

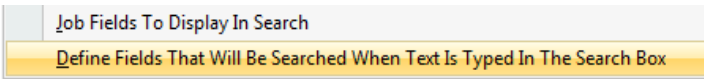
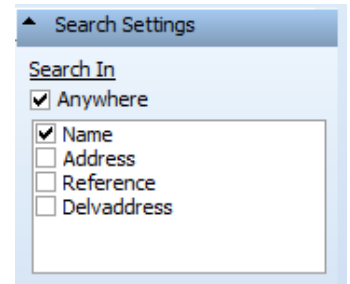


The fields used on any of the search screens can be altered to better suit your needs.

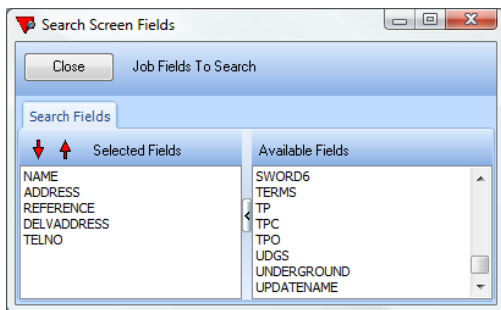
For example, the current hire **job search** screen only looks in the four fields shown for matching information.

If in addition to the Name, Address, Reference and Delivery Address, if you wanted to include the telephone number field then do the following.

Go to maintenance at the top left and select **Search Fields Define**, then the search screen you want to alter (Hire Jobs in this case) and finally Define Fields...

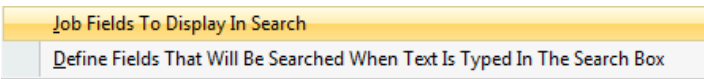


Select TELNO from the right hand list and drag it over from the right column to the left.



When you next restart all Hire you will see you have the extra search field available, tick the box and it will be used in the search.

You can also do the same for what fields are displayed on the **search results** screen by going into Maintenance, then Search Fields Define, Hire Jobs and then Job Fields to Display in Search.



For example, if I wanted to add the Delivery Date to the displayed information, I would just select STARTDATE from the right hand list and drag it over to the left. Use the red arrows to shift the position of the column.

REFERENCE	NAME	HJNETT	ADDRESS	DELVADDRESS	STARTDATE	FIRSTDATEOFUSE	LASTDATEOFUSE
HJ001027	Campbell	614.3	65 High Street Chesham Buckinghamshire	65 High Street Chesham Buckinghamshire	10/01/2019	1/01/2019	11/01/2019
HJ001425	Fabrikam Limited	1656.2	20 Meridian Close Swindon Wiltshire	20 Meridian Close Swindon Wiltshire	19/10/2018	9/10/2018	22/10/2018
TMP032010	Test Job3	0			01/04/2019	01/04/2019	01/04/2019
TMP032009	Tets Job2	0			01/04/2019	01/04/2019	01/04/2019
TMP032008	Test Job1	0			01/04/2019	01/04/2019	01/04/2019
TMP032006	Mania Oldfield	425.3	75 St Clare Meadow,Herfield,West Sussex	75 St Clare Meadow,Herfield,West Sussex	11/12/2020	1/12/2020	12/12/2020
TMP032004	Mania Oldfield	425.3	75 St Clare Meadow,Herfield,West Sussex	75 St Clare Meadow,Herfield,West Sussex	11/12/2017	1/12/2017	12/12/2017
TMP031263	ANON	50			17/01/2019	7/01/2019	17/01/2019
TMP031998	Industrial Automation	25.1	7 137-139 Hagley Road parbold nr. wigan Lancashire		19/02/2019	23/02/2019	23/02/2019
TMP031996	Gardner	2500	77 Elgar Road Southeast On Sea Essex		06/02/2019	0/02/2019	10/02/2019
HJ001011	Ingram	821.4	48 Wordsworth Avenue Flomford Essex	Dry Hire	27/12/2018	28/12/2018	28/12/2018
HJ001000	Innes	565	74 Queens Arcade Collers Wood London London	74 Queens Arcade Collers Wood London London	04/01/2019	04/01/2019	04/01/2019

