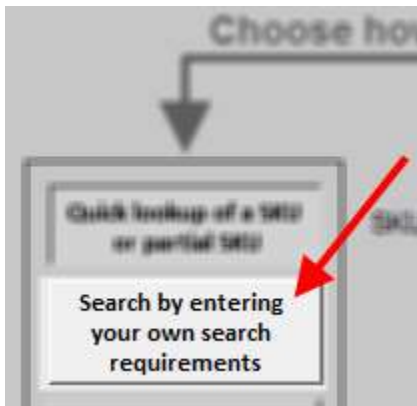


**Question:** How do I prepare inventory reports?

**(This article also applies to preparing reports of pawned items. See the note at the end.)**

**Answer:** This is done via “**Work with inventory,**” which is a very flexible tool that allows us to search for, display, and print reports about almost any group of items, using any search criteria.

From the Dazzle “Office” menu select **Work with inventory--> Items For Sale (Inventory)**. Then select the option “**Search by entering your own search requirements**”



The SEARCH screen will now appear. (see below)

A screenshot of a software window titled "Items for Sale - Search". The window has a tabbed interface with "Home", "Search requirements", and two "More Requirements" tabs. The "Search requirements" tab is active. It contains several input fields and checkboxes: "SKU:" (empty), "System No." (empty), "Active" (checked), "New" (unchecked), "Unique" (unchecked), "Consignment" (unchecked), "Status:" (set to "NOT = L"), "Date got Status:" (dropdown menu), "ItemType:" (dropdown menu), "Category:" (set to "MIG"), "Printed desc:" (empty), and "Range symbol:" (dropdown menu with example "From 7 to 9 = 7:9"). At the bottom, there is a "Show only First 250 items" checkbox, a "Search Tips" link, and a "Search" button highlighted with a red box. Other buttons include "New Search", "Save This Search", and "Close Window".

Click the **NEW SEARCH** button twice to clear everything. (On some Dazzle versions this button is labeled “Clear”)

To find the items you are looking for, enter the search requirements in the fields. For example, suppose you want a report of all guitars for sale. Enter the category code for guitars in the “**Category**” field. Assume the code for guitars is “MIG”. Notice this code has been entered in the “Category” field (see picture at left).

Also, because you want to see guitars that you currently have for sale, you should check **ACTIVE**. Any old records for guitars that have been sold will be **INACTIVE**, and won’t come up on this search.

Notice that the check boxes: “**ACTIVE**”, “**NEW**”, “**UNIQUE**” and “**CONSIGNMENT**” have three different settings. If they are checked, it means: **INCLUDE ONLY** items with this status (Active, New, etc). If they are white or clear it means: **EXCLUDE** items with this status. If they are gray it means **IGNORE** this status in the search.

Note that items on **LAYAWAY** are still considered **ACTIVE** but suppose you don't want them to be included in this search because you are looking for guitars for sale, and a layaway item is not really for sale (it has already been sold). Layaway Items have the status "**L**", so by entering "**NOT = L**" in the **STATUS** field, you will exclude layaway items. Or you could just enter "**A**" (for active), which would exclude all "**L**" items.

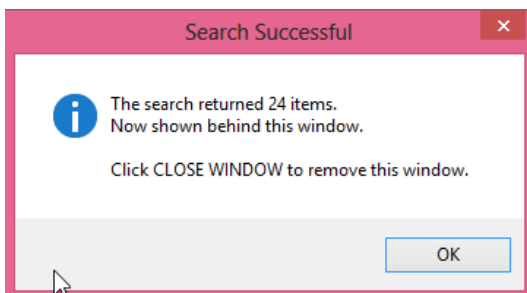
You are not limited to searching by category code of course. Any fields you choose to fill out will become a part of the search parameters. For example you could click "**More Requirements**" at the top, and then enter "**GIBSON**" in the "**Manufacturer**" field. Depending on your needs, one day you may be looking for all items from a certain manufacturer, next time perhaps all 14K gold chains, and next time perhaps all items more than 6 months old. The search possibilities of this screen are endless.

The "**Date Got Status**" field is very useful if "**Status**" is part of your search. For example if you were searching for all "**MISSING**" items, you would enter an "**M**" in the "**status**" field. But suppose you just wanted to see items that had gone missing this year ... ? Simply enter the date or dates you want in "**Date Got Status**". You can use a RANGE of dates, such as "**01/01/2015:12/31/2015**" or you can simply enter "**This Year**" (or if you prefer, "Last Year" or "This Month", or "Yesterday", etc), or you can just enter a single date such as "**02/01/2015**" to find items that went missing on that day.

*HINT: Click the "**Search Tips**" button at the bottom to learn more clever things you can do.*

If you will be repeating this search often, you can click "**Save This Search**" at the bottom. Dazzle will prompt you for a search-title, such as "**All Active Guitars**". Then next time you want to do this search, you don't have to set it all up again. Just click "**Repeat an earlier search**" on the opening screen, and choose which search-title you want to repeat.

To perform the search now, you click "Search" at the bottom right. Dazzle will retrieve your data and show the results.



Click **OK** to clear this message, then click the "**Close Window**" button to close the search screen. (On older versions of Dazzle this button is labeled "Cancel")

You can now see your spreadsheet or "grid" of all items that meet your search criteria. Notice the **TOTAL COST** and **TOTAL COUNT** at the bottom (red circle). This window is sizable, so click in the corners and drag to make it as big as you want. We can also size the columns, or re-order them. To re-order them, click once on a column heading, then click again and hold the mouse down while dragging the column left or right.

Use your RIGHT mouse button to sort and filter the rows.

items for sale

Pink rows are items in another store.  
Double-click any item for details.

SELECT	System No	SKU	Store	Source	Description	Active	Unique	New	Consign	Status	Price	Date	Qty Avail	Cost	
No	81	1300606	1	PFI	Electra Westone Electric Guitar	YES	YES	NO	NO	A	\$99.00	4/16/2014	1.00	\$35.00	1.00
No	82	1300607	1	PFI	Charvel Electric Guitar Bass W Gig Bag	YES	YES	NO	NO	A	\$200.00	4/16/2014	1.00	\$80.00	1.00
No	128	1307142	1	PFI	Kay Strat Copy Electric Guitar	YES	YES	NO	NO	A	\$55.00	5/25/2013	1.00	\$25.00	1.00
No	168	1310015	1	PFI	Alvarez AJ-60Sc/12 Acc/Elect Guitar	YES	YES	NO	NO	A	\$300.00	4/18/2014	1.00	\$150.00	1.00
No	227	1312783	1	PFI	Ibanez Gax 75 Electric Guitar/Hardcase	YES	YES	NO	NO	A	\$99.00	12/8/2013	1.00	\$50.00	1.00
No	247	1314228	1	PFI	Galvesto Strat Copy Gigbag	YES	YES	NO	NO	A	\$99.00	3/8/2014	1.00	\$50.00	1.00
No	254	1314316	1	PFI	Jay Trus Pbase Copy Electric G	YES	YES	NO	NO	A	\$250.00	1/9/2014	1.00	\$130.00	1.00
No	286	1315588	1	PFI	Martin Dc-18Gle Acoustic Guitar In Cas	YES	YES	NO	NO	A	\$350.00	4/3/2014	1.00	\$140.00	1.00
No	302	1316450	1	PFI	Fender Electric Guitar Squier	YES	YES	NO	NO	A	\$195.00	2/21/2014	1.00	\$60.00	1.00
No	308	1316731	1	PFI	Epiphone Special II Electric Guitar	YES	YES	NO	NO	A	\$200.00	2/27/2014	1.00	\$85.00	1.00
No	327	1317360	1	PFI	Epiphone Pr 160 Eb Acoustic G	YES	YES	NO	NO	A	\$145.00	3/13/2014	1.00	\$25.00	1.00
No	356	1317897	1	PFI	Dean Bass/Gigbag	YES	YES	NO	NO	A	\$39.00	3/25/2014	1.00	\$20.00	1.00
No	369	1318125	1	PFI	Fender Squire P Bass Guitar-Sq Hc	YES	YES	NO	NO	A	\$125.00	3/31/2014	1.00	\$40.00	1.00
No	379	1400109	1	PFI	Peavey Milestone Iv Bass Guita	YES	YES	NO	NO	A	\$70.00	4/7/2014	1.00	\$35.00	1.00
No	413	1400311	1	PFI	Ibanez Ibz-Lz/Lp Copy Electric	YES	YES	NO	NO	A	\$209.00	4/10/2014	1.00	\$80.00	1.00
No	427	1400462	1	PFI	Squire Strat Guitar/Gigbag	YES	YES	NO	NO	A	\$85.00	4/12/2014	1.00	\$40.00	1.00
No	502	1402370	1	PFI	Squire Bullet Strat Guitar	YES	YES	NO	NO	A	\$55.00	2/28/2014	1.00	\$20.00	1.00
No	505	1402562	1	PFI	Ibanez Tr70 Bass Guitar-WGig	YES	YES	NO	NO	A	\$75.00	3/6/2014	1.00	\$35.00	1.00
No	512	1402762	1	PFI	Tradition Strat Copy Electric	YES	YES	NO	NO	A	\$49.00	3/11/2014	1.00	\$20.00	1.00

Record: 14 of 24

Buttons: End, Edit, Select All Rows, Show only Selected, Clear All Selected, Close, Details, Admin Edit, Status Change, Add New, Re-Price, Print, enlarge

Total Cost: \$1,465.00  
Total Count: 24  
Selections: 0

Click the little triangle

Q1	Location	Printed Detail
1	UP-TB-LFT	Sort A to Z
1	UPST-RT-T	Sort Z to A
1	UPST	Clear filter from Location
1	UP-RTUND	Text Filters
1	UP/LT	<input checked="" type="checkbox"/> (Select All)
1	SKID-6	<input checked="" type="checkbox"/> (Blanks)
1	SKID-6	
1	SKID-2	

You can click the little triangle next to any column heading to sort the list on that column. You can also apply a range of different filters.

**HELPFUL HINT:** This sorting and filtering is something you can do on ANY spreadsheet in Dazzle, not just inventory.

### PRINTING YOUR REPORT

Once you have the desired items displayed on the screen, the spreadsheet of items can also be printed as a report, simply by clicking the "Print" button at the lower right of the screen.

yer	SG1A102
neck-2 S	M445006
puter	5CG3213
m-5000	AA25854

Print

A small dialog will pop up, asking if you want to print a report or print labels. Whichever you choose, a further dialog will pop up letting you set print options

Below is a sample of the printed report. Notice the BARCODES for easy scanning.

# Items for Sale: Inventory Report

Printed on: 07/09/2014

System No.	Status	Supplier	Manufacturer	Model	Serial No.	Location	Q OH	Cost per unit	Rock Bottom	Price per unit	Last Inv. date		
Barcode	Active	Category & Description	U N Size	Color	Weight	Purity	Carat Wt.	Caliber	Q Avail	Extend. Cost	Extend. Rock	Extend. Price	COUNT

Category Group: MI ---

81	A	1300606	PFI	ELECTRA	WESTONE	4051241			1.00	\$35.00	\$0.00	\$99.00	4/28/2014
	<input checked="" type="checkbox"/>	MIGE Electra Westone Electric Guitar				0	Dwt 0 k		1.00	\$35.00	\$0.00	\$99.00	0
82	A	1300607	PFI	CHARVEL		284798			1.00	\$80.00	\$0.00	\$200.00	4/28/2014
	<input checked="" type="checkbox"/>	MIGE Charvel Electric Guitar Bass W Gig Bag				0	Dwt 0 k		1.00	\$80.00	\$0.00	\$200.00	0
128	A	1307142	PFI	KAY	STRAT COP	N/A			1.00	\$25.00	\$0.00	\$55.00	4/28/2014
	<input checked="" type="checkbox"/>	MIGE Kay Strat Copy Electric Guitar				0	Dwt 0 k		1.00	\$25.00	\$0.00	\$55.00	0
168	A	1310015	PFI	ALVAREZ	AJ-60SC/12	05046133			1.00	\$150.00	\$0.00	\$300.00	4/28/2014
	<input checked="" type="checkbox"/>	MIGE Alvarez Aj-60Sc/12 Acc/Elect Guitar				0	Dwt 0 k		1.00	\$150.00	\$0.00	\$300.00	0
227	A	1312783	PFI	IBANEZ	GAX 75	011204118			1.00	\$50.00	\$0.00	\$99.00	4/28/2014
	<input checked="" type="checkbox"/>	MIGE Ibanez Gax 75 Electric Guitar/Hardcase				0	Dwt 0 k		1.00	\$50.00	\$0.00	\$99.00	0
247	A	1314228	PFI	GALVESTO	STRAT COP	NONE			1.00	\$50.00	\$0.00	\$99.00	4/28/2014
	<input checked="" type="checkbox"/>	MIGE Galvesto Strat Copy Guitar				0	Dwt 0 k		1.00	\$50.00	\$0.00	\$99.00	0

**NOTE:**

**Did You Know ...** There is also a very similar search and print procedure available for **Items in Pawn**, accessible from **Office** → **Work With Inventory** → **Items in Pawn**. Just use the same techniques you learned in this article.

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