



Quick Create Mode

Overview:

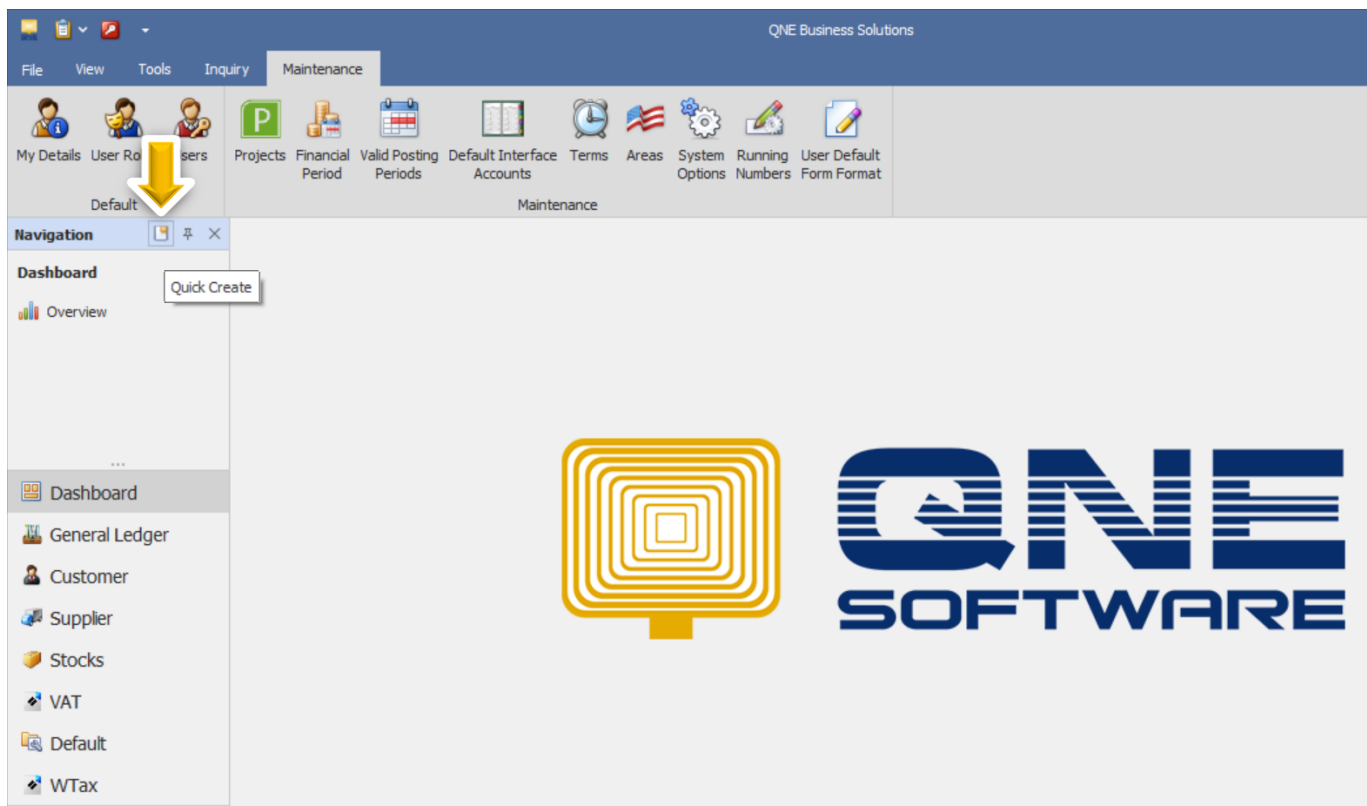
In Optimum, users may have the option to set the system to “Quick Create” mode which will allow to quickly create new record upon selection of any transaction form.

Scenario:

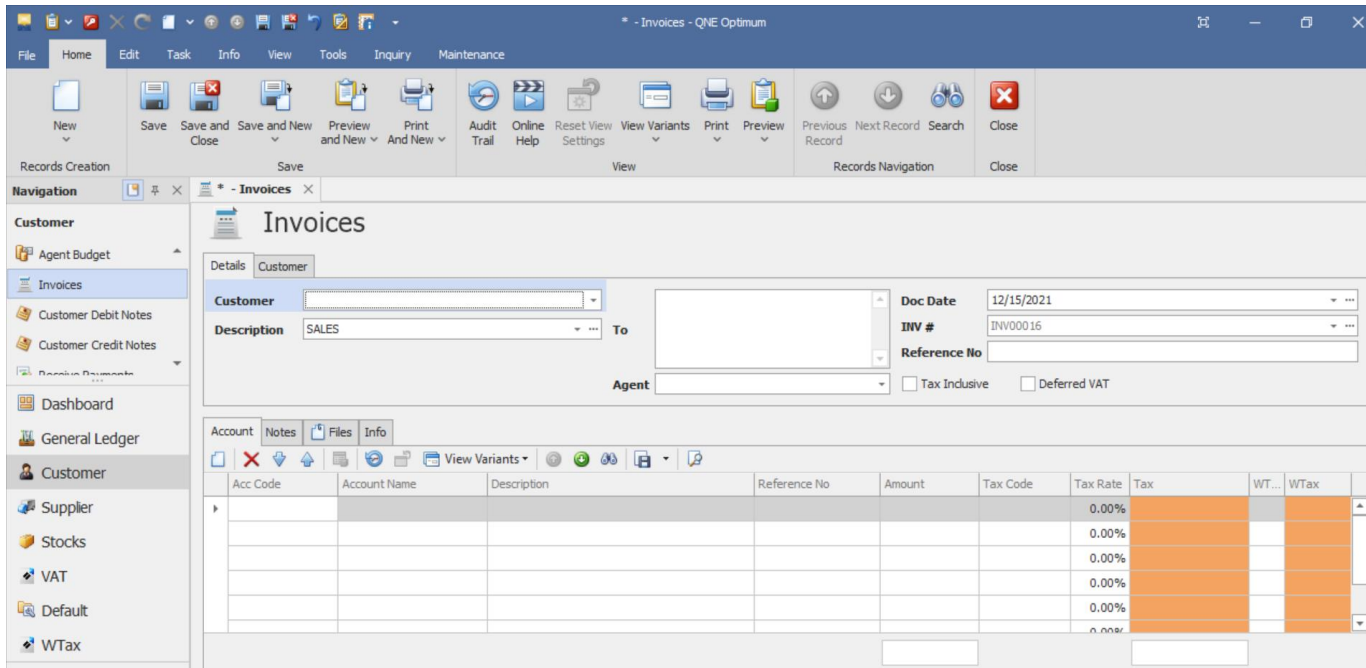
If user’s preference is to CREATE NEW transaction (e.g. Invoice) instead of having a view or list of all pre-encoded Invoices, “Quick Create” mode may be enabled.

Procedure:

In Navigation Pane, make sure that “Quick Create” button is enabled like below:

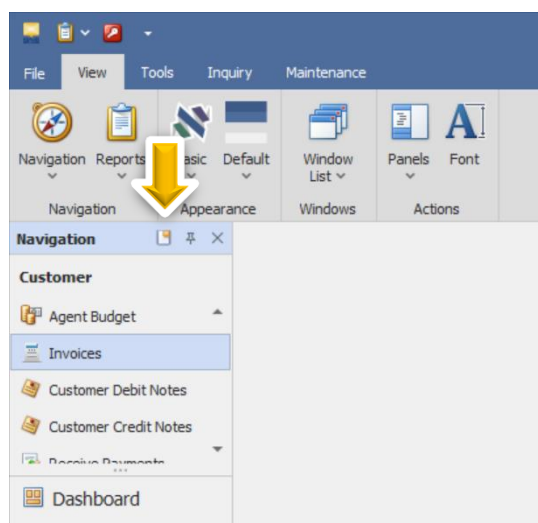


If in “Quick Create” Mode and user will try to click from any transaction in the system, it will give them a view of creating for a NEW record:

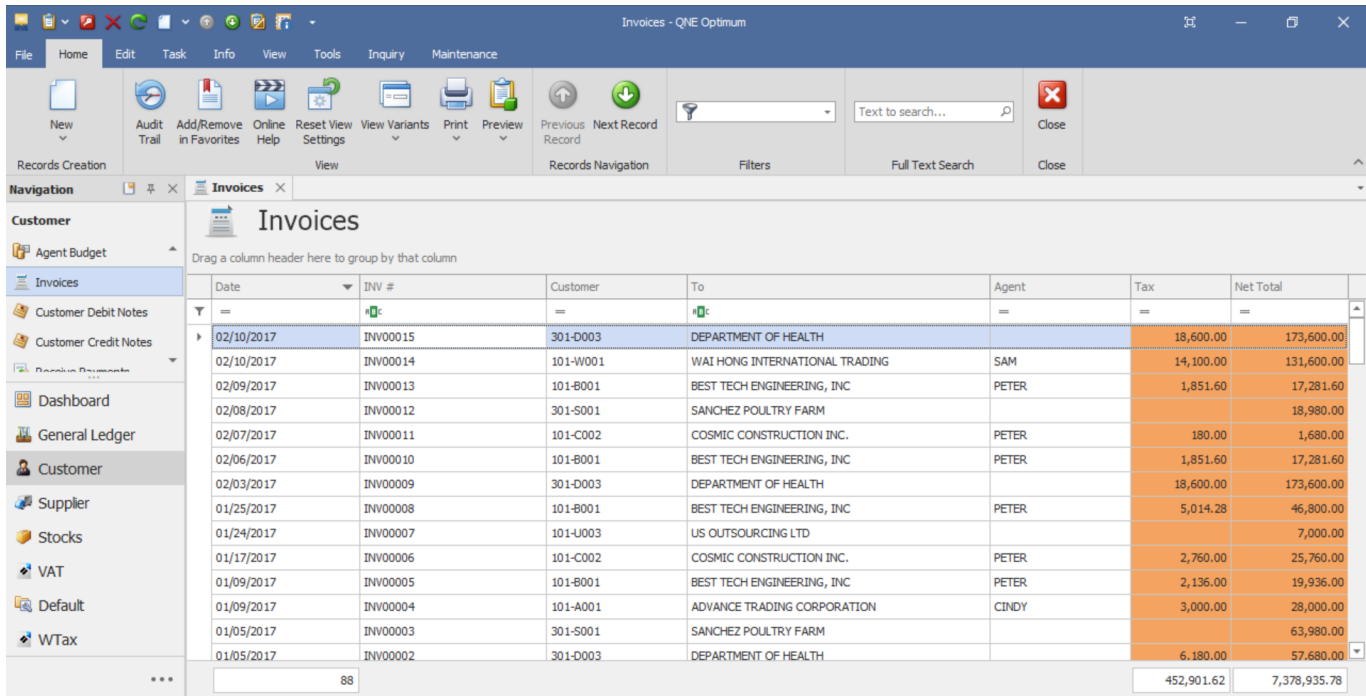


This will definitely save time especially if users frequently create NEW records and would want to direct them to this screen.

Meanwhile, if “Quick Create” button is disabled like in below:



System will be in “List View” mode, which would mean that the default view will be a list of all the existing records of the selected transaction.



The screenshot shows the 'Invoices - QNE Optimum' window. The interface includes a menu bar (File, Home, Edit, Task, Info, View, Tools, Inquiry, Maintenance), a ribbon with various icons for actions like New, Audit Trail, Add/Remove in Favorites, Online Help, Reset View Settings, View Variants, Print, Preview, Previous Record, Next Record, and a search bar. The main area displays a list of invoices with columns: Date, INV #, Customer, To, Agent, Tax, and Net Total. The list is sorted by Date in descending order. The bottom of the window shows a summary of 88 records with a total tax of 452,901.62 and a net total of 7,378,935.78.

Date	INV #	Customer	To	Agent	Tax	Net Total
02/10/2017	INV00015	301-D003	DEPARTMENT OF HEALTH		18,600.00	173,600.00
02/10/2017	INV00014	101-W001	WAI HONG INTERNATIONAL TRADING	SAM	14,100.00	131,600.00
02/09/2017	INV00013	101-B001	BEST TECH ENGINEERING, INC	PETER	1,851.60	17,281.60
02/08/2017	INV00012	301-S001	SANCHEZ POULTRY FARM			18,980.00
02/07/2017	INV00011	101-C002	COSMIC CONSTRUCTION INC.	PETER	180.00	1,680.00
02/06/2017	INV00010	101-B001	BEST TECH ENGINEERING, INC	PETER	1,851.60	17,281.60
02/03/2017	INV00009	301-D003	DEPARTMENT OF HEALTH		18,600.00	173,600.00
01/25/2017	INV00008	101-B001	BEST TECH ENGINEERING, INC	PETER	5,014.28	46,800.00
01/24/2017	INV00007	101-U003	US OUTSOURCING LTD			7,000.00
01/17/2017	INV00006	101-C002	COSMIC CONSTRUCTION INC.	PETER	2,760.00	25,760.00
01/09/2017	INV00005	101-B001	BEST TECH ENGINEERING, INC	PETER	2,136.00	19,936.00
01/09/2017	INV00004	101-A001	ADVANCE TRADING CORPORATION	CINDY	3,000.00	28,000.00
01/05/2017	INV00003	301-S001	SANCHEZ POULTRY FARM			63,980.00
01/05/2017	INV00002	301-D003	DEPARTMENT OF HEALTH		6,180.00	57,680.00
88					452,901.62	7,378,935.78

This setting will be recommended for users who prefer to be presented with the pre-encoded data and easily find any record in just a look, with fewer scrolls and clicks.

Whether “Quick Create” mode is ON or OFF depending on user’s preference, the setting will apply to all opened transaction or maintenance forms.



For further concerns regarding this matter, please contact support to assist you or create ticket thru this link <https://support.qne.com.ph>