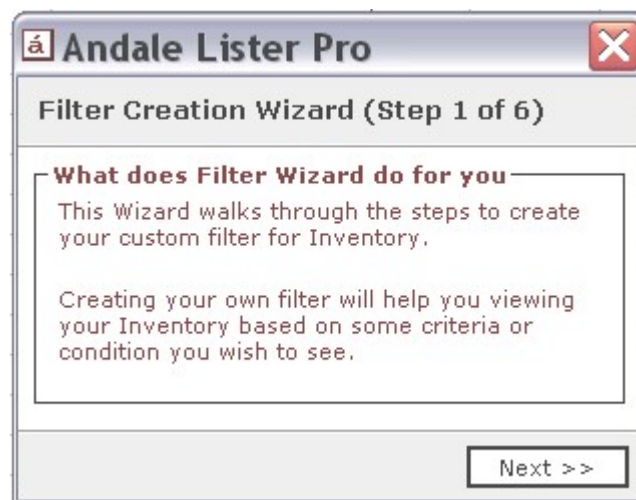


Andale Lister Pro Advanced Manual for Creating Custom Filters



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Chapter 1 : Custom Filters

Welcome to the Andale Lister Pro Manual for Custom Filters!!

This manual will take you through the step-by-step process of creating filters for your Andale Lister Pro. Filters are display screens that you create for specific data. For instance, if you wanted to have a screen that displayed only sales over \$10.00, you could create a filter that would show you only those sales. Filters are available for the Inventory and Checkout view and in this manual; we will show you how to create the filters for both f these items.

1. Creating a Custom View

Before you create your first filter, you will want to create a Custom View. The Standard Andale view should not be customized. When Andale releases new features, they will appear in the Standard View. You will want to create a Custom View so that and new features do not interfere with your custom filters.

To create a custom view, from your menu, choose View>Current View. Select the Define Views link to create a Custom View.

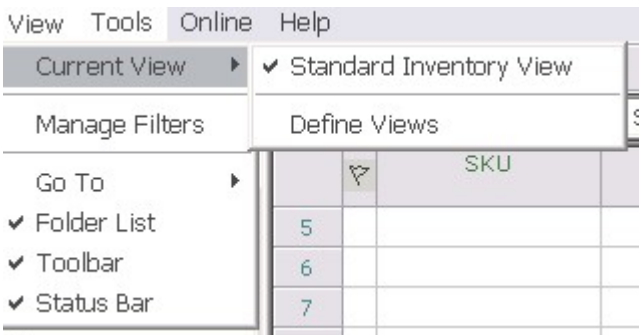


FIGURE I. Select Define Views

1.1 Creating a View

When creating your new View, you will be offered a choice to create new, modify, copy or delete. Select COPY to create a duplicate of the Standard View or Create New to create an entirely new view. (The images below reflect copying the Standard View)



FIGURE II. Select Copy or Create New, then OK

1.2 Naming Your View

Once you have copied the Standard View, or created a new View, you will want to name your view. In this case, we have named the view My Custom View. Enter the name of your View and select OK.



FIGURE III. Enter the name of your View, and select OK

1.3 Setting the Default View

After you have a custom view, it will be available under View>Current View. If you would like your Custom View to be the default (always to display first), select Tools>Current View and then your newly created View.

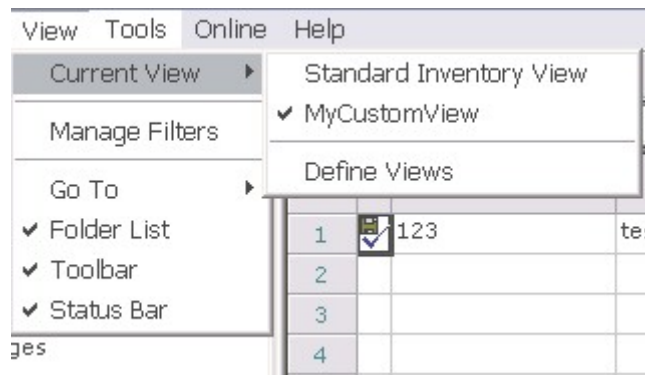


FIGURE IV. Select your default view

2. Create a New Filter for Inventory

Filters are display screens that you create for specific data. For instance, if you wanted to have a screen that displayed only sales over \$10.00, you could create a filter that would show you only those sales

Each filter that you create will be available on the bottom of your Lister Pro screen. To create a new filter, select Create New Filter from the bottom of your screen.

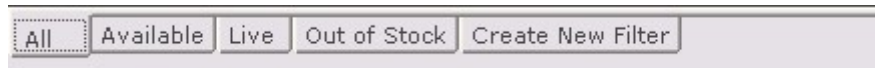


FIGURE V. Select Create New Filter

2.1 Filter Wizard

Once you have selected to Create New Filter, Andale will display a Filter Creation Wizard, where you will create your filters.



FIGURE VI. Filter Creation Wizard

2.2 Setting your Filter Criteria

The criteria that you choose for your Filter will determine what is display in your filter.

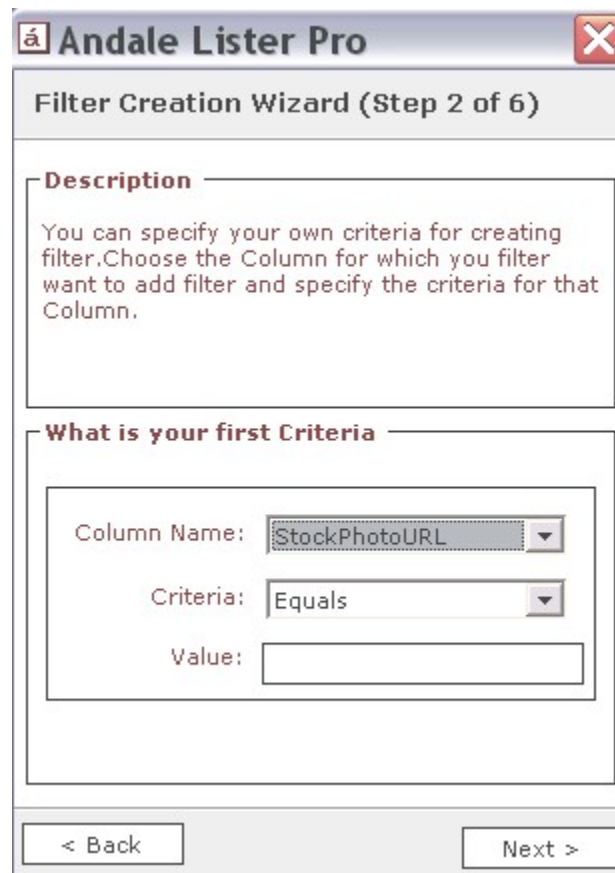


FIGURE VII. Select your Criteria

A. The **Column Name** is drop down list of all available columns for your filter.

These include the following: SKU, Ad Name, Quantity in Stock, Cost Price, Market, On-Market Title, Description, Live Launches, Quantity, Minimum Bid, Reserve Price, Buy It Now, Duration, Category, Market Profile, Checkout Profile, Domestic Shipping Charge, International Shipping Charge, International Shipping, Weight, Package Size, Schedule Count, Warehouse Location, Item Condition, Gift Idea, Condition Notes, Fine Print, Specials, Winning Bidder Emails, Auto Relist, UPS, ISBN, Manufacturer, Website, Year Made, Where Made, Seller Notes, Live Quantity, Additional Shipping Charges, Auction Type, Restock Quantity, eBay Store Category, Gallery URL, On Market Sub Title, Checkout Link, Consignor, Pre-Fill Attribute, Pre-Fill Product ID, Stock Photo URL, Pre-fill Image Client ID, Stock Photo (yes or no), Pre-Fill Info (yes or no), Title Image number, Andale Store Category list and 16 custom categories

B. The **Criteria** is dependant upon the Column Choice.

Criteria includes the following: contains, equals, not equal to, is less than, is greater than, is less than or equal to and is greater than or equal to.

C. The **Value** is what you type in to set the filter.



Example: If you wanted to create a filter that only showed your Christmas Items. Your filter could be set up (*Column Name: Description - Criteria: Contains - Value: Christmas*). This filter will display all items that have the word Christmas in the Description. A quick way to understand what is in your filter is to “read” your selections (bolded above).

2.3 Setting Additional Criteria

The Andale Lister Pro will allow you to set up to three criteria conditions when creating a filter. The additional criteria will contain the same options as the first Filter Criteria. The wizard will display criteria that you have already created under the WHAT IS YOUR SECOND CRITERIA text.

Andale Lister Pro [X]

Filter Creation Wizard (Step 3 of 6)

Description
 You can specify your own criteria for creating filter. Choose the Column for you filter and specify the criteria for that Column.

What is your Second Criteria (optional)

Description contains Christmas

And

Column Name:

Criteria:

Value:

< Back Next >

FIGURE VIII. Choose your Second Criteria



Example. We have already selected our filter to show items that contain the word Christmas in the Description. If you wanted to display only your Christmas Items that were over \$10.00, you could create the following: (Column Name: **Minimum Bid** - Criteria: **Is Greater Than** - Value: **\$10.00**)

- What is your Second Criteria (optional) -

Description contains Christmas

And

Column Name:

Criteria:

Value:

FIGURE IX. Example Image

2.4 Naming your Filter

Once you have created and reviewed your filter, your last step in your filter creation process is to name your filter. Your filter will appear at the bottom of your Andale Lister View and will display the filtered items. Create a name that defines the filter, but is not so long that it takes up a lot of your bottom space. Using the example we have created, we are calling our Filter “Christmas10”.



FIGURE X. Name your Filter

2.5 Finish

After you have named your filter, select finish. Your new filter will be located at the bottom of your View and the Lister Pro Grid above the filter will contain any items that fall within your selected criteria.



FIGURE XI. New Filter Location

3. Create a New Filter for Checkout

Filters are display screens that you create for specific data. For instance, if you wanted to have a screen that displayed only sales over \$10.00, you could create a filter that would show you only those sales

Each filter that you create will be available on the bottom of your Lister Pro screen. To create a new filter, select CREATE NEW FILTER from the bottom of your screen.

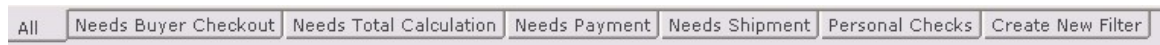


FIGURE XII. Select Create New Filter

3.1 Filter Wizard

Once you have selected to Create New Filter, Andale will display a Filter Creation Wizard, where you will create your filters.



FIGURE XIII. Filter Creation Wizard

3.2 Setting your Filter Criteria

The criteria that you choose for your Filter will determine what is display in your filter.

Andale Lister Pro

Filter Creation Wizard (Step 2 of 6)

Description

You can specify your own criteria for creating filter. Choose the Column for which you filter want to add filter and specify the criteria for that Column.

What is your first Criteria

Column Name:

Criteria:

Value:

< Back Next >

FIGURE XIV. Select Your Criteria

A. The **Column Name** is drop down list of all available columns for your filter.

These include the following: Order #, SKU, Title, Market, Buyer Name, Buyer Email, Order Total, Closing Date, CC Transaction, Check Number, Payment Status, Feedback Left, Feedback Received, Sale Quantity, Carrier Name, Tracking #, Shipment Status, Sale Price, Shipping Cost, Shipping Discount, Sales Tax, Handling Amount, Insurance Amount, Other Description, Other Amount, Total Transaction, Marketplace Listing ID, Status, Date Payment Cleared, Buyer Ship Address 1, Buyer Ship Address 2, Buyer Ship City, Buyer Ship State, Buyer Ship Zip, Buyer Ship Country, Buyer Ship Providence, Buyer Ship Phone, Buyer Ship Fax, Buyer Bill Address 1, Buyer Bill Address 2, Buyer Bill City, Buyer Bill State, Buyer Bill Zip, Buyer Bill Country, Buyer Bill Providence, Buyer Bill Phone, Buyer Bill Fax, AVS results, Buyer Credit Card Name, Buyer Credit Card Type, Buyer Credit Card Number, Buyer Credit Card Expiration, Instructions from Buyer, Date Shipped, Payment Method, Date Payment Received, Display Seller Notes, Consignor, Edit Status, Child Visible, Parent Row, Refunds Status, Revoke Request, Selling Notes, Weight, Transaction ID and Cart ID.

B. The **Criteria** is dependant upon the Column Choice.

Criteria includes the following: contains, equals, not equal to, is less than, is greater than, is less than or equal to and is greater than or equal to.

C. The **Value** is what you type in to set the filter.



Example: If you wanted to create a filter that only showed orders over \$100. Your filter could be set up (*Column Name: **Order Total** - Criteria: **Is Greater Than** - Value: **\$100***). A quick way to understand what is in your filter is to read your selections (bolded above). This filter will display Orders that are over \$100.

3.3 Setting Additional Criteria

The Andale Lister Pro will allow you to set up to three criteria conditions when creating a filter. The additional criteria will contain the same options as the first Filter Criteria. The wizard will display criteria that you have already set under WHAT IS YOUR SECOND CRITERIA.

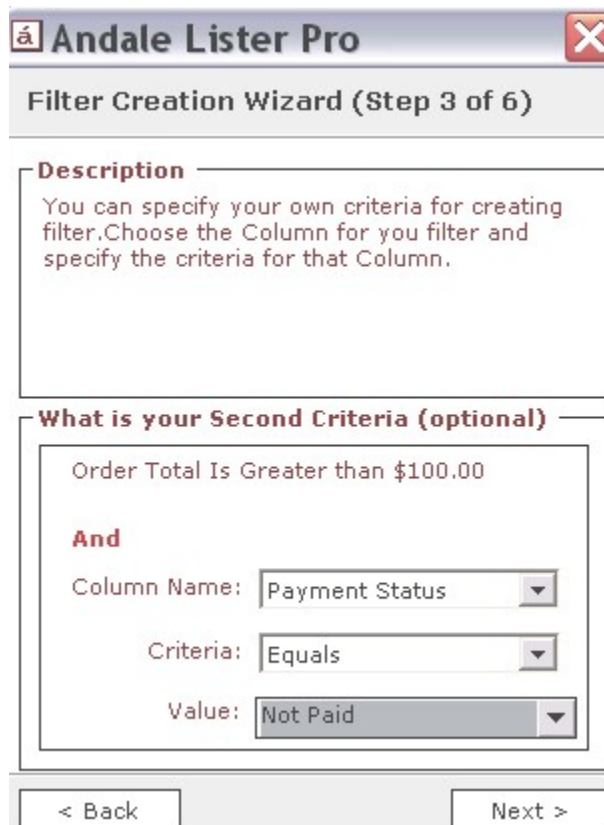


FIGURE XV. Choose your Second Criteria



Example. We have already selected our filter to show items that are over \$100. If you wanted to display unpaid items over \$100, you would create the following: (*Column Name: **Payment Status** - Criteria: **Equals** - Value: **Unpaid***). The filter we have created will show any item over \$100, which is unpaid.

3.4 Naming your Filter

Once you have created and reviewed your filter, your last step in your filter creation process is to name your filter. Your filter will appear at the bottom of your Andale Lister View and will display the filtered items. Create a name that defines the filter, but is not so long that it takes up a lot of your bottom space. Using the example we have created, we are calling our Unpaid100.

The screenshot shows a window titled "Andale Lister Pro" with a close button. Below the title bar is a subtitle "Filter Creation Wizard (Step 6 of 6)". The main content area is divided into two sections. The first section, titled "Description", contains the text: "Filter Name will appear at the tab, which helps you to identify the filter." The second section, titled "What do you want to name your filter", contains a text input field with the text "Unpaid100" entered. At the bottom of the window are two buttons: "< Back" and "Finish".

FIGURE XVI. Naming your Filter

3.5 Finish

After you have named your filter, select finish. Your new filter will be located at the bottom of your View and the Lister Pro Grid above the filter will contain any items that fall within your selected criteria.



FIGURE XVII. New Filter Location