

Filtering Product Requests

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The grid of Product Requests defaults to empty but can be filtered and populated with requests that have not been deleted.

At the bottom of the *Product Request* grid, filters can be used as follows:

The screenshot shows a filter panel with the following elements:

- Date range:** Three radio buttons: No Filter, Date, Requested Date. The Date and Requested Date options have Start and End date pickers set to 03/14/2022.
- Request #:** A text input field.
- Status:** A dropdown menu.
- Requesting Location:** A dropdown menu with 'All' selected and a 'Select' button.
- Requested Warehouse:** A dropdown menu with 'All' selected and a 'Select' button.
- Products:** A dropdown menu with 'All' selected and a 'Prod. Class.' button.
- Buttons:** 'Load Set', 'Save Set', 'Apply', and 'Calculate Available To Deliver' (checkbox).

- **Date Range** – Options here are *No Filter*, *Date* (this is the date the request was entered), or *Requested Date* (this is the date the location needs the product).
- **Request #** – Enter a number by which to search.
- **Requesting Location and/or Requested Warehouse** – Choose **Select** to filter by one or more locations.
- **Status** – Choose from the drop-down to filter by Product Request status.
- **Products** – Select **Prod. Class** to choose a Product Classification.
- **Apply** – After filtering options are selected, choose **Apply** to populate the grid with the requests.
- **Load Set/Save Set** – For frequently used filtering, select the desired filters and choose **Save Set**. Provide a name for the Save Set and either assign to a user ID or leave *Unassigned* if anyone may use. After the **Save Set** is created, choosing **Load Set** populates the pre-selected filters and automatically populates the grid.
- **Calculate Available To Deliver** – This option defaults as unchecked and prevents the Available to Deliver calculation from being calculated unless enabled. This option is remembered with the Load Set/Save Set functionality for those wanting the Available to Deliver to be calculated every time.