



How to Use the Inventory Table Advanced Find

Advanced Find for parts is useful for searching when only partial part information is available. It can be used for part numbers, cross-reference numbers, vendors, or manufacturers and description fields alone or simultaneously.

- For a wild card search, use an asterisk (*) for unknown characters
 - For example, *54* will include any part cross-reference number that includes '54' anywhere in the number
- The hotkey combination Ctrl + D can be used as a shortcut to the Advanced Find feature

Using Advanced Find

1. Access the **Inventory Table** screen
2. Select **Edit** from the menu bar
3. Select **Advanced Find** from the drop down menu
 - i. The "Find" window will appear
4. Input search criteria in applicable fields
5. Click the Find button
 - i. **If NO records are found** that fit the search criteria, a "No Match was Found" message appears
 - ii. **If records ARE found**, an Advanced Find Results window appears
6. Click the desired record to highlight the row
7. Click Select, press **Alt + S**, or double left mouse click the desired record
 - i. The Advanced Find Results window will close and CFAWin8 will go to and highlight the selected part record in the Inventory Table list