Introduction to Eagle Viewers

Eagle helps keep your information organized in viewers. In this course you will learn how to load a viewer, create a customized view, and save the view and retrieve for later use. Let’s get started!

Loading and using viewers is easy. For this example we will look at the Inventory Viewer. Start by opening Inventory Maintenance. From the Ribbon Menu, select Viewer. As you can see, Viewers consist of a ribbon menu, selection area, column headers, and columns. Any screen in Eagle with columns and column headers is a viewer, even if it is not labeled as such.

To use the viewer, select what information to display. Select Change Lookup and select how to find the information. The Inventory Viewer uses groupings such as department or class. Other viewers have different options.

Select your option and press OK. In this example we will select From/To Department. Use the selection boxes to refine your search. Press refresh to display the search results. If there are many results, a message may ask you whether you wish to stop with the records that have loaded or to continue. At any point, you can change the search criteria. Simply press refresh to see the new information.

Once you have information in the viewer, you can create a customized view. You can move the columns to any position in the grid by clicking and holding the column header to move it. To resize a column place the mouse between the column headers. When the mouse turns black, click and drag the column to shrink or expand it. Double click the column header to sort from low to high. Double click again to reverse the order.

When you hover over the column header, a plus displays. Right-click the header to view more options. Select columns to view allows you to add or remove columns from the viewer. For example, if you only have one store, it does not matter what store a SKU is in. Simply deselect the check next to st and press Apply.

Now the Store column is no longer visible. Alerts allow you to change the color of a cell based on your parameters you set. In this instance, we will right click the Quantity On Hand column. Then we'll hover over Set Alerts on QOH and click Red Alerts. Now, when the quantity on hand is less than one, the row will appear red.

To clear the alert, right click the column again and either select clear alerts on QOH or select Clear All Alerts. You can access other options, such as filter, sort, or graph by right-clicking the desired column header. You can select specific rows in the grid with checkboxes. Right click a column header and select Check Boxes. A row of check boxes will appear on the leftmost side of the grid.

Now you can select specific rows. To view your selections, right click on the check box header and select Refine Selection. Using the Shift key, you can select a group of check boxes. Select the first checkbox. Then, press Shift and select the last checkbox in the group. All of the checkboxes in between will also be checked.

Using the Ribbon menu you can export, label, or print your data. On the bottom right of the screen is a list of icons. The first two let you increase or decrease the size of your screen. You can use the others to export your data in a spreadsheet, export it in a graph, print your data, or open other views.

Once you've set a view to your preferences, you can save it. Click File and select Save View. When asked how much of the grid you wish to save, best practice is to select Lookup, and Grid Layout, Sort. This ensure that you find the grid how you left it. Press OK. Type a unique name in the Description Box and press Save. Your viewer preferences are now saved. To open your viewer, click file and select Load Viewer. Select your viewer from the list and press Open. Your viewer preferences are now loaded.

You've seen how viewers can help you easily view your data. You now have the knowledge to load any viewers. Once in you should be able to use, customize, and save your custom views. Doing this will help you have a better overview of where your business is at.

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