Informatica Gestionale.it

VIDEO TUTORIAL 3

IDEMPIERE QUICK START – WINDOW OVERVIEW

Access into Idempiere with the user and password, we use the standard login *SuperUser*

What about the window features

- **Open a generic window a learn about the features**
  - Each window has a toolbar menu on top, the first feature I want to show is the "grid toggle" Alt+T: The "grid toogle" button show all the informations by rows. In this cas I have opened a purchase order window, and I show All the rows slected inside the window.
  - Lookup record, with this record I can search the informations inside the window. I want to search all purchase order, just click on lookup and press OK without any filter… in our case we find only three rows.
  - Filter search: It's possible create one or more filter based on fields. In our case we have choosen to filter by Business Partner and we have saved the filter for the next.
  - We can create new line with the + button.
  - For coming back to the details windows, just press on the "grid toogle"
  - It's possible to "duplicate" the PO with the "Copy record button"
  - Now I just create a new order, once created the order was in draft status. For completing it we can press another button in the windows. This button enable all the process related to the order. The document action button into the windows is the same of the process button on the top of window
  - Each windows has an important features called "report". A report permit to customize the layout for presenting the information on the windows
  - I can customize the column I want to see
  - I can select the print for having an overview on what I want to print for external Bpartner (on the next lesson a quick guide for customize the layout)
  - For each window I can attach a new document,

THANK YOU!