Direction' with 'Export', 'ADR' with an empty field, 'Warnings' with an empty field, 'Date' with 'order' and 'Current and Previous Month', 'Trip type' with 'Own Trip', and 'In list show first' with '10 k records'. There are also checkboxes for 'Transport type', 'Errors in data', 'Incoming invoice', 'Client manager', 'Consignee', 'Deliv. addr, post. code', 'Temp. regime', 'Canceled orders', and 'POD'. The dialog box has 'Prepare' and 'Cancel' buttons at the bottom right.

The additional Search function built into the filter on the right side of window allows you to enter additional search criteria. More about search options [here](#).

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