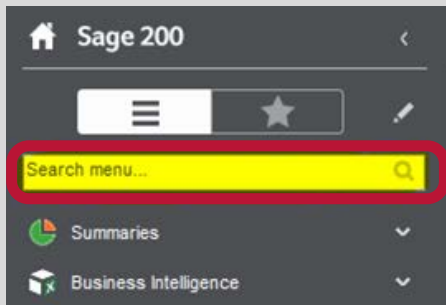




## HOW TO USE THE SEARCH MENU TO LOCATE FUNCTIONS WITHIN SAGE 200

1

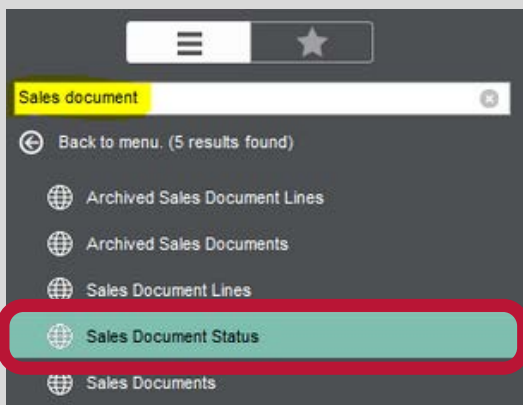


Locate the Search Menu on the left-hand side of the dashboard.

2



Type in the function you wish to locate within Sage, for example 'Sales Document', and click the magnifying glass to search.



Locate the function you are searching for and click it to open, in this case 'Sales Document Status'.

Sales Document Status

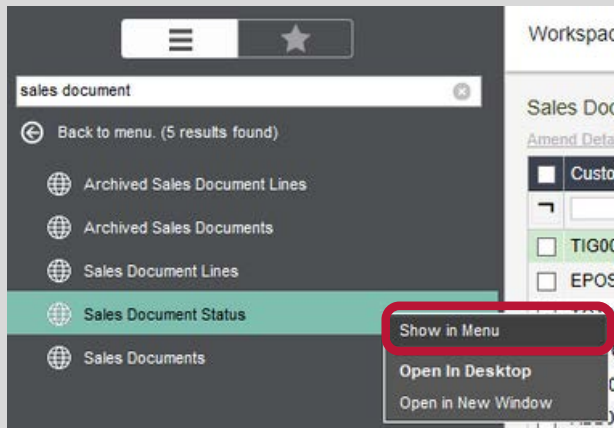
Workspaces

Reports

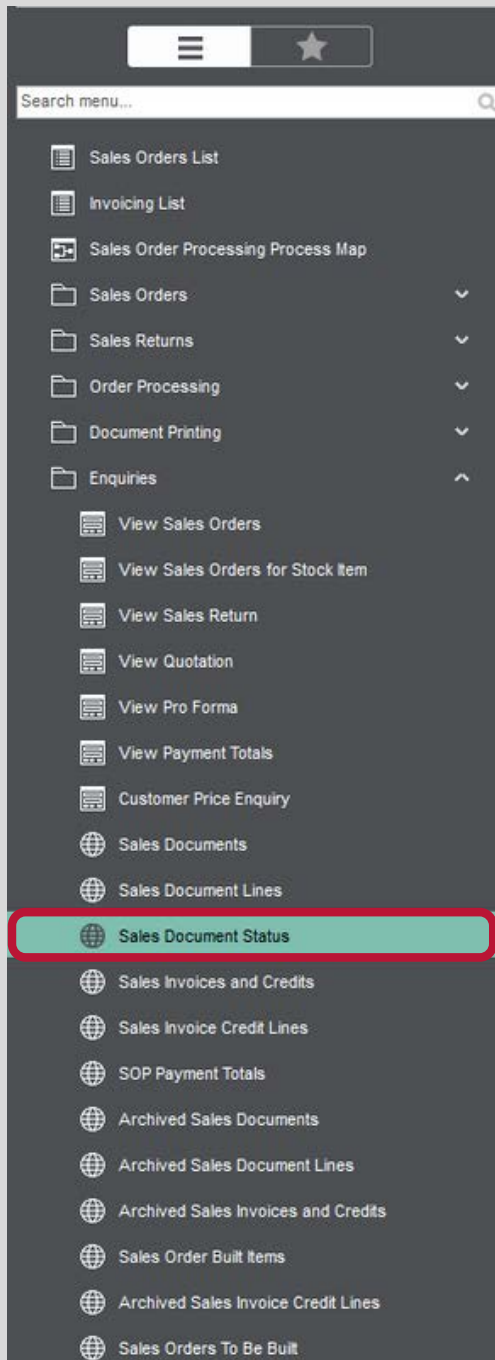
Sales Document Status List (Filter: No filtering)

[Amend Details](#) | [Actions](#) | [Reports](#) | [Export](#) | [Print](#) | [Refresh](#)

<input type="checkbox"/>	Customer Code	Customer Name	Document No	Document Date	Document Type
<input type="checkbox"/>					
<input type="checkbox"/>	TIG001	Tiger Build	0000005104	15/10/2021	Sales Order
<input type="checkbox"/>	EPOS10	Store:Newcastle:EPOS10	0000005103	15/10/2021	Sales Order
<input type="checkbox"/>	TOT006	Total Home Care Liverpool	0000005102	15/10/2021	Sales Order



To see where your chosen function is within the menu, right-click the function and click the 'Show in Menu' option.



This will take you straight to where the option sits in the standard menu.