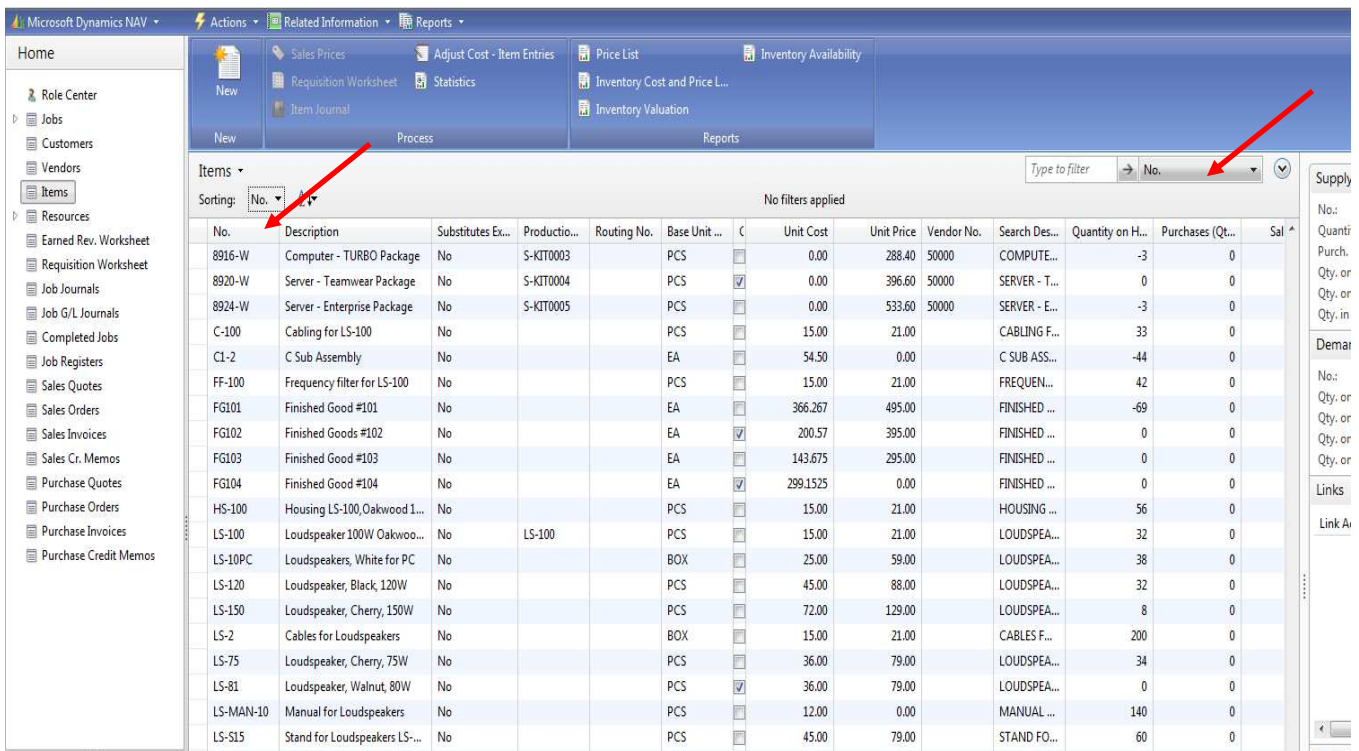


**Do you find yourself always changing the default search field on a list page because you search by description rather than part number? Try this!**

The default search field on a list page is the first column displayed on the list page. If you usually search by description rather than No., then change the sequence of the columns so that Description shows first. This way Description will be your default search field on that page. See Examples below:

**Normal NAV 2009 Item List Screen:**

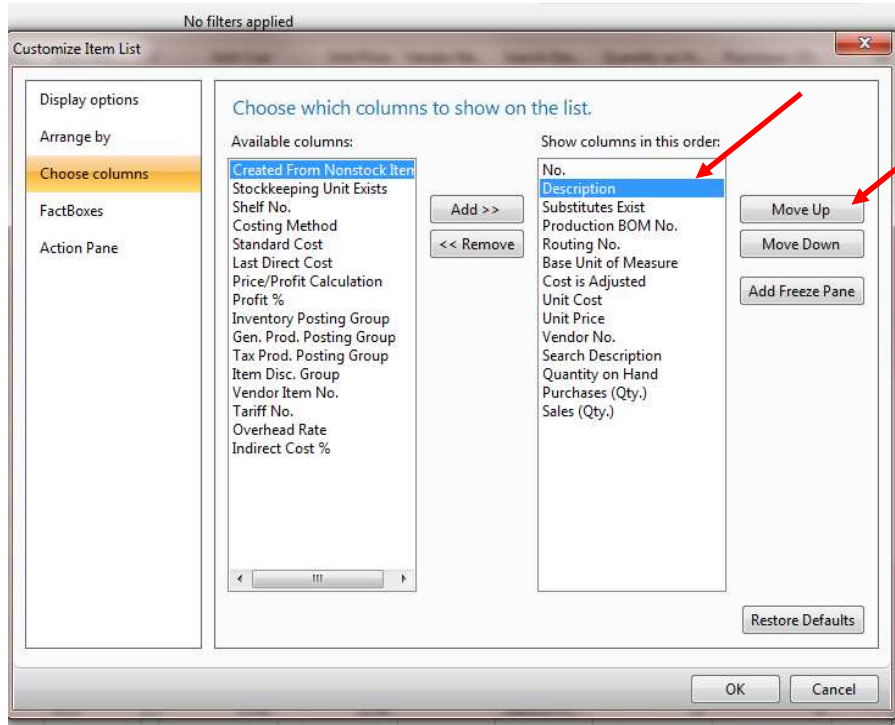
Notice that the Item No. is the first column, and the search field is No. Now set the cursor on the column header and right click the mouse and select "Choose Columns" to change the sequence of the columns.



No.	Description	Substitutes Ex...	Production...	Routing No.	Base Unit ...	C	Unit Cost	Unit Price	Vendor No.	Search Des...	Quantity on H...	Purchases (Qt...	Sal
8916-W	Computer - TURBO Package	No	S-KIT0003		PCS		0.00	288.40	50000	COMPUTE...	-3	0	
8920-W	Server - Teamwear Package	No	S-KIT0004		PCS	<input checked="" type="checkbox"/>	0.00	396.60	50000	SERVER - T...	0	0	
8924-W	Server - Enterprise Package	No	S-KIT0005		PCS		0.00	533.60	50000	SERVER - E...	-3	0	
C-100	Cabling for LS-100	No			PCS		15.00	21.00		CABLING F...	33	0	
CI-2	C Sub Assembly	No			EA		54.50	0.00		C SUB ASS...	-44	0	
FF-100	Frequency filter for LS-100	No			PCS		15.00	21.00		FREQUEN...	42	0	
FGI01	Finished Good #101	No			EA		366.267	495.00		FINISHED ...	-69	0	
FGI02	Finished Goods #102	No			EA	<input checked="" type="checkbox"/>	200.57	395.00		FINISHED ...	0	0	
FGI03	Finished Good #103	No			EA		143.675	295.00		FINISHED ...	0	0	
FGI04	Finished Good #104	No			EA	<input checked="" type="checkbox"/>	299.1525	0.00		FINISHED ...	0	0	
HS-100	Housing LS-100,Oakwood 1...	No			PCS		15.00	21.00		HOUSING ...	56	0	
LS-100	Loudspeaker 100W Oakwoo...	No	LS-100		PCS		15.00	21.00		LOUDSPEA...	32	0	
LS-10PC	Loudspeakers, White for PC	No			BOX		25.00	59.00		LOUDSPEA...	38	0	
LS-120	Loudspeaker, Black, 120W	No			PCS		45.00	88.00		LOUDSPEA...	32	0	
LS-150	Loudspeaker, Cherry, 150W	No			PCS		72.00	129.00		LOUDSPEA...	8	0	
LS-2	Cables for Loudspeakers	No			BOX		15.00	21.00		CABLES F...	200	0	
LS-75	Loudspeaker, Cherry, 75W	No			PCS		36.00	79.00		LOUDSPEA...	34	0	
LS-81	Loudspeaker, Walnut, 80W	No			PCS	<input checked="" type="checkbox"/>	36.00	79.00		LOUDSPEA...	0	0	
LS-MAN-10	Manual for Loudspeakers	No			PCS		12.00	0.00		MANUAL ...	140	0	
LS-S15	Stand for Loudspeakers LS-...	No			PCS		45.00	79.00		STAND FO...	60	0	

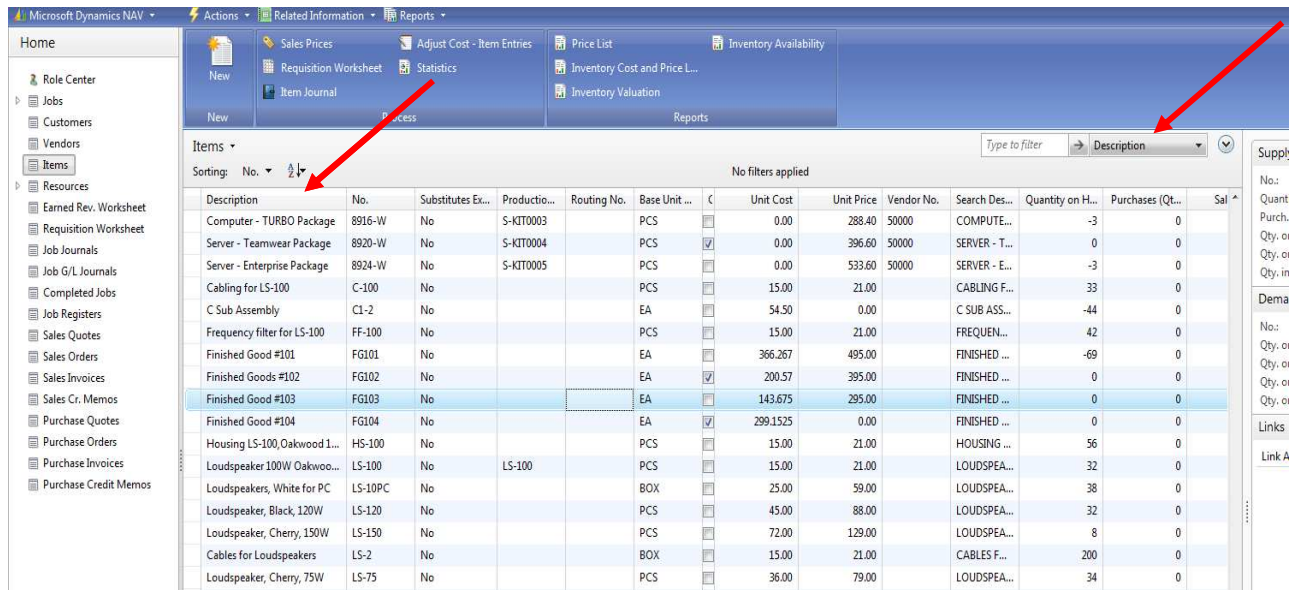
**Choose Column Screen:**

Select the "Description" field, and click the "Move Up" button so that Description is the first field listed and click OK.



### Revised NAV 2009 Item List Screen:

Note that now the first column in the page is Description, and that the default search field is description. This can be done for any List page, so set the page so the first column is the field you search on most frequently.



Description	No.	Substitutes Ex...	Production...	Routing No.	Base Unit ...	C	Unit Cost	Unit Price	Vendor No.	Search Des...	Quantity on H...	Purchases (Qt...	Sal
Computer - TURBO Package	8916-W	No	S-KIT0003		PCS	<input type="checkbox"/>	0.00	288.40	50000	COMPUTE...	-3	0	
Server - Teamwear Package	8920-W	No	S-KIT0004		PCS	<input checked="" type="checkbox"/>	0.00	396.60	50000	SERVER - T...	0	0	
Server - Enterprise Package	8924-W	No	S-KIT0005		PCS	<input type="checkbox"/>	0.00	533.60	50000	SERVER - E...	-3	0	
Cabling for LS-100	C-100	No			PCS	<input type="checkbox"/>	15.00	21.00		CABLING F...	33	0	
C Sub Assembly	C1-2	No			EA	<input type="checkbox"/>	54.50	0.00		C SUB ASS...	-44	0	
Frequency filter for LS-100	FF-100	No			PCS	<input type="checkbox"/>	15.00	21.00		FREQUEN...	42	0	
Finished Good #101	FG101	No			EA	<input type="checkbox"/>	366.267	495.00		FINISHED ...	-69	0	
Finished Goods #102	FG102	No			EA	<input checked="" type="checkbox"/>	200.57	395.00		FINISHED ...	0	0	
Finished Good #103	FG103	No			EA	<input type="checkbox"/>	143.675	295.00		FINISHED ...	0	0	
Finished Good #104	FG104	No			EA	<input checked="" type="checkbox"/>	299.1525	0.00		FINISHED ...	0	0	
Housing LS-100,Oakwood 1...	HS-100	No			PCS	<input type="checkbox"/>	15.00	21.00		HOUSING ...	56	0	
Loudspeaker 100W Oakwoo...	LS-100	No	LS-100		PCS	<input type="checkbox"/>	15.00	21.00		LOUDSPEA...	32	0	
Loudspeakers, White for PC	LS-10PC	No			BOX	<input type="checkbox"/>	25.00	59.00		LOUDSPEA...	38	0	
Loudspeaker, Black, 120W	LS-120	No			PCS	<input type="checkbox"/>	45.00	88.00		LOUDSPEA...	32	0	
Loudspeaker, Cherry, 150W	LS-150	No			PCS	<input type="checkbox"/>	72.00	129.00		LOUDSPEA...	8	0	
Cables for Loudspeakers	LS-2	No			BOX	<input type="checkbox"/>	15.00	21.00		CABLES F...	200	0	
Loudspeaker, Cherry, 75W	LS-75	No			PCS	<input type="checkbox"/>	36.00	79.00		LOUDSPEA...	34	0	