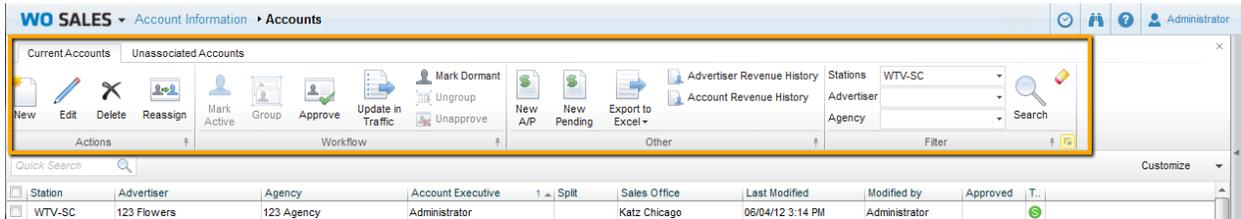
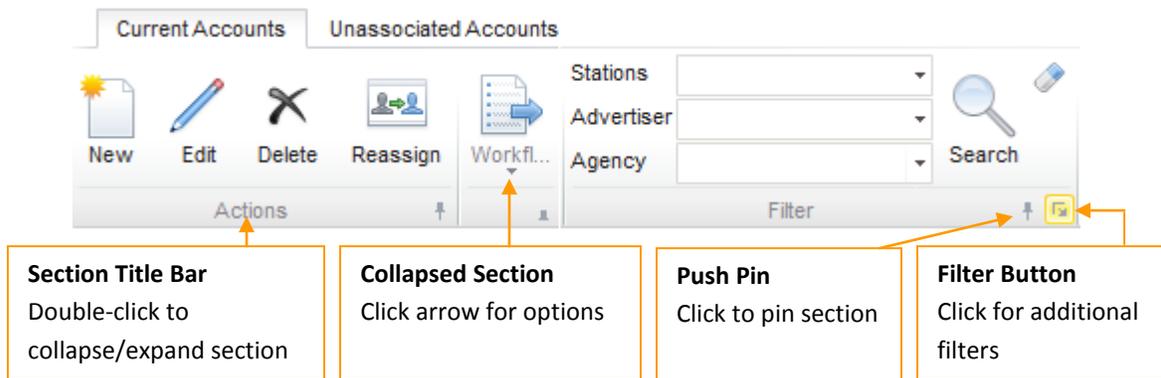


Tool Bar Ribbon

The Tool Bar Ribbon is a strip of buttons and icons located at the top of most screens.



The Ribbon is organized into a series of sections, such as *Actions*, *Other* and *Filter*, with related buttons and options. The Ribbon sections may vary from module to module, but the functionality remains consistent throughout WO Sales. The left-most section will almost always be **Actions** and the right-most will almost always be **Filter**.

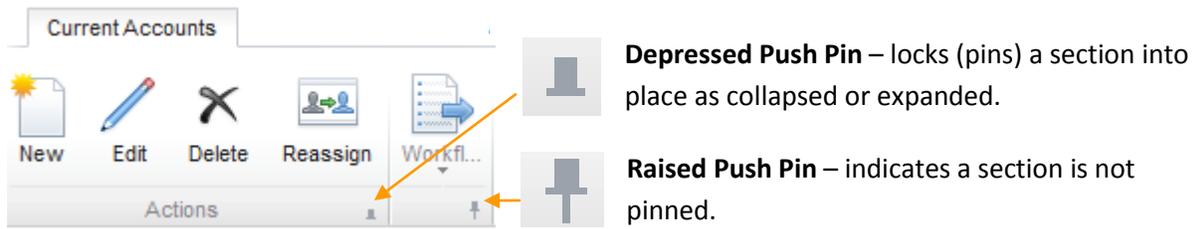


Collapsing/Expanding

The Ribbon can be collapsed and expanded when several sections are present.

- If one section is expanded, other sections may automatically collapse, unless pinned open.
- Double-click to collapse a section. Double-click on the title bar again to expand the section.
- A collapsed section will display with a small arrow under the title.

Push Pin

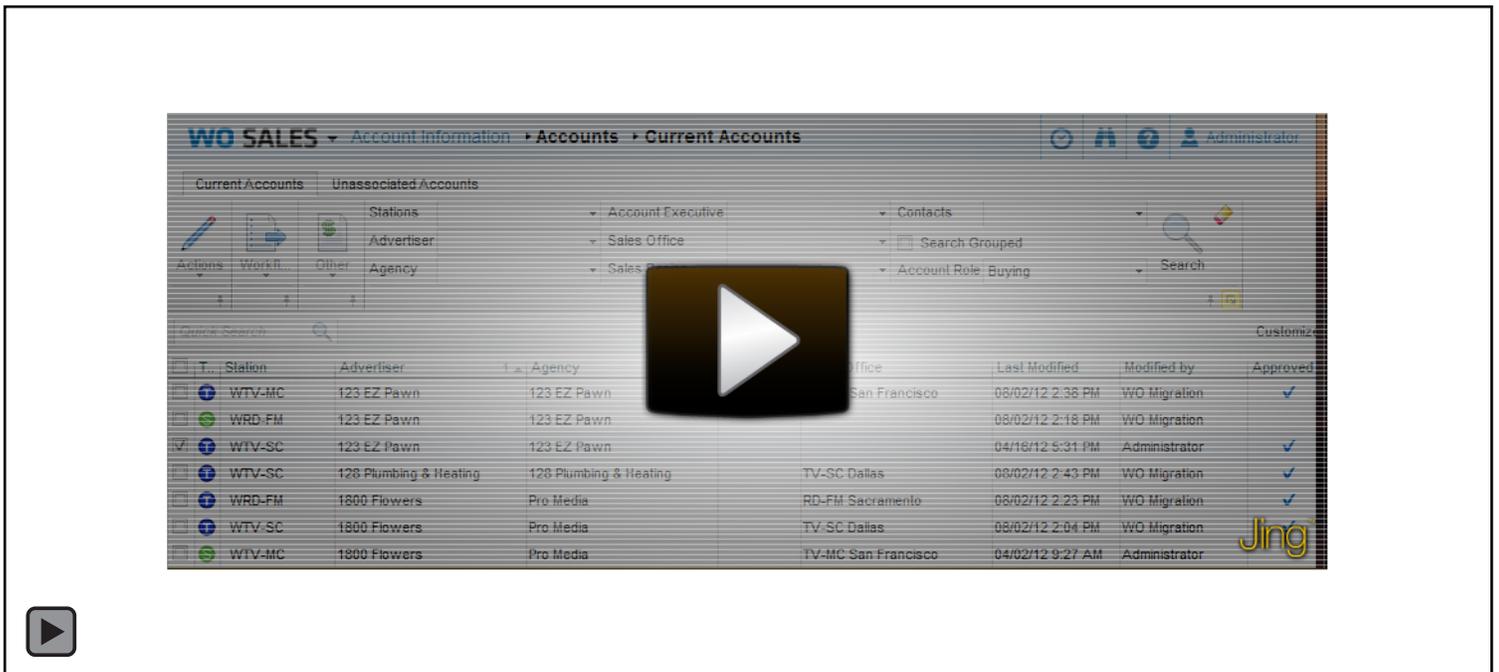


Show More Filters

- Click  to open a pop-up window with more options. Click the **X** to close the options box.
- When  is yellow, then there are selected filters in the **Show More Filters** section.

VIDEO

Ribbon features such as **Collapsing/Expanding**, **Push Pin**, and **Show More Filters** behavior can be seen in the video below. Click twice to play:



Filters

- Click  to show deleted items.
- Scroll through the list of options, or use the up and down Arrow keys on your keyboard.
- Select using the checkbox, or use the Space key on your keyboard.
- Selected items display on the right. This panel can be hidden or shown using the  and  icons.
- Click  to save filters. Or click outside of the filter window, or hit Enter on your keyboard.
- Click  to cancel without saving filters. Or hit Escape on your keyboard.

Clearing Filters & Searching

- Point your cursor at a saved filter and click  to clear the filter in one step.
- Click  to clear all filter selections.



- Click  to generate a list based on the filters selected.

VIDEO

Filter behavior can be seen in the video below. Click twice to play:

