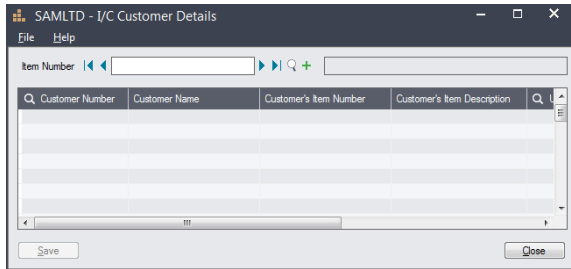


# Extended Customer Details

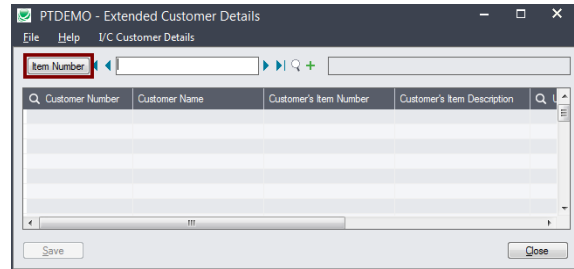
Extended Customer Details is an enhanced replacement for the Sage I/C Customer Details screen. It provides you with a SmartFinder for quick access to customer item number information.

The following screens show the extra SmartFinder Item Number button provided by the Extended Customer Details screen:

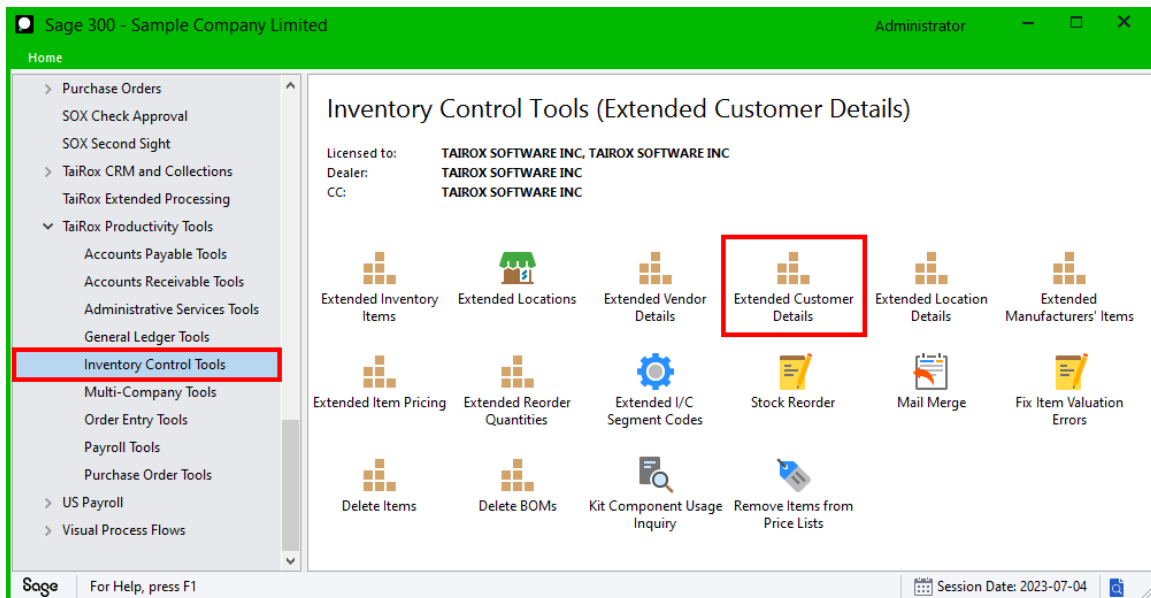
**Sage I/C Customer Details screen**



**TaiRox Extended Customer Details screen**

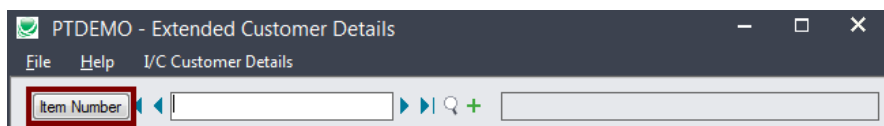


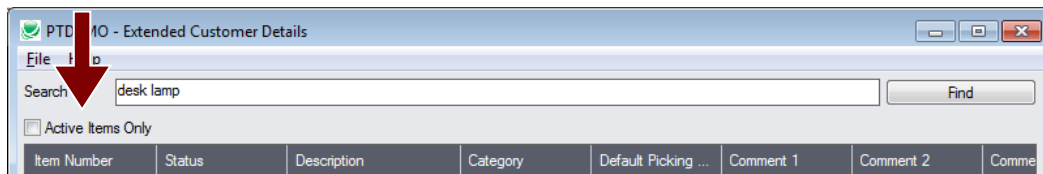
The Extended Customer Details icon appears under **TaiRox Productivity Tools > Inventory Control Tools** on the Sage 300 desktop and can be copied to other menu locations.



## Using the Item Number button to look up Customer Item Numbers

Click the Item Number button to open the SmartFinder for finding customer item numbers.





### Search:

The Item SmartFinder provides a Search field for entering search words and a selection grid with the search results.

- Enter one or more words or word fragments in the Search field to search multiple item fields.
- Click the checkbox to search for Active Items Only.
- Search returns items that contain the search string in any of the searched fields.

In the example below, “desk lamp” appears in the description for one item and in the comment field for the other item. Both items are displayed.

Item Number	Status	Description	Category	Default Picking ...	Comment 1	Comment 2	Comment 3
A1-103/0	Active	Fluorescent Desk Lamp	A1	0040	Comes with stan...	Uses a 13W min...	Maximum
A1-310/0	Active	Halogen Desk Light	A1	0041	Desk lamp with ...	Equipped with s...	Uses a

### Note:

- *All of the word fragments must be present in one of the fields being searched.*  
For example, if you searched for “desk lamp”, you will not see an item where only “desk” is in the Description field and only “lamp” is in the Comment 1 field.
- **Using multiple words in the search?** Enter "300 Main" and the search will find entries "300 Main Street" as well as "123 Main Street, Suite 300".
- **Searching for a phone number?** Enter the phone number segments separated by blanks. Enter "451 8991" and the search will find "(451) 555-8991" as well as "(408) 451-8991".

### Display:

- The top grid displays the items matching the search criteria.
- The bottom grid displays all of the Customer Item Numbers for the item you selected in the top grid.

### Selection:

- Double-click an item in the top grid to select it or click the Select button at the bottom of the form.
- The Item Number and the Customer Item Numbers will be entered in the Customer Details Form.

