

Quick Order Search

Quick Order Search By Customer

- open the “Sales Screen”
- click the yellow folder to open the “Order Search” screen
- immediately type your customer's name and hit Enter
 - if your order does not show up, make sure all the relevant checkboxes are selected
- then hit Tab - the cursor will move to the 'Quick Order Number Search' field
- hit Tab again - the cursor will move to the first entry in the grid with the 'Doc Number' selected
- now type the order number (FastManager will drill-down to the number you type)
- hit Enter to open the order

[order_search_by_customer.mp4](#)



Of course you can also double-click on the desired order to open it

Quick Order Search by Order Number

- open the “Sales Screen”
- click the yellow folder to open the “Order Search” screen
- hit Tab once to move the cursor into the “Quick Order Number Search” field
- type the number you're after and hit Enter
 - any other filter options will be ignored
- now you can double-click on the search result in the grid at the bottom

[quick_order_number_search.mp4](#)

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