

eTurns

# Job Types

[Help documentation](#)

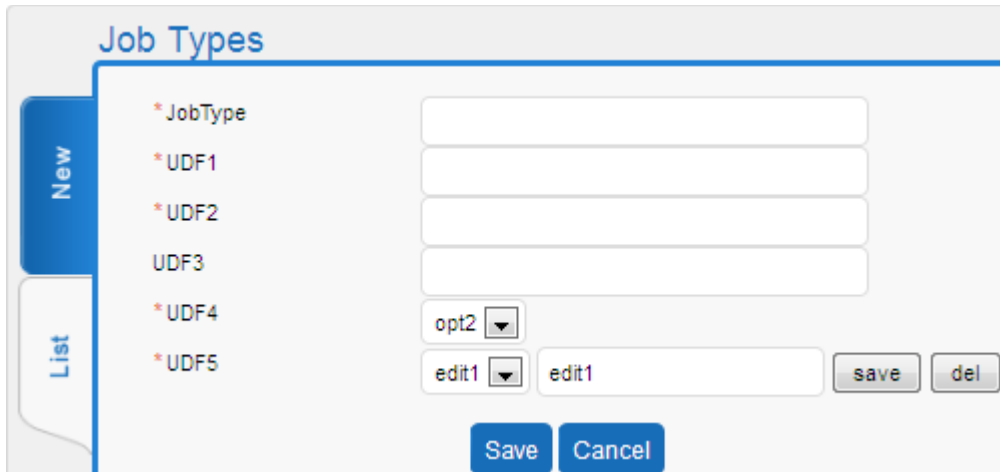
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## 1. Editing features

### a. New

It enables the user to create a new field, depending on the authority level. The user can either click on vertical tab "New" on the screen or right click and select 'New' from the list. The following screen is displayed:

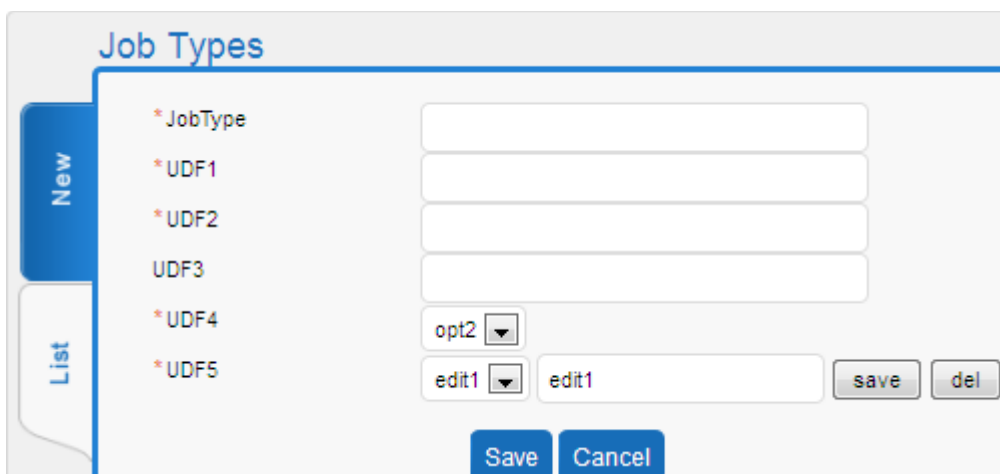


The screenshot shows the 'Job Types' application with the 'New' tab selected. On the left, a vertical tab bar has 'New' (blue) and 'List' (white) tabs. The main area contains a list of fields: '\*JobType', '\*UDF1', '\*UDF2', 'UDF3', '\*UDF4', and '\*UDF5'. Fields with an asterisk are compulsory. To the right of the list are input boxes: a text box for JobType, text boxes for UDF1 and UDF2, a text box for UDF3, a dropdown for UDF4 (showing 'opt2'), and a dropdown for UDF5 (showing 'edit1'). Below the UDF5 dropdown is a text box containing 'edit1'. At the bottom right are 'save' and 'del' buttons. At the bottom center are 'Save' and 'Cancel' buttons.

User can save records hitting "Enter" key of the key board or clicking "Save" button. Clicking "Cancel" button will redirect user to "History" tab.

### b. Edit

It enables the user to edit an existing field, depending on the authority level. Select the field to be edited and click on it. The following screen is displayed:



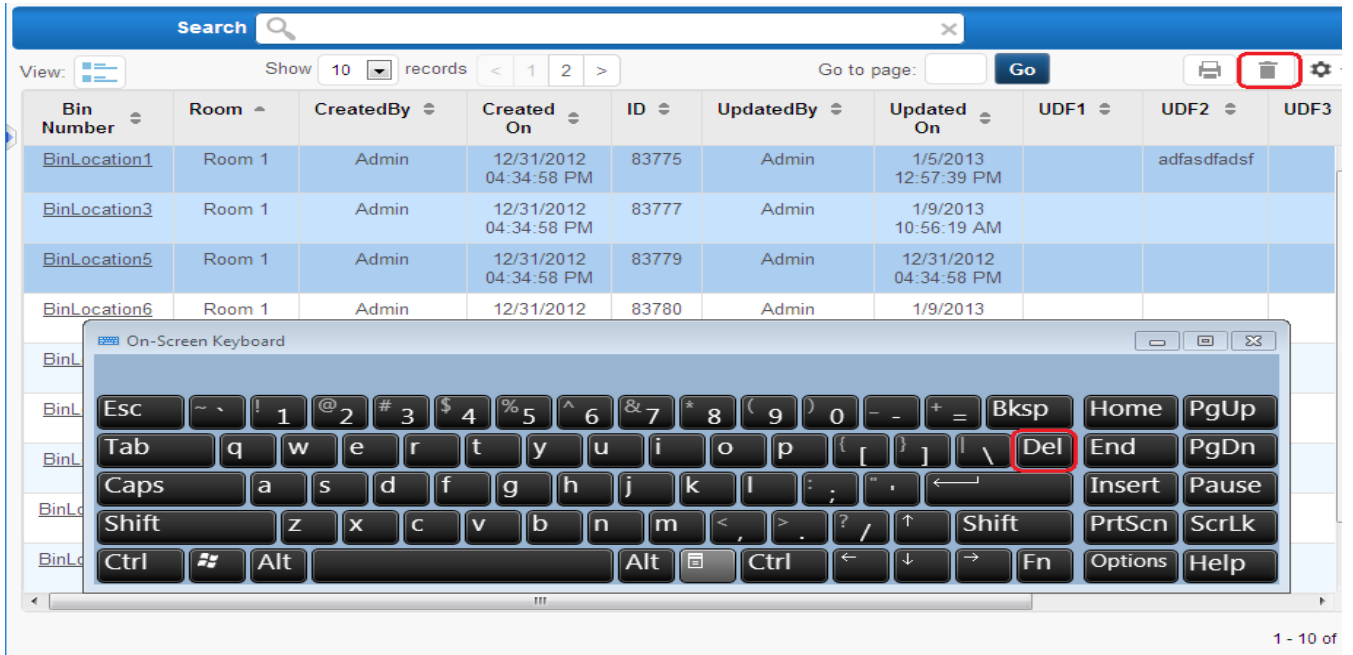
This screenshot is identical to the one above, showing the 'Job Types' application with the 'New' tab selected. It displays the same list of fields (\*JobType, \*UDF1, \*UDF2, UDF3, \*UDF4, \*UDF5) and input controls (text boxes, dropdowns, and buttons) as the 'New' form.

User can save records hitting "Enter" key of the key board or clicking "Save" button. Clicking "Cancel" button will redirect user to "History" tab.

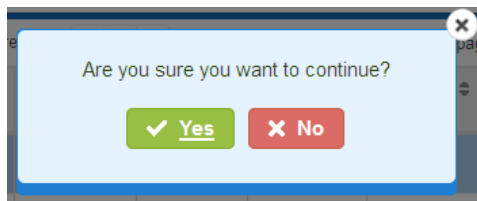
**Note:** The fields marked star are compulsory to enter.


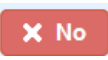
### c. Delete

- It enables user to delete the selected or multiple fields. Select the field by clicking on it and then click on Delete icon or press Delete key on your keyboard.



- The following pop-up appears:



- Select  to delete and  to return back to previous screen.

### d. Change log

It enables the user to check the update history of particular field, i.e, when the field was created and the number of times it was updated. The user must select the field, and then click on vertical tab "Change log". The following screen is displayed:

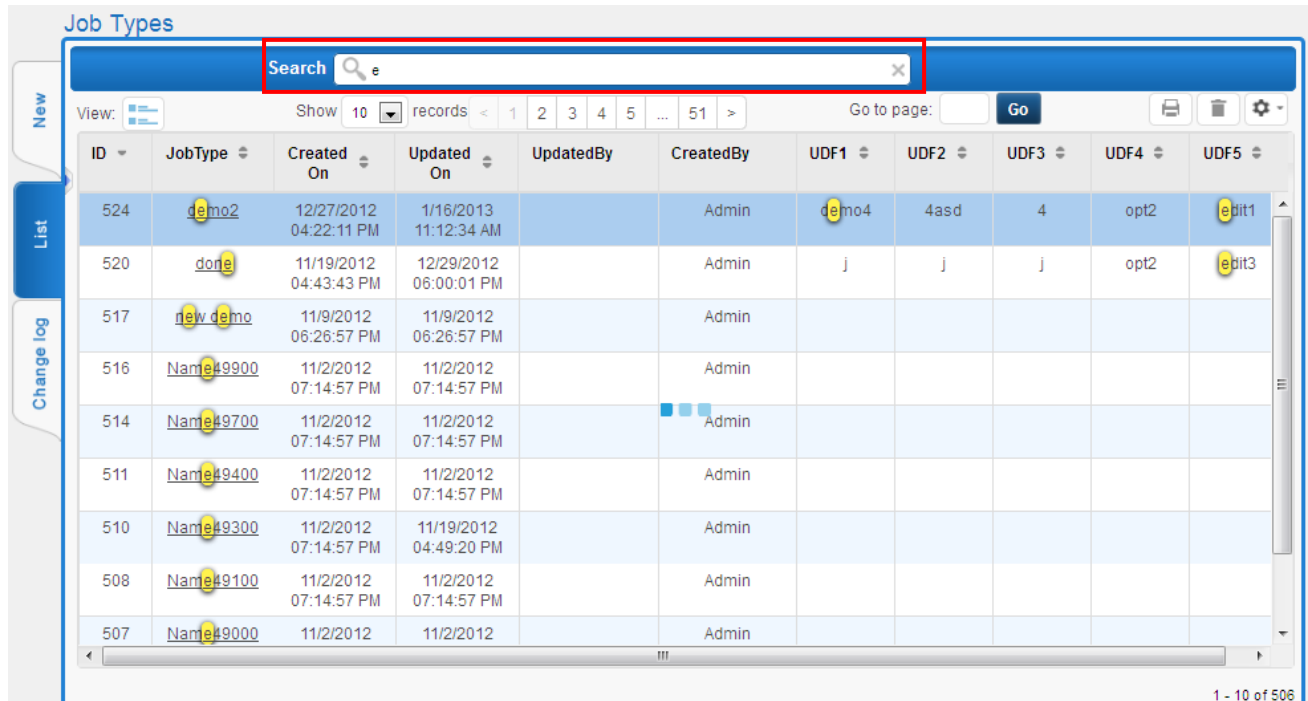
Job Types										
ID	HistoryID	Action	JobType	Room	Created On	Updated On	UpdatedBy	CreatedBy	UDF1	UDF2
524	14	update	demo2		12/27/2012 04:22:11 PM	1/16/2013 11:12:34 AM			demo4	4asd
524	11	update	demo2		12/27/2012 04:22:11 PM	1/16/2013 11:12:34 AM			demo4	4asd
524	8	update	demo2		12/27/2012 04:22:11 PM	12/29/2012 06:37:43 PM			demo4	4asd
524	5	update	demo2		12/27/2012 04:22:11 PM	12/29/2012 05:58:41 PM			demo4	4
524	2	insert	demo2		12/27/2012 04:22:11 PM	12/27/2012 04:22:11 PM			demo	demo

## 2. General features

### a. Search functionality

#### i. Main search

It enables user to search the specific page for any keyword. Enter the keyword in the Search dialog box. Searched field is highlighted and displayed in the list.




ID	JobType	Created On	Updated On	UpdatedBy	CreatedBy	UDF1	UDF2	UDF3	UDF4	UDF5
524	demo2	12/27/2012 04:22:11 PM	1/16/2013 11:12:34 AM		Admin	demo4	4asd	4	opt2	edit1
520	demo	11/19/2012 04:43:43 PM	12/29/2012 06:00:01 PM		Admin	j	j	j	opt2	edit3
517	new demo	11/9/2012 06:26:57 PM	11/9/2012 06:26:57 PM		Admin					
516	Name49900	11/2/2012 07:14:57 PM	11/2/2012 07:14:57 PM		Admin					
514	Name49700	11/2/2012 07:14:57 PM	11/2/2012 07:14:57 PM		Admin					
511	Name49400	11/2/2012 07:14:57 PM	11/2/2012 07:14:57 PM		Admin					
510	Name49300	11/2/2012 07:14:57 PM	11/19/2012 04:49:20 PM		Admin					
508	Name49100	11/2/2012 07:14:57 PM	11/2/2012 07:14:57 PM		Admin					
507	Name49000	11/2/2012	11/2/2012		Admin					

**Note:** Search functionality searches the keywords as you type. The fields with similar keywords get highlighted.

#### ii. Narrow Search By functionality

As the name suggests this function is used to filter or narrow down the scope of search for user convenience. It is an alternate search to the Search functionality and much detailed one.

- To open Narrow search, click on the small Triangular icon  on the top left corner of the screen.
- The following screen appears:

Job Types

Search

View:  Show 10 records < 1 2 3 4 5 ... 51 > Go to page:  Go

**Narrow Search By:**

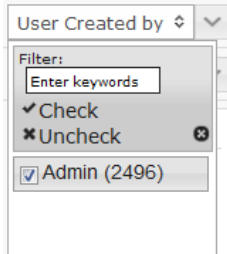
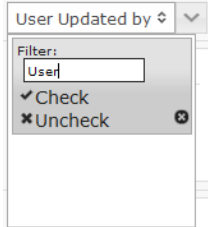
User Created by   
 User Updated by   
 Date Created   
 From    
 To    
 Date Updated   
 From    
 To    
 UDF4   
 UDF5

ID	JobType	Created On	Updated On	UpdatedBy	CreatedBy	UDF1	UDF2	UDF3
520	done	11/19/2012 04:43:43 PM	12/29/2012 06:00:01 PM		Admin	j	j	j
517	new demo	11/9/2012 06:26:57 PM	11/9/2012 06:26:57 PM		Admin			
516	Name49900	11/2/2012 07:14:57 PM	11/2/2012 07:14:57 PM		Admin			
514	Name49700	11/2/2012 07:14:57 PM	11/2/2012 07:14:57 PM		Admin			
511	Name49400	11/2/2012 07:14:57 PM	11/2/2012 07:14:57 PM		Admin			
510	Name49300	11/2/2012 07:14:57 PM	11/19/2012 04:49:20 PM		Admin			
508	Name49100	11/2/2012 07:14:57 PM	11/2/2012 07:14:57 PM		Admin			
507	Name49000	11/2/2012 07:14:57 PM	11/2/2012 07:14:57 PM		Admin			
506	Name48900	11/2/2012	11/2/2012		Admin			

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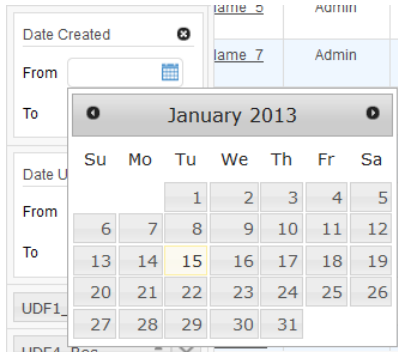
**Note:**

- At point of time only one of the either searches will work.
- Fields in narrow search may vary from module to module.

Field	Description
User Created by	<p>It is used to filter the module for the 'Created by' field. Click on up-down arrow key. Dropdown appears:</p>  <p>User can select or unselect all of the items of the list using Check or Uncheck button. The module reflects the filter selections made.</p>
User Updated by	<p>It is used to filter the module for the 'Updated by' field. Click on up-down arrow key. Dropdown appears:</p>  <p>Either checks the pre-defined search filter or enter a new keyword in the Filter box and then click on Check. The module reflects the filter selections made.</p> <p><b>Note:</b> To cancel the selections made at any point of time, click <input type="button" value="x"/>.</p>

Date Created  
and  
Updated

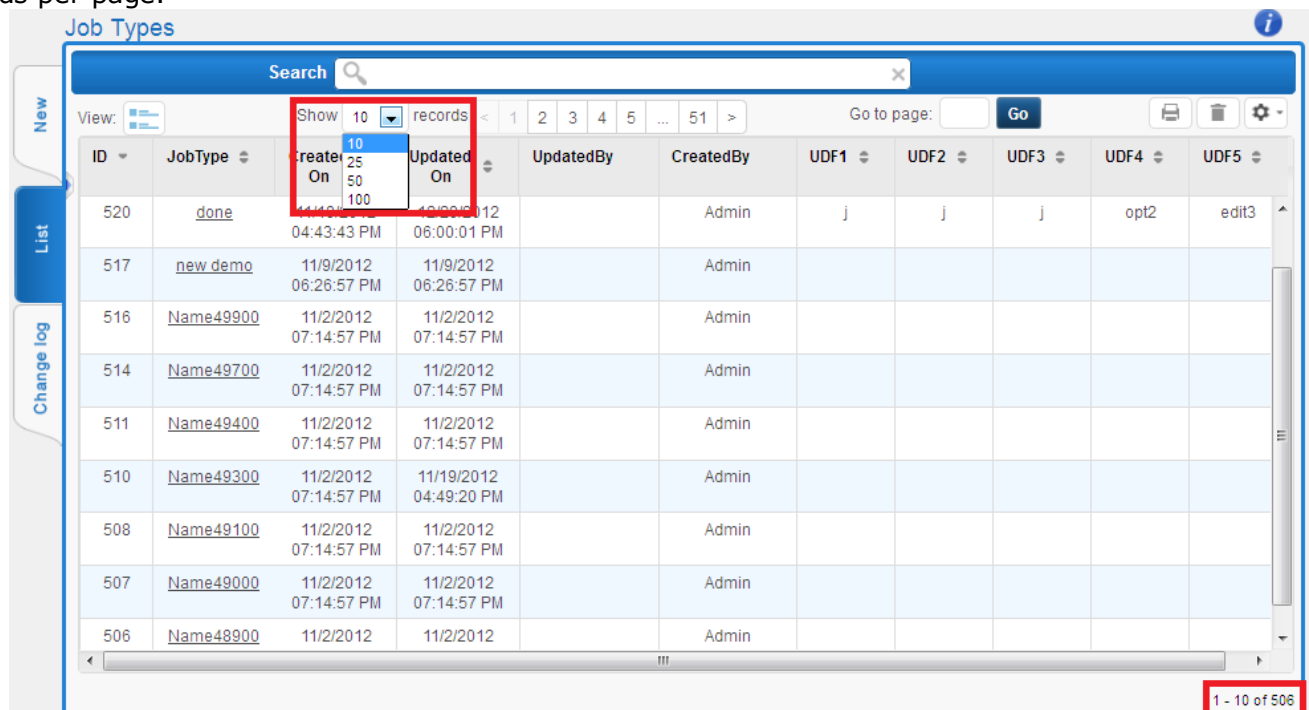
They are used to filter the 'Created On' and 'Updated On' fields respectively. User may enter the date manually or select from the calendar pop-up. Enter 'From-To' time period to be filtered. The module reflects the search results for the selected time period.



Note: To clear the entire selection, click [Clear](#)

## b. Show records Functionality

Show records functionality is dropdown option that enables user to view specified number of fields per page.



ID	JobType	Create On	Updated On	UpdatedBy	CreatedBy	UDF1	UDF2	UDF3	UDF4	UDF5
520	done	11/9/2012 04:43:43 PM	11/9/2012 06:00:01 PM		Admin	j	j	j	opt2	edit3
517	new demo	11/9/2012 06:26:57 PM	11/9/2012 06:26:57 PM		Admin					
516	Name49900	11/2/2012 07:14:57 PM	11/2/2012 07:14:57 PM		Admin					
514	Name49700	11/2/2012 07:14:57 PM	11/2/2012 07:14:57 PM		Admin					
511	Name49400	11/2/2012 07:14:57 PM	11/2/2012 07:14:57 PM		Admin					
510	Name49300	11/2/2012 07:14:57 PM	11/19/2012 04:49:20 PM		Admin					
508	Name49100	11/2/2012 07:14:57 PM	11/2/2012 07:14:57 PM		Admin					
507	Name49000	11/2/2012 07:14:57 PM	11/2/2012 07:14:57 PM		Admin					
506	Name48900	11/2/2012	11/2/2012		Admin					

**Note:** Show records functionality enables user to select from 10, 25, 50 and 100 fields to be displayed per page.

## c. Go To Page Functionality

Go To Page functionality enables user to skip any specified page. Type the specified page number to view in the Go to page box and then click [Go](#). The specified page is displayed on the screen.

Job Types

Search

View:   Show 10 records < 1 2 3 4 5 ... 51 > Go to page: 2 Go

ID	JobType	Created On	Updated On	UpdatedBy	CreatedBy	UDF1	UDF2	UDF3	UDF4	UDF5
504	<a href="#">Name48700</a>	11/2/2012 07:14:57 PM	11/2/2012 07:14:57 PM		Admin					
503	<a href="#">Name48600</a>	11/2/2012 07:14:57 PM	11/2/2012 07:14:57 PM		Admin					
502	<a href="#">Name48500</a>	11/2/2012 07:14:57 PM	11/2/2012 07:14:57 PM		Admin					
501	<a href="#">Name48400</a>	11/2/2012 07:14:57 PM	11/2/2012 07:14:57 PM		Admin					
500	<a href="#">Name48300</a>	11/2/2012 07:14:57 PM	11/2/2012 07:14:57 PM		Admin					
499	<a href="#">Name48200</a>	11/2/2012 07:14:57 PM	11/2/2012 07:14:57 PM		Admin					
498	<a href="#">Name48100</a>	11/2/2012 07:14:57 PM	11/2/2012 07:14:57 PM		Admin					
497	<a href="#">Name48000</a>	11/2/2012 07:14:57 PM	12/29/2012 06:37:35 PM		Admin	sad	asdasd	asd	opt2	edit3
496	<a href="#">Name47900</a>	11/2/2012	11/2/2012		Admin					

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#### d. Export Functionality

Export functionality enables user to export the page. Click on the Export icon on top right of the screen and then user may choose to export the page through any of the following mediums:

- Print: It prints the selected page.
- Excel: It converts the page to excel sheet.
- CSV: It converts the page to CSV sheet.
- PDF: It converts the page to PDF document.
- Copy: It copies the page to Clipboard.

Job Types

Search

View:   Show 10 records < 1 2 3 4 5 ... 51 > Go to page: 2 Go

ID	JobType	Created On	Updated On	UpdatedBy	CreatedBy	UDF1	UDF2	UDF3	UDF4	UDF5
504	<a href="#">Name48700</a>	11/2/2012 07:14:57 PM	11/2/2012 07:14:57 PM		Admin					
503	<a href="#">Name48600</a>	11/2/2012 07:14:57 PM	11/2/2012 07:14:57 PM		Admin					
502	<a href="#">Name48500</a>	11/2/2012 07:14:57 PM	11/2/2012 07:14:57 PM		Admin					
501	<a href="#">Name48400</a>	11/2/2012 07:14:57 PM	11/2/2012 07:14:57 PM		Admin					
500	<a href="#">Name48300</a>	11/2/2012 07:14:57 PM	11/2/2012 07:14:57 PM		Admin					
499	<a href="#">Name48200</a>	11/2/2012 07:14:57 PM	11/2/2012 07:14:57 PM		Admin					
498	<a href="#">Name48100</a>	11/2/2012 07:14:57 PM	11/2/2012 07:14:57 PM		Admin					
497	<a href="#">Name48000</a>	11/2/2012 07:14:57 PM	12/29/2012 06:37:35 PM		Admin	sad	asdasd	asd	opt2	edit3
496	<a href="#">Name47900</a>	11/2/2012	11/2/2012		Admin					

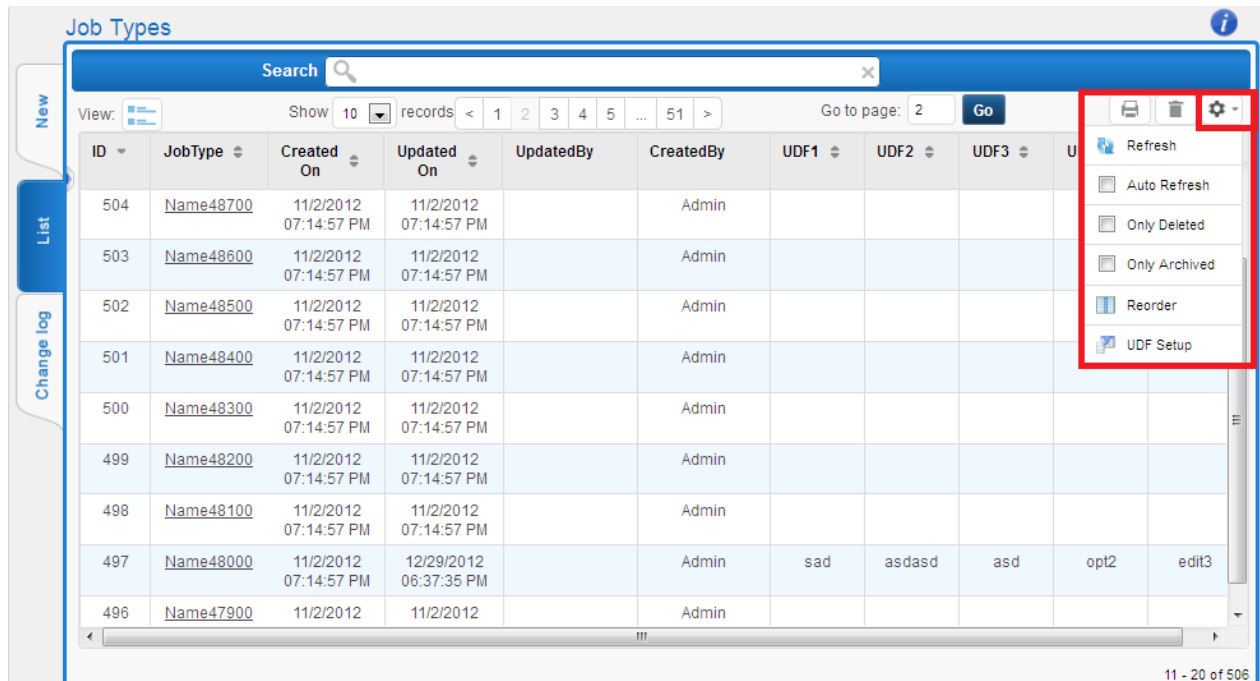
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Print Excel CSV PDF Copy



### e. Settings functionality

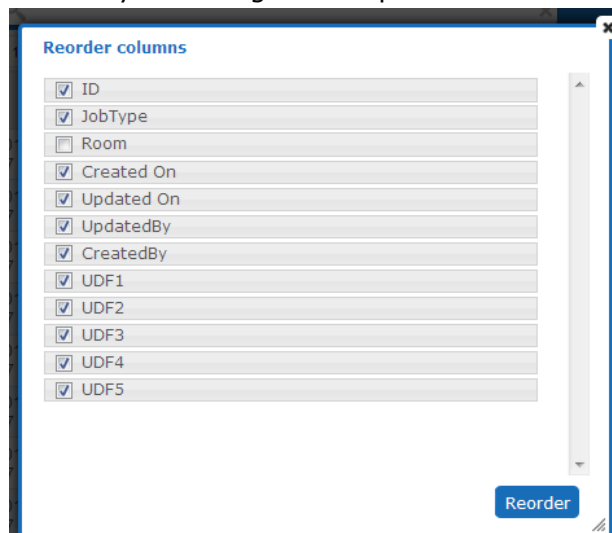
Settings functionality enables user to perform various actions on the module.



The screenshot shows the 'Job Types' module interface. It includes a search bar, a table of job types, and a settings menu. The table has columns for ID, JobType, Created On, Updated On, UpdatedBy, CreatedBy, UDF1, UDF2, UDF3, and UDF4. The settings menu is located in the top right corner and includes options like Refresh, Auto Refresh, Only Deleted, Only Archived, Reorder, and UDF Setup.

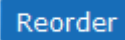
ID	JobType	Created On	Updated On	UpdatedBy	CreatedBy	UDF1	UDF2	UDF3	UDF4
504	Name48700	11/2/2012 07:14:57 PM	11/2/2012 07:14:57 PM		Admin				
503	Name48600	11/2/2012 07:14:57 PM	11/2/2012 07:14:57 PM		Admin				
502	Name48500	11/2/2012 07:14:57 PM	11/2/2012 07:14:57 PM		Admin				
501	Name48400	11/2/2012 07:14:57 PM	11/2/2012 07:14:57 PM		Admin				
500	Name48300	11/2/2012 07:14:57 PM	11/2/2012 07:14:57 PM		Admin				
499	Name48200	11/2/2012 07:14:57 PM	11/2/2012 07:14:57 PM		Admin				
498	Name48100	11/2/2012 07:14:57 PM	11/2/2012 07:14:57 PM		Admin				
497	Name48000	11/2/2012 07:14:57 PM	12/29/2012 06:37:35 PM		Admin	sad	asdasd	asd	opt2 edit3
496	Name47900	11/2/2012	11/2/2012		Admin				

- Refresh: This option refreshes the module and displays the latest changes implemented.
- Auto Refresh: This option automatically refreshes the screen in specified time.
- Only Deleted: This option reflects only the deleted fields of the module on screen. To select it, check the checkbox in front of the option.
- Only Archived: This option reflects only the archived fields of the module on screen. To select it, check the checkbox in front of the option.
- Reorder: This option enables user to reorder the columns of the module.
  - User can also select which field to appear on screen and which remains to be hidden.
  - Check or uncheck the checkbox in front of the field to display or hide the fields respectively.
  - User may also drag and drop fields to be arranged in order of choice.



The 'Reorder columns' dialog box shows a list of fields with checkboxes next to them. The fields are: ID, JobType, Room, Created On, Updated On, UpdatedBy, CreatedBy, UDF1, UDF2, UDF3, UDF4, and UDF5. The checkboxes for ID, JobType, Created On, Updated On, UpdatedBy, CreatedBy, UDF1, UDF2, UDF3, UDF4, and UDF5 are checked. The checkbox for Room is unchecked. A 'Reorder' button is at the bottom right.

- After the selection is completed, click



**Note:** To cancel the selection, click



### 3. Miscellaneous

Grid in History tab may have few of following functionality depends on requirements:

- 1) Resizing of columns
- 2) Re-ordering of columns using drag & drop of column header
- 3) Single column and multi column sorting (using shift key)
- 4) In-line editing
- 5) Multi selection of rows by clicking each row