

2020 Worksheet: Product Specification

When you have completed this training, you will understand how to perform the following tasks:

- Utilize the Quick Search function
- Search for an item
 - By part number
 - By description
- Create a bookmark of a product and level
- Organize bookmarks
- Edit current/selected line item(s)
 - Delete item
 - Cut item
 - Copy item
 - Paste item
- Modify options on a line item
- Delete options from a line item
- Add options to similar line items quickly via Global Options
- Increase efficiency of Global Options
 - Grouping
 - Quick Options

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