eTurns

Company Report

Help documentation

Contents

a. Company Report 5

b. Select a Company 5

c. Filter by Company 5

d. Sorting 6

e. Hide Report Header 6

f. Signature Section 7

g. View or Send the Report 8

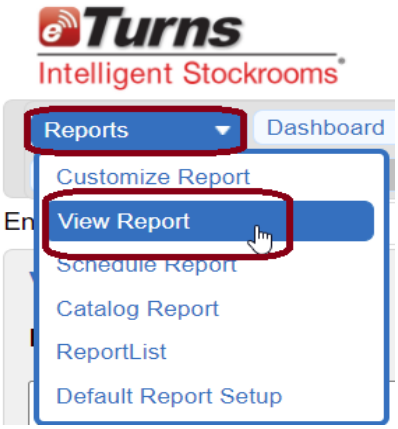
The Company report displays a list of companies under a specific Enterprise. The report is useful to display which companies are active or inactive, along with with other pertinent information such as the address and the date it was last updated.

Company

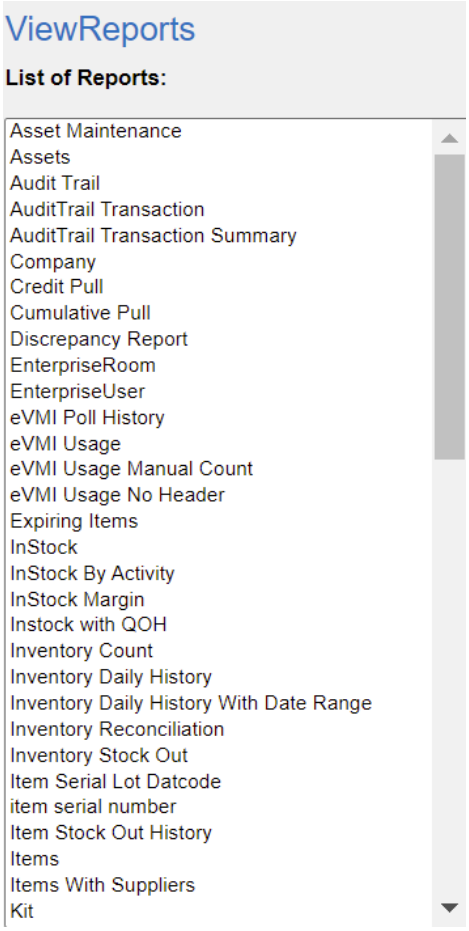
ID	CompanyName	Contact Name	Address	City	State	Postal Code	Update By	Updated On	EnterPrise Name	Is Active
200920118	Emerald City						rocksa	8/3/2021 9:43:12 PM	Rock testing	True
200920115	Cargill						rocksa	6/24/2021 12:52:58 AM	Rock testing	True
200920111	Ames- ORd #1701						hardik	3/18/2021 11:51:05 PM	Rock testing	True
200920067	Noy Testing						donaldsa	8/8/2019 9:13:10 PM	Rock testing	True
200920031	Dove Distributors						rocksa	3/22/2017 8:39:17 AM	Rock testing	True
200920024	Truck warehouse						rocksa	3/12/2019 6:36:37 AM	Rock testing	True

View Report(s)

The Reports Module has various reports that is readily available to View (or use), Schedule, or Customize. To access the Reports Module, point the mouse over ***Reports*** and click on ***View Report***.

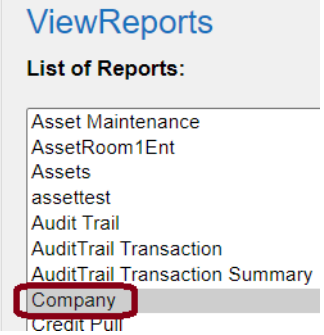


- The View Report list will be displayed.



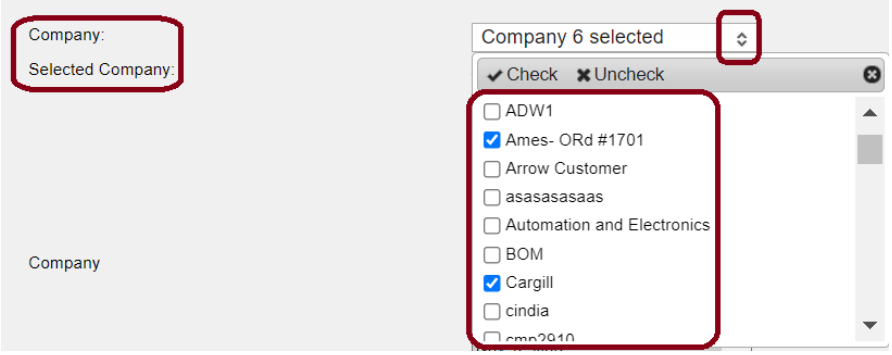
a. Company Report

Choose Company by clicking on it from the List of Reports. The Company report displays a list of companies under a specific Enterprise. The report is useful to display which companies are active or inactive, along with with other pertinent information such as the address and the date it was last updated.



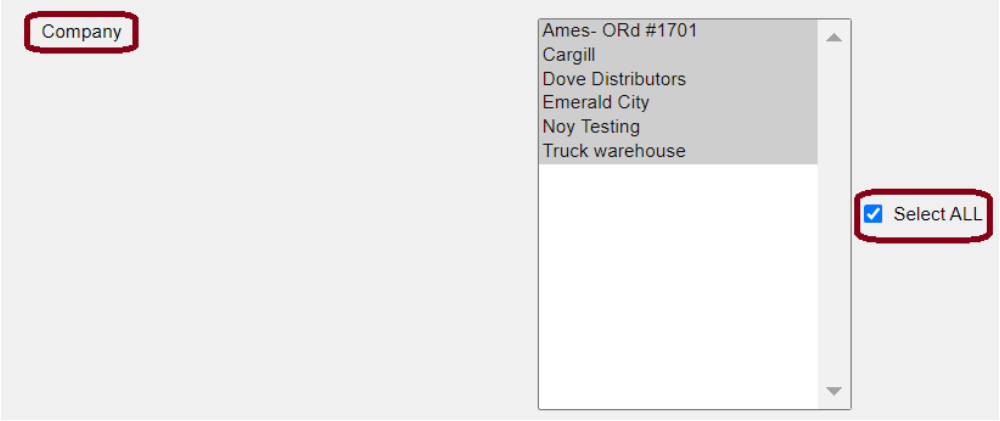
b. Select a Company

- Select one or more companies to include in the report.
- Click on the double-arrow to select the companies by checking the boxes.



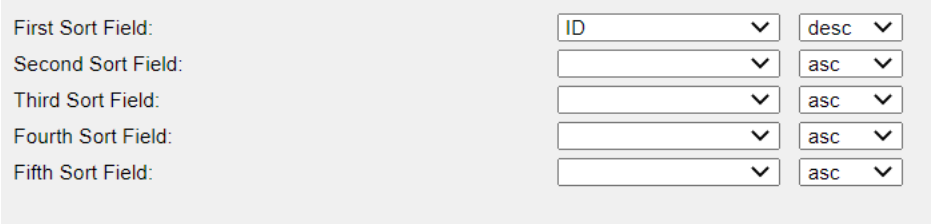
c. Filter by Company

- Check the box "Select All" or choose a particular Item based on the Range selected.



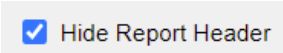
d. Sorting

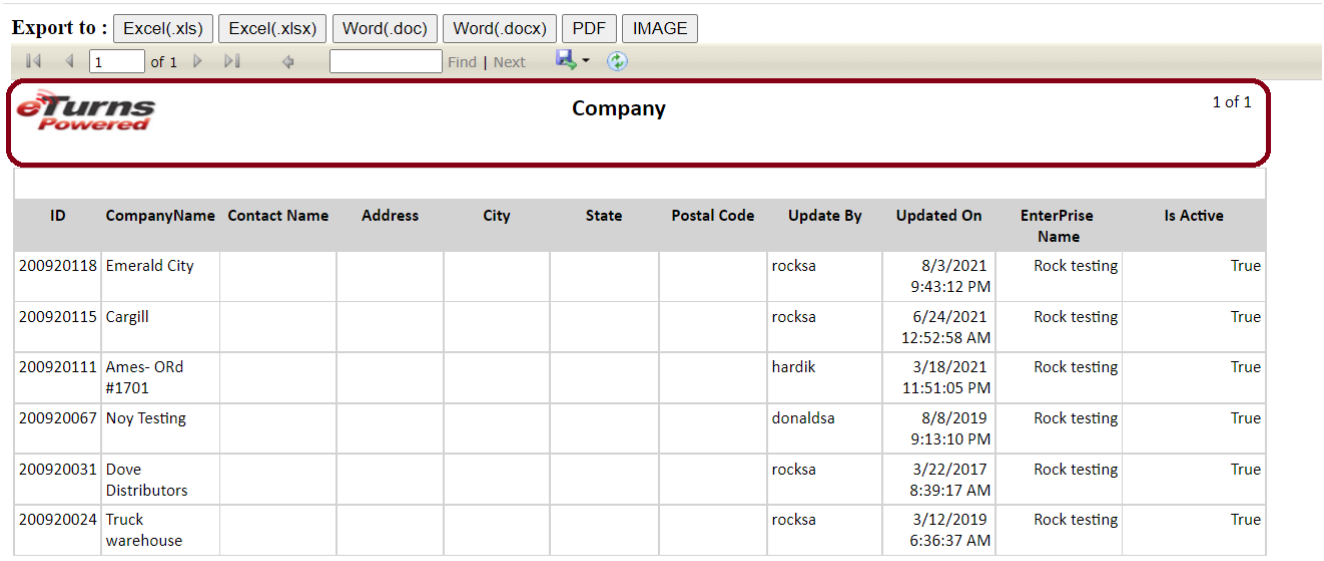
- Sort up to five (5) fields in ascending (asc) or descending (desc) order.



e. Hide Report Header

- Check the box to hide the report header when viewing or printing. This will hide the header accented in red and is useful when importing the file to another software. This is also useful to eliminate merged cells when exporting or importing to a file.

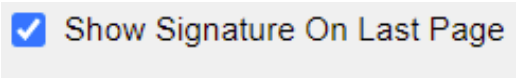


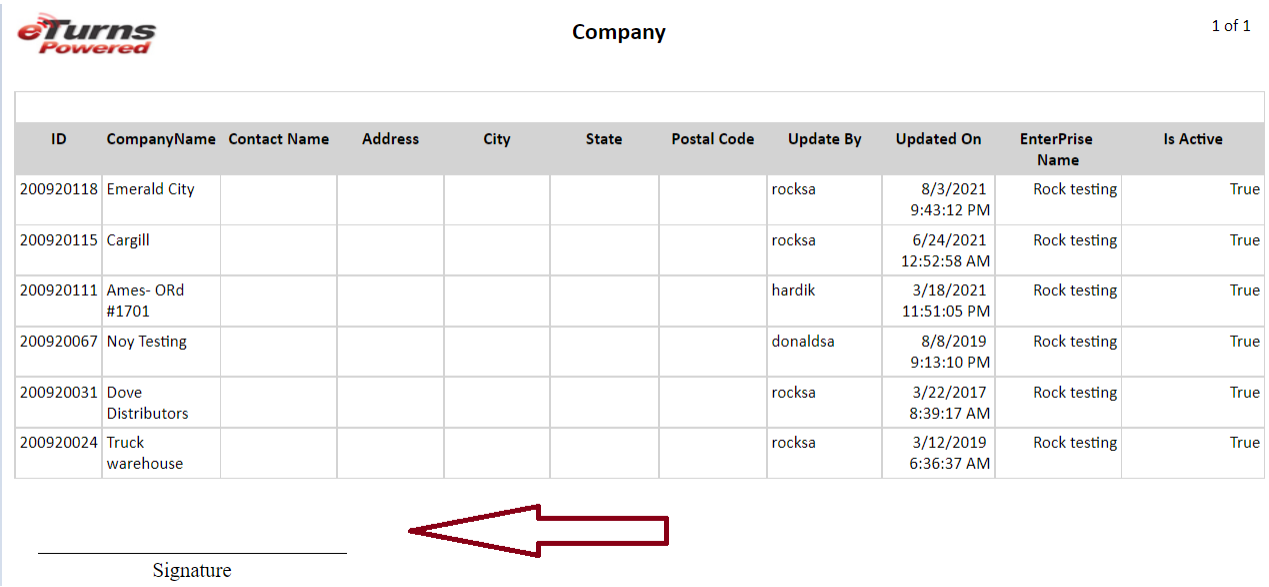


ID	CompanyName	Contact Name	Address	City	State	Postal Code	Update By	Updated On	EnterPrise Name	Is Active
200920118	Emerald City						rocksa	8/3/2021 9:43:12 PM	Rock testing	True
200920115	Cargill						rocksa	6/24/2021 12:52:58 AM	Rock testing	True
200920111	Ames- ORd #1701						hardik	3/18/2021 11:51:05 PM	Rock testing	True
200920067	Noy Testing						donaldsa	8/8/2019 9:13:10 PM	Rock testing	True
200920031	Dove Distributors						rocksa	3/22/2017 8:39:17 AM	Rock testing	True
200920024	Truck warehouse						rocksa	3/12/2019 6:36:37 AM	Rock testing	True

f. Signature Section

- Check the box *Show Signature On Last Page* to display a signature section for the report. It's useful when having someone sign-off on a report. This can be used as an acknowledgment or proof that the report was received.





Company

1 of 1

ID	CompanyName	Contact Name	Address	City	State	Postal Code	Update By	Updated On	EnterPrise Name	Is Active
200920118	Emerald City						rocksa	8/3/2021 9:43:12 PM	Rock testing	True
200920115	Cargill						rocksa	6/24/2021 12:52:58 AM	Rock testing	True
200920111	Ames- ORd #1701						hardik	3/18/2021 11:51:05 PM	Rock testing	True
200920067	Noy Testing						donaldsa	8/8/2019 9:13:10 PM	Rock testing	True
200920031	Dove Distributors						rocksa	3/22/2017 8:39:17 AM	Rock testing	True
200920024	Truck warehouse						rocksa	3/12/2019 6:36:37 AM	Rock testing	True

Signature

g. View or Send the Report

- View the report (and print) or send the report via email.

View Report | Send Report

Export to : Excel(.xls) | Excel(.xlsx) | Word(.doc) | Word(.docx) | PDF | IMAGE

1 of 1 Find | Next

eTurns Powered

Company

1 of 1

ID	CompanyName	Contact Name	Address	City	State	Postal Code	Update By	Updated On	EnterPrise Name	Is Active
200920118	Emerald City						rocksa	8/3/2021 9:43:12 PM	Rock testing	True
200920115	Cargill						rocksa	6/24/2021 12:52:58 AM	Rock testing	True
200920111	Ames- ORd #1701						hardik	3/18/2021 11:51:05 PM	Rock testing	True
200920067	Noy Testing						donaldsa	8/8/2019 9:13:10 PM	Rock testing	True
200920031	Dove Distributors						rocksa	3/22/2017 8:39:17 AM	Rock testing	True
200920024	Truck warehouse						rocksa	3/12/2019 6:36:37 AM	Rock testing	True

Send Email Form

Note: Please enter multiple Email address in 'Send To' with ","(comma) seperate.

Send To: noy@eturns.com, donald@eturns.com

Subject: Company Report

Body:

Attached is the Company report.

Thank you.

Cancel | Send Email