

Vendor Maintenance Change Viewer

The Vendor Maintenance Changes Viewer stores a record of every change made in Vendor Maintenance, including any vendors added, changed, or deleted. When vendor information is changed, one change record is generated for each field changed. For example, if you change both a vendor's Phone Number and Contact, two change records are generated— one for phone number, another for contact.

To review the Vendor Maintenance Changes Viewer, you access it from the Go To menu in Vendor Maintenance. You can choose to view a particular vendor's change records, or you can view all vendors for a range of dates. When viewing by date, you can view all changes, or you can limit what displays: you can view only changes to a particular field, only vendors added, or only vendors deleted. For example, you can view all vendors that have been deleted in the last month.

The Viewer will show each vendor that was deleted, when it was deleted, and who deleted it. You can even view a snapshot of how the vendor looked before the first change was recorded by double-clicking on "Starting Detail" in the Viewer.

The Licensing Department or Eagle Advice Line must activate the flag "Vendor Maintenance Changes Viewer on System" in Options Configuration. Assign security for the Vendor Maintenance Changes Viewer to the appropriate employees. Assign bit 695 for employees who will have access to the Vendor Maintenance Changes Viewer.

To use the Vendor Maintenance Change Viewer, start by displaying the Vendor Maintenance Window. Click Go To, and select View Vendor Maintenance Changes.

To display the change log by vendor select the vendor from the drop-down list, and click Display (if you already had the vendor displayed in Vendor Maintenance, the information displays automatically). If "Added" is displayed in the What Changed column, you can double-click on it to display a snapshot of exactly how the vendor looked when it was added. Notice you can also click any of the links (Order Info, Accounts Payable, History, etc.) to display snapshots of the other screens of Vendor Maintenance.

To display the Maintenance Changes Viewer by date click the "By Date" link. You can limit what displays in the grid by filling in any or all of the following fields- Start, Ending, and Fields. Then click Display to refresh the grid.

If you want to see a snapshot of the "starting detail" of a vendor (how the vendor looked before the first change was recorded), double-click "Starting Detail" for that vendor. Notice you can also click any of the links (Order Info, Accounts Payable, etc) to display snapshots of the other screens of Vendor Maintenance.

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