M7 Agresso Quick Guide – Desktop – Field Help (F9) and Find (F7)

Within Agresso Desktop, any transaction entry or enquiry screen can be used to display a list of available codes (also known as attribute values) by pressing F9 when the cursor is in the appropriate field,

e.g. place the cursor in an "account code" field, press F9 (Field Help) to open a search screen. In the search screen press F7 (or click the binoculars icon) to return a list of available account codes. It’s often helpful to use the grey "search" row at the top of the screen to narrow down your search criteria. If you tried to search for all workorders without entering any search criteria, Agresso would return all the workorders to which you have access and retrieval time could be very slow, therefore, we always recommend using search criteria to restrict the amount of data retrieved.

Here are some examples to illustrate this lookup method using screens familiar to most users:-

Within the results of a Browser Enquiry screen:
on the screenshot below we opened Transactions by Account, Analysis and WO, entered specific SearchCriteria then ran the enquiry to display the Results shown below.

To use Field Help and Find, on the Results Tab, place the cursor within the TT column, press F9 (Field Help) then press F7 (Find), Agresso opens an R010 screen and displays the full list of Transaction Type codes and their corresponding Descriptions:-
Here’s another example, within the same browser, on the Results Tab, place your cursor in the TS column, press F9 (Field Help), then press F7 (Find), Agresso opens an R010 screen and displays the full list of Tax Systems codes and their Descriptions:

![Agresso Results Tab example](image)

Here’s another example, some staff may have sufficient access in Agresso to view this screen:

Within a Purchase order details enquiry screen, retrieve a known Purchase Order (menu ID is PO05), look up the Supplier ID number thus:

Click on SUPPID, then press F9 (Field Help), Tab 4 times to move the cursor to the Description Column.

**Important!** Enter search criteria in the Description field, using wildcards * to help you find the name of the supplier, then press F7 (Find)

Nb. Supplier Description is UPPERCASE however the search facility is not case sensitive, therefore for example, Dell* DELL* and dell* all produce the same results, see next screenshot below:-
Similarly, in the same Purchase order details enquiry screen, click on the **Product** and use F9, F7 to enter specific search criteria in the Description field, using wildcards *, as shown below:-