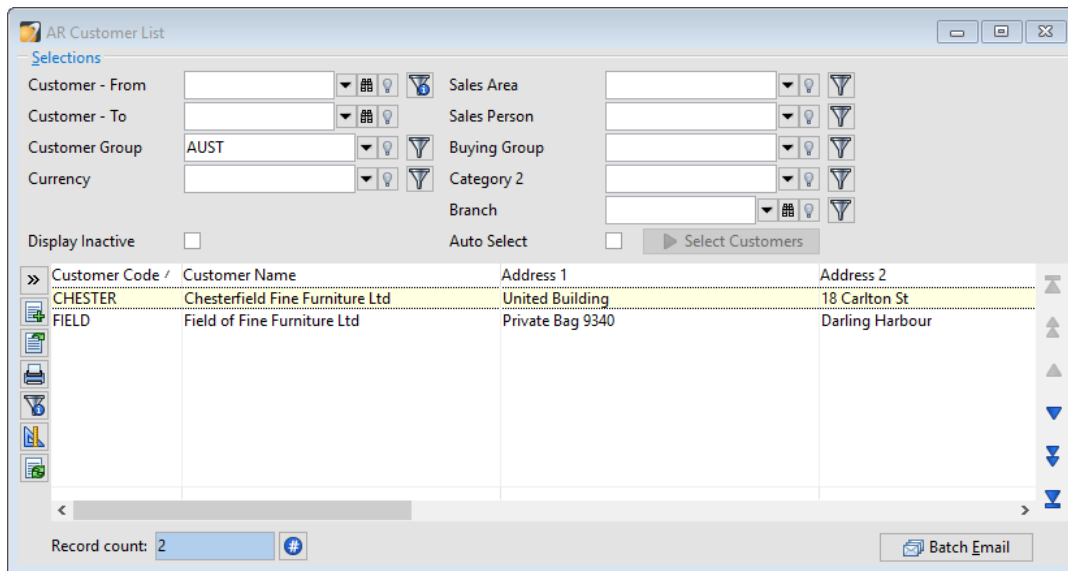


## Tips & Tricks

### How many records are in my list?

If you are using the Lists to search for records, did you know you can press a button that tells you how many records turned up in your search, without having to print the report to find out?

For example, let's say you were using the Customer List to find out how many Customers meet certain criteria. Make your selections and apply any filters, then click Select Customers. If the records found can all be seen inside the window, the number of records will display in the Record Count field as shown in the example below.

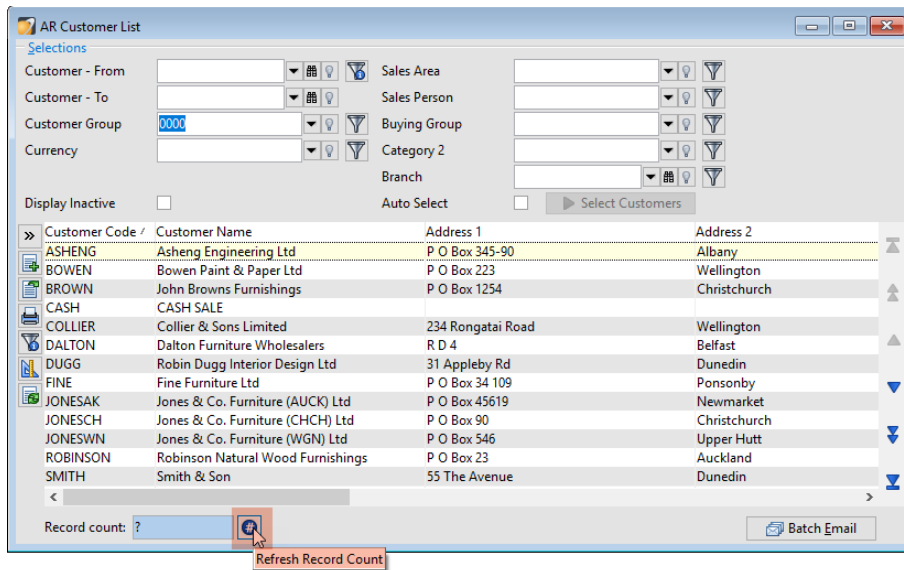


The screenshot shows the 'AR Customer List' window. It features a 'Selections' section with various filters: Customer - From, Customer - To, Customer Group (set to 'AUST'), Currency, Sales Area, Sales Person, Buying Group, Category 2, and Branch. There are also checkboxes for 'Display Inactive' and 'Auto Select', and a 'Select Customers' button. Below the filters is a table with the following data:

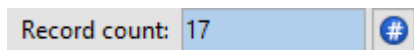
| Customer Code | Customer Name                   | Address 1        | Address 2       |
|---------------|---------------------------------|------------------|-----------------|
| CHESTER       | Chesterfield Fine Furniture Ltd | United Building  | 18 Carlton St   |
| FIELD         | Field of Fine Furniture Ltd     | Private Bag 9340 | Darling Harbour |

At the bottom left, the 'Record count' is displayed as 2. At the bottom right, there is a 'Batch Email' button.

However, if the Record Count shows a "?" because you can't see all the records in the window, you can click the **Refresh Record Count** button.



The Record Count field will display the number of Records found.



The reason the Record Count is not populated automatically is that it would reduce performance times if it was calculated with every search.