

## Objects (Main Browse)

Last Modified on 03/31/2022 3:49 pm EDT

This is the main browse of object information.

Navigate to Records > Objects & choose the appropriate Object Type from the Object Type dropdown

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### Buttons

**New:** Displays options for entry of a new object:

- Single Object - Displays the screen for the entry of a new object
- Clone - Displays selected object information in the screen for entry of a new object
- Import - Allows an import of objects
  - Please contact [support@sgasoftware.com](mailto:support@sgasoftware.com) for object import setup

**Edit:** Allows you to change information for an existing Object.

**Delete:** Allows you to delete a previously entered object. Once activity exists for an object, it cannot be deleted.

**Filter:** Additional filters available to limit objects to be displayed

**Transactions:** Displays [Object Transactions](#)

**Audit:** Generates audit log for selected object

**Print:** Print or Print Preview the object information displayed on the screen

**Reports:** Options for downloading & / or printing the object information displayed on the screen

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### Selects

**Search:** Determines what to order by and search by.

**Status:** Select if you wish to see all, active, or inactive objects.

**View:** Allows you to save your settings of which columns are displayed or hidden as well as in what order columns display.

- To hide or unhide columns click the customize columns button and check which columns are to be displayed.
- To order columns, click the customize columns button and use the Up & Down arrows to rearrange.

You can save a view by clicking the save view button. You must have appropriate permissions to save or delete views.

**Rows:** Allows you to choose the number of rows you would like displayed

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## Columns

**Object:** The object number, consisting of the different divisions, separated by dashes. The object# structure can be changed in [object types](#).

**Description:** A brief description of what the object is. This is the description you will use when searching by object description.

**Division Descriptions:** Displays the descriptions for each object division.

**Alias:** This is an optional field used for your reference only in order to have a separate name or number for the object. If an alias is entered, the objects can be viewed in that order.

**Active:** A checkbox denoting whether the object is active. An object must be active for entry to be allowed. If an object is inactive, all information and history may be browsed; however entry will not be allowed.

**Modify User:** The user who last modified the object.

**Modify Date:** The date and time the object was last modified.

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