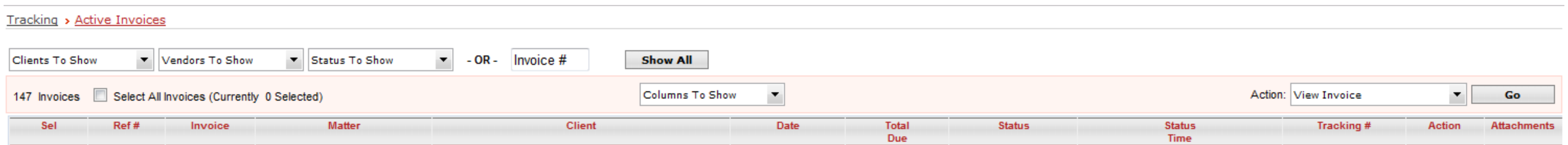
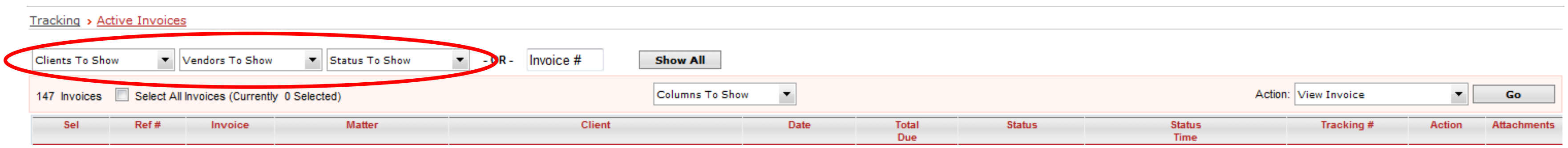
# Active Invoices




Recently, the eBillingHub was updated to improve your ability to quickly locate invoices on the Active Invoices page. This document provides instructions on how to reap the benefits of these new features.

# Client, Vendor, and Status Filtering



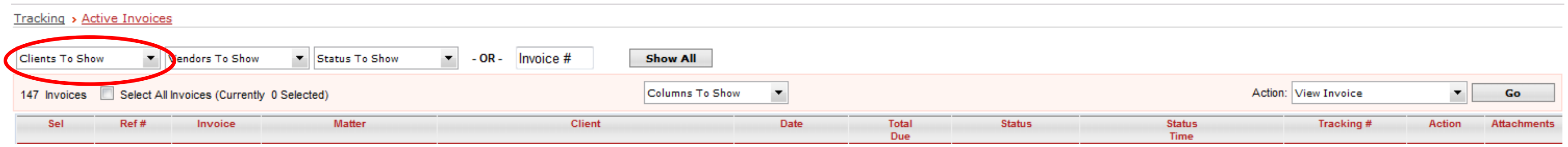

In addition to the ability to filter by Clients and Statuses, we have added the ability to filter by ebilling vendor. (The following functionality is common to all three filters.)


**1**) The plus and minus boxes at the top allow you to quickly select all (+) or none (-) of the values in the drop down list to filter viewable invoices in the active invoices grid.

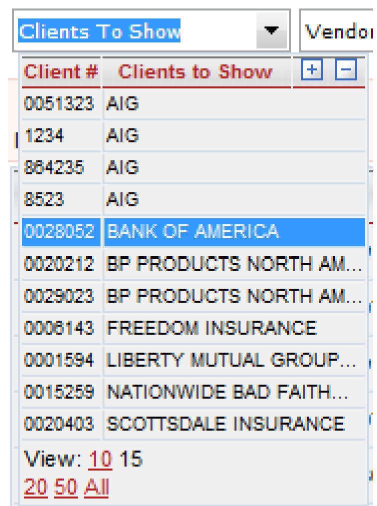
**2**) You can select individual items to show (highlighted in blue) or hide (gray background) by clicking on them.

**3**) You can select the number of items to show in the list and which page (if more items exist than can be displayed at one time) to view.

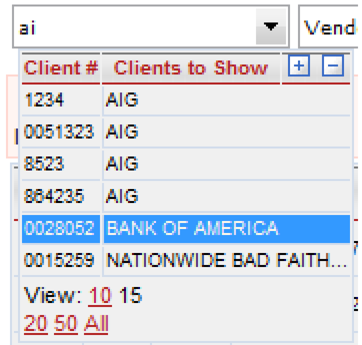
# Client Searching in Client Filter




We have also enhanced the Client filter to allow you to search for specific clients. As you type in the text box, replacing the words "Clients To Show," the list will be restricted to Clients <u>containing</u> the text you've entered as well as any previously selected entries. Because the clients already selected remain visible, it is recommended to hide all clients first. Here, no text has been entered and only one client has been selected to be displayed.



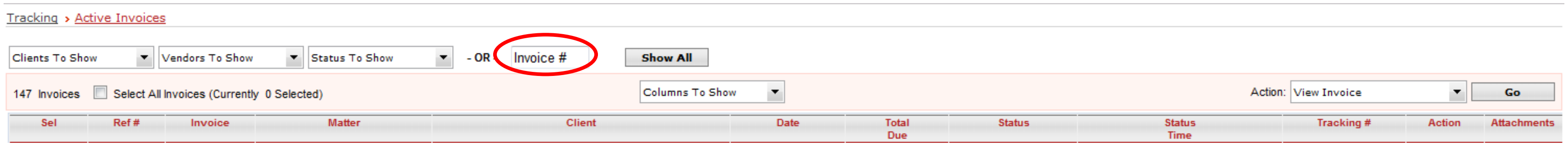
If we enter "**ai**" into the text box, the currently selected client and those containing the value entered ("**AI**G" and "NATIONWIDE BAD F**AI**TH") are visible.



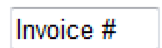

Using this feature will allow you to not lose sight of those clients that you have selected while searching for others to display.  Please note that as before, you must click on each client to display their invoices.

To stop filtering the list of clients, simply delete the value in the text box.  Keep in mind that clicking on the "Show All Clients" (+) button at the top of the list will not only remove the text you have entered, but will also select all clients in the list; clicking on the "Hide All Clients" (-) button will also remove your search text and deselect all clients.

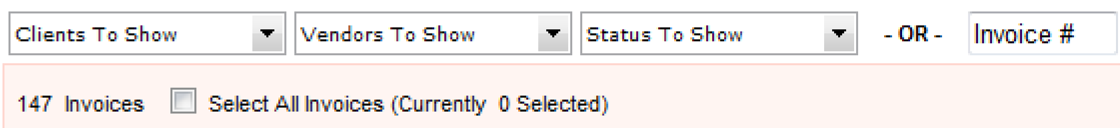
# Invoice Number Searching

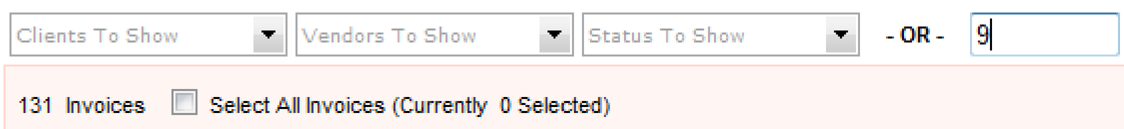



You can now also search for specific invoice numbers.

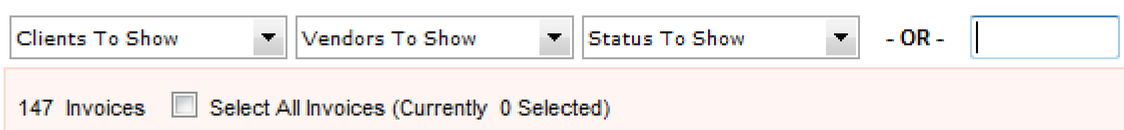



As you type the Invoice Number into the text box, the list of Active Invoices will automatically be filtered to display only those that <u>begin with</u> the value entered. Please note that the Client, Vendor, and Status filters are disabled and will have no effect on which invoices are displayed. When you delete the value, the filters are re-enabled with your previous values intact.

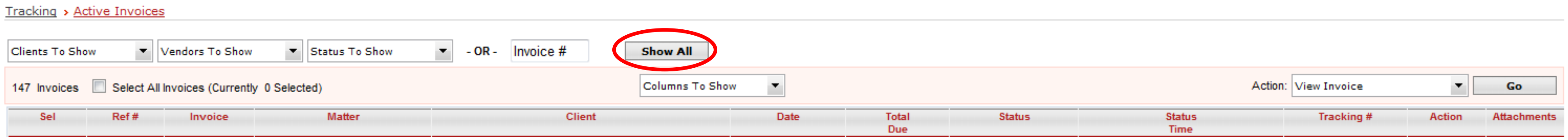




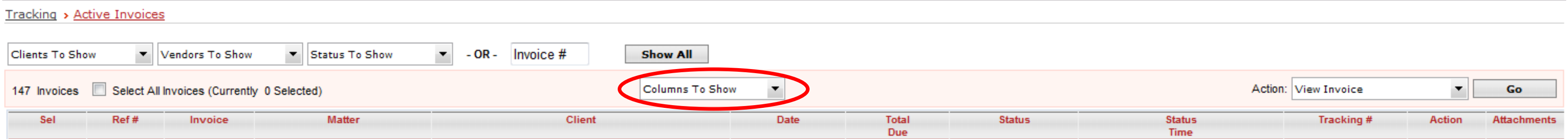


# Resetting Filters and Invoice Search




You can reset all of these controls with the “Show All” button. All three filters (Client, Vendor, and Status) will have all values selected and the Invoice Number search text box will be cleared.

# Additional Notes




The “Columns To Show” selection drop down list has been moved to the table header.