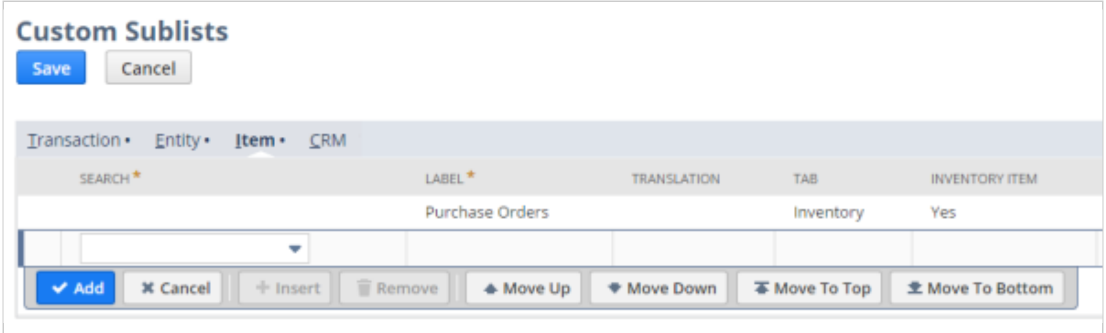
Showing Groups on Member Item Records

You can add a custom subtab on item records that shows the groups that item is a member of.

To apply a custom sublist to a standard item record:

1. Create a saved search for the information you want to show. The results of this search should include the information you want to show on your sublist.
   a. Go to Lists > Search > Saved Searches.
   b. On the New Saved Search page, click **Item**.
   c. On the Saved Item Search page, click the **Available Filters** subtab.
   d. In the **Filter** column, select **Component Item**.
   e. Click **Add**.
   f. In the header, check **Available as a Sublist View**.
   g. Enter a **Search Title**.
   h. Click **Save**.
2. Apply the sublist to item records.
   a. Go to Customization > Forms > Sublists.
   b. Click the **Item** subtab.
   c. In the Custom Sublists page **Search** column, select the saved search that you created in step 1.



d. Enter a label for this sublist, such as **Groups**.

e. In the **Tab** column, select the subtab you want this sublist to appear on, such as **Inventory**.

f. Select the record you want this sublist to appear on, such as **Inventory**.

This sublist shows on the standard and custom forms of the types you select.

g. Click **Add**.

h. Click **Save**.

The search results appear on the records you selected. Based on the suggestions in the preceding steps, you can view the record of an inventory item. Click Inventory > Groups to see which groups the item is a member of.

Related Topics