

SAVI Training Manual

My Saved Searches

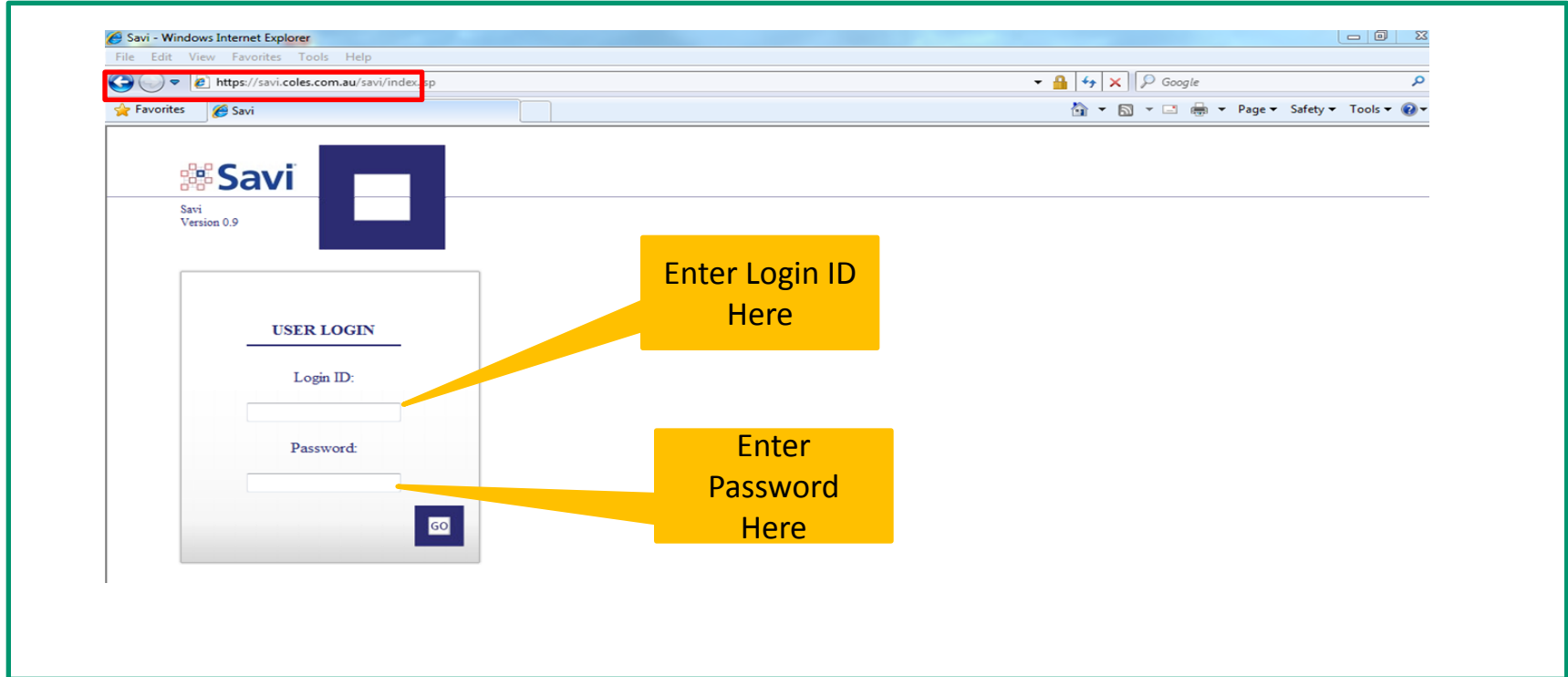
My Saved Searches

- When you create a search that you expect to use frequently, you can save the search criteria and load it for reuse at a later point in time
- Saved searches belong to the Login ID that created them and are not available to other users
- Search criteria can be saved from any screen containing a Load/Save Search Icon. This is the icon



How to Log On

Currently there is only 1 way to log onto SAVI by typing in the web address into the address line, refer below:



1. The SAVI internet address is <https://savi.coles.com.au>
2. Once opened, this web page can be saved in your favourites
3. Enter your Userid & Password – after your first log in you will need to change your password

Note: Your Userid & initial password will be provided to you by Cratesrus via email. Passwords can be changed at anytime by using the My Profile option once logged on.

My Saved Searches

As an Example we will save a Search from the Manage Despatches screen



Select **'Manage Despatches'** from the main menu bar

My Saved Searches

We will save a search for all Despatches from the 'Test Supplier' Account

1. The Origin Site field will auto populate unless you are responsible for multiple accounts in which case just select a site

2. In Asset Type field we have selected all the four crates types

3. In the Status field we have selected Completed

4. Click on the Search button

5. Now click on the Load/Save Search icon

Customer Reference	Docket #	Despatch Date	Entered Date	Origin Site Code	Origin Site	Origin Site B	Destination Site Code	Destination Site	Destination	Carrier	Status
INV45678	ABRA00000E	28/03/2013 11:11	28/03/2013	TEST_SUPPLIER2	Test Supplier 2		9225FV	Costa NSW	DC		Completed
INV443377	ABRA00000E	28/03/2013 11:11	28/03/2013	TEST_SUPPLIER2	Test Supplier 2		9415FV	Parkinson FV	DC		Completed

My Saved Searches

A new box should appear in the middle of the screen as shown below

The screenshot shows the 'Manage Despatches' application window. The top section contains search filters for Customer Reference #, Docket #, Origin Site (TEST_SUPPLIER2), Destination Site, Carrier, Asset Type (CRATE-A, CRATE-B, CRATE-C, CRATE-E), Status (Completed), Brand, Despatch Date, and Entered Date. A 'Despatch' table for INV45678 shows CRATE-C (445) and CRATE-B (145). Below is a main data table with columns: Customer Reference, Docket #, Despatch Date, Entered Date, Origin Site Code, Origin Site, Destination, Carrier, and Status. A 'Search Name' dialog box is open in the center, with 'All Despatches' in the 'Search Name' field and 'Weekly Report' in the 'Description' field. Yellow callout boxes with numbers 6, 7, and 8 point to the 'Description' field, the 'Save' button, and the 'Save' button respectively.

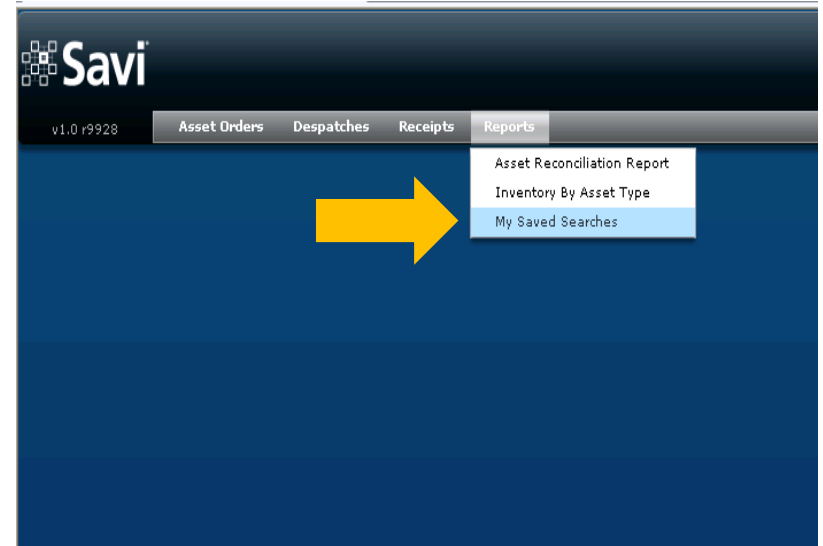
Customer Reference	Docket #	Despatch Date	Entered Date	Origin Site Code	Origin Site	Destination	Carrier	Status
INV45678	ABRA00000E	28/03/2013 11:11	28/03/2013	TEST_SUPPLIER2	Test Supplier 2	DC		Completed
INV443377	ABRA00000E	28/03/2013 11:11	28/03/2013	TEST_SUPPLIER2	Test Supplier 2	DC		Completed

6. In the Search Name field enter a description which would be familiar to yourself

7. In the Description field enter the period in which you would use this search e.g. Daily, Weekly, Monthly, As Required etc.

8. Click on the Save button and the box will disappear

My Saved Searches



Select **'My Saved Searches'** from the main menu bar

My Saved Searches

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The screenshot shows a web application window titled "My Saved Searches". At the top left, there is a "Search Name" input field with a blue border, highlighted by a yellow callout box labeled "1". To the right of the input field are two buttons: "Search" and "Clear Criteria". Below this is a table with three columns: "Screen Name", "Search Name", and "Description". The first row is highlighted in blue and contains the text "Manage Despatches", "All Despatches", and "Weekly Report". A yellow callout box labeled "2" points to this row. At the bottom of the window, there are navigation icons on the left and two buttons: "Load Search" and "Delete Search". A yellow callout box labeled "3" points to the "Load Search" button.

Screen Name	Search Name	Description
Manage Despatches	All Despatches	Weekly Report

1. All the saved searches will appear in a list within the screen
2. To Load a search ensure it is highlighted in blue
3. Click on the Load Search button
4. For this search the Manage Despatch screen will appear and automatically load the saved search criteria. All you need to do is click on the Search button

My Saved Searches

All These Screens have the Load/Save Search Icon



- Manage Asset Orders
- Manage Despatches
- Manage Receipts
- Asset Reconciliation Report
- Inventory By Asset Type