Objects (Main Browse)

This is the main browse of object information.

Navigate to Records > Objects & choose the appropriate Object Type from the Object Type drop-down

Buttons

New: Displays options for entry of a new object:

- Single Object – Displays the screen for the entry of a new object

- Clone – Displays selected object information in the screen for entry of a new object

- Import – Allows an import of objects
    - Please contact support@sgasoftware.com for object import setup

Edit: Allows you to change information for an existing Object.

Delete: Allows you to delete a previously entered object. Once activity exists for an object, it cannot be deleted.

Transactions: Displays Object Transactions

Audit: Generates audit log for selected object

Print: Print or Print Preview the object information displayed on the screen

Reports: Options for downloading & / or printing the object information displayed on the screen

Selects

Search: Determines what to order by and search by.

Advanced Filters: Additional filters available to limit objects to be displayed

Status: Select if you wish to see all, active, or inactive objects.

View: Allows you to save your settings of which columns are displayed or hidden as well as in what order columns display.

- To hide or unhide columns click the customize columns button and check which columns are to be displayed.

- To order columns, click the customize columns button and use the Up & Down arrows to rearrange.

You can save a view by clicking the save view button. You must have appropriate permissions to save or delete views.

Rows: Allows you to choose the number of rows you would like displayed

Columns

Object: The object number, consisting of the different divisions, separated by dashes. The object# structure can be changed in object types.

Description: A brief description of what the object is. This is the description you will use when searching by object description.

Division Descriptions: Displays the descriptions for each object division.

Alias: This is an optional field used for your reference only in order to have a separate name or number for the object. If an alias is entered, the objects can be viewed in that order.

Active: A checkbox denoting whether the object is active. An object must be active for entry to be allowed. If an object is inactive, all information and history may be browsed; however entry will not be allowed.

Modify User: The user who last modified the object.

Modify Date: The date and time the object was last modified.