

eTurns

# Tool Category

Help documentation



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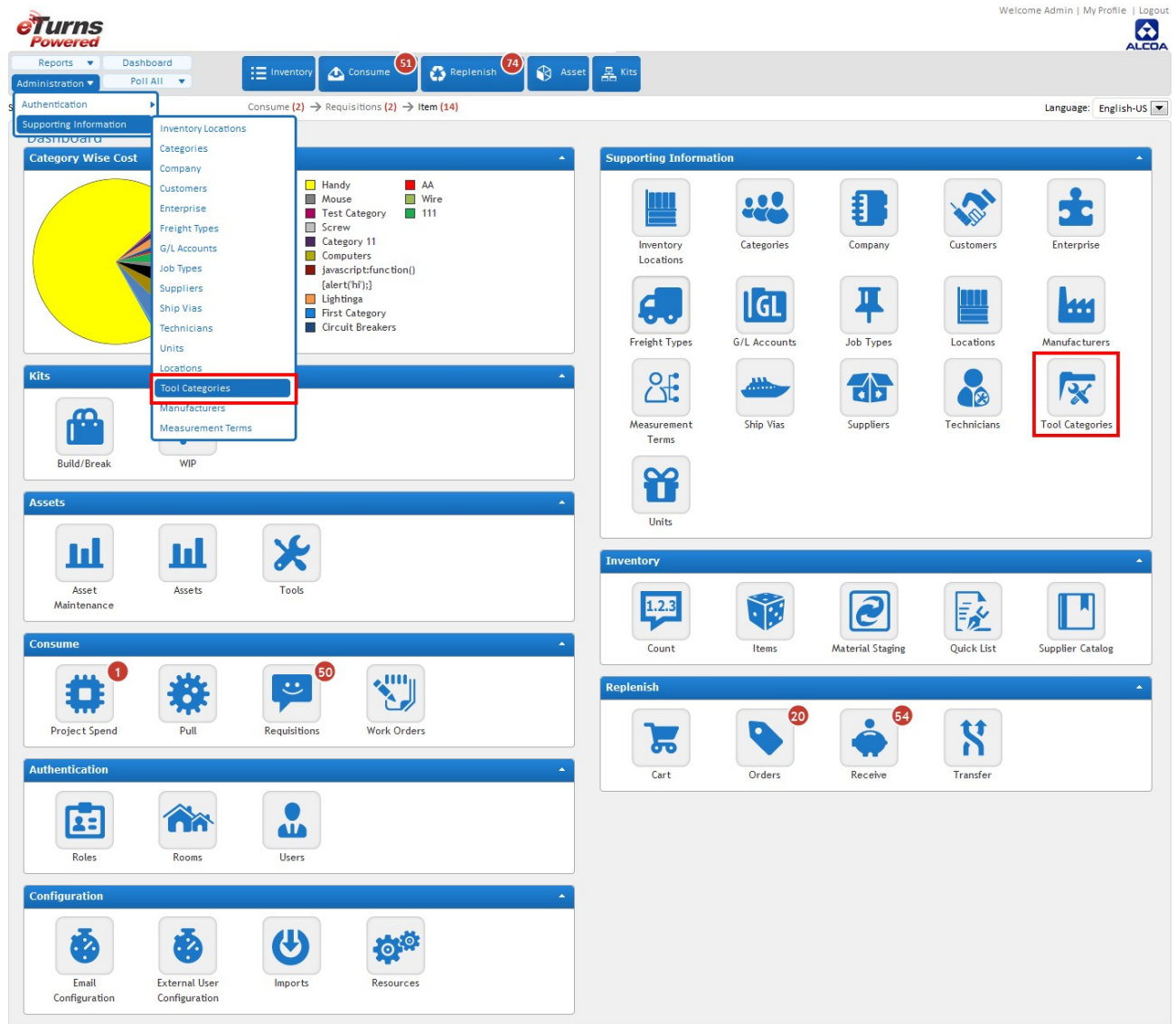
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Tool Category is one of the supporting tables used to categorize the Tools.

## Guidelines

### a. Open Tool Categories:

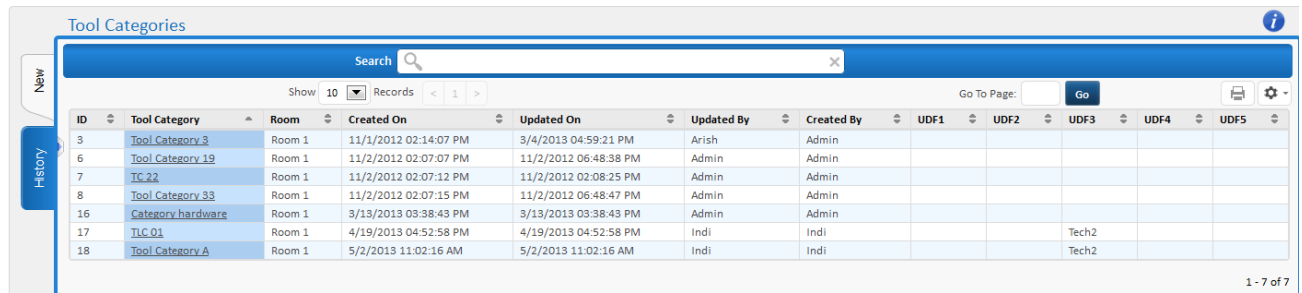
To open Tools categories, user may either select Tools categories from Administration > Supporting Information or simply click the Tools categories icon listed under Supporting Information on Dashboard.



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Figure 1

The following page appears on screen:



ID	Tool Category	Room	Created On	Updated On	Updated By	Created By	UDF1	UDF2	UDF3	UDF4	UDF5
3	Tool Category 3	Room 1	11/1/2012 02:14:07 PM	3/4/2013 04:59:21 PM	Arish	Admin					
6	Tool Category 19	Room 1	11/2/2012 02:07:07 PM	11/2/2012 06:48:38 PM	Admin	Admin					
7	TC 22	Room 1	11/2/2012 02:07:12 PM	11/2/2012 02:08:25 PM	Admin	Admin					
8	Tool Category 33	Room 1	11/2/2012 02:07:15 PM	11/2/2012 06:48:47 PM	Admin	Admin					
16	Category hardware	Room 1	3/13/2013 03:38:43 PM	3/13/2013 03:38:43 PM	Admin	Admin					
17	TLC 01	Room 1	4/19/2013 04:52:58 PM	4/19/2013 04:52:58 PM	Indi	Indi			Tech2		
18	Tool Category A	Room 1	5/2/2013 11:02:16 AM	5/2/2013 11:02:16 AM	Indi	Indi			Tech2		

Figure 2

### b. Add new Tool category:

To add a new Tool category, click on the New tab on left hand side of the panel or right click and select 'New' from the list.

- Enter the particulars and hit "Save" button. A new Tool category is created.

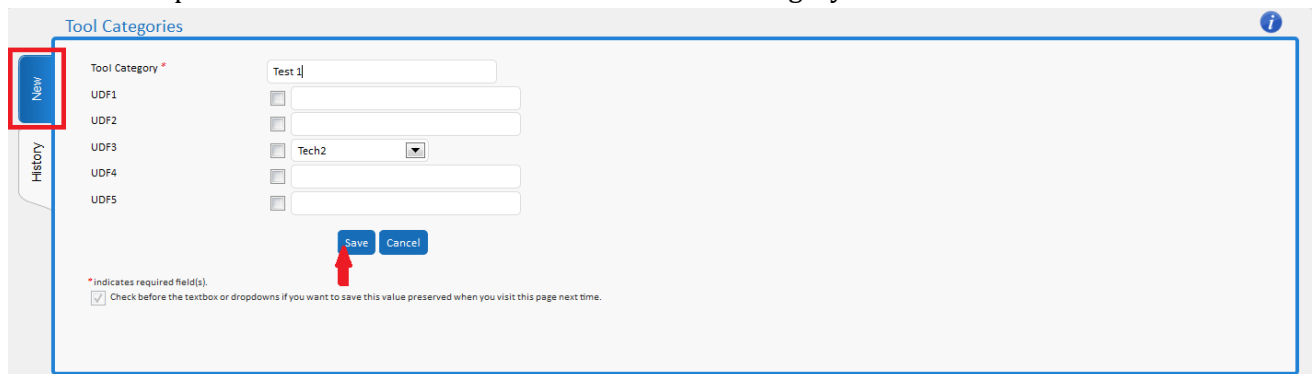



Figure 3

### c. Edit/Update Tools categories:

To edit an existing Tools categories record, click on the Tools category's name and new screen appears on screen. To edit any item in list the user must have the required authorization.

### d. Delete a record:

To delete a record, select it and then click on Delete icon  or press Delete key on your keyboard. The user may also delete the selected or multiple records. A pop up verifies your selection and then deletes the selected records.

Material staging

ID	Staging Name	Description	Bin name	UDF1	UDF2	UDF3	UDF4	UDF5	Created On	Updated On	Updated By	Created By
12	staging121112121			op1	op3	1	1	1	5/2/2013 02:00:48 PM	5/2/2013 02:00:48 PM	Rock	Rock
13	Staging A		Locati MS	op1	op3	1	1	1	5/2/2013 02:51:44 PM	5/2/2013 02:51:44 PM	Rock	Rock
14	staging 23			op1	op3	1	1	1	5/2/2013 04:33:03 PM	5/2/2013 04:33:03 PM	Rock	Rock
16	abcvirat123		Staging new 1	op1	op3	1	1	1	5/3/2013 07:17:12 AM	5/3/2013 07:17:12 AM	Rock	Rock
17	DA1		here	op1	op3	1	1	1	5/3/2013 07:40:27 AM	5/3/2013 07:40:27 AM	Donald	Donald
18	Rock		test	op1	op3	7	1	1	5/3/2013 07:42:20 AM	5/3/2013 07:42:20 AM	Rock	Rock
19	DA			op1	op3	1	1	1	5/3/2013 07:42:47 AM	5/3/2013 07:42:47 AM	Donald	Donald
20	viratitest			op1	op3	1	1	1	5/3/2013 08:11:24 AM	5/3/2013 08:11:24 AM	Rock	Rock
21	Visalia		123456	op1	op3	1	1	1	5/3/2013 08:11:41 AM	5/3/2013 01:59:44 PM	Rock	Rock
22	Test		Select Staging location	op1	op3	1	1	1	5/4/2013 05:40:27 PM	5/4/2013 05:40:27 PM	Admin	Admin

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Figure 4

### e. Export the page:

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.

Tool Categories

ID	Tool Category	Room	Created On	Updated On	Updated By	Created By	UDF1	UDF2	UDF3	UDF4
3	Tool Category 3	Room 1	11/1/2012 02:14:07 PM	3/4/2013 04:59:21 PM	Arish	Admin				
6	Tool Category 19	Room 1	11/2/2012 02:07:07 PM	11/2/2012 06:48:38 PM	Admin	Admin				
7	TIC 22	Room 1	11/2/2012 02:07:12 PM	11/2/2012 02:08:25 PM	Admin	Admin				
8	Tool Category 33	Room 1	11/2/2012 02:07:15 PM	11/2/2012 06:48:47 PM	Admin	Admin				
16	Category hardware	Room 1	3/13/2013 03:38:43 PM	3/13/2013 03:38:43 PM	Admin	Admin				
17	TIC 01	Room 1	4/19/2013 04:52:58 PM	4/19/2013 04:52:58 PM	Indi	Indi			Tech2	
18	Tool Category A	Room 1	5/2/2013 11:02:16 AM	5/2/2013 11:02:16 AM	Indi	Indi			Tech2	
19	Test	Room 1	5/7/2013 10:06:14 AM	5/7/2013 10:06:14 AM	Admin				Tech2	

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Figure 5

### f. View change log:

To view the updated history of a Tools category, select the Tools categories and click on Change log tab. It displays when the Tools category was created and the number of times it was updated.

Tool Categories

ID	History ID	Action	Tool Category	Room	Created On	Updated On	Updated By	Created By	UDF1	UDF2	UDF3	UDF4	UDF5
6	4	update	Tool Category 19	Room 1	11/2/2012 02:07:07 PM	11/2/2012 06:48:38 PM	Admin	Admin					

Figure 6

**Note:** The Change log is displayed in View only mode.

### g. Search Tools categories for keyword:

There are two types of search available to look for any keyword or filter the content of the module:

- i. Main Search: To search the document for any particular keyword, the Main search is used. Enter the keyword in the search box on top of screen and the keyword gets highlighted on the screen.

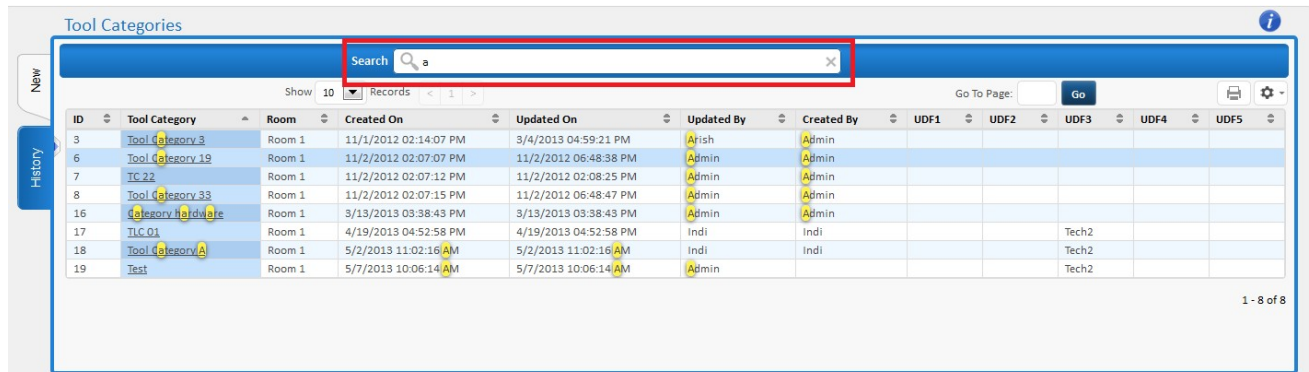


Figure 7

- ii. Narrow Search by: 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:

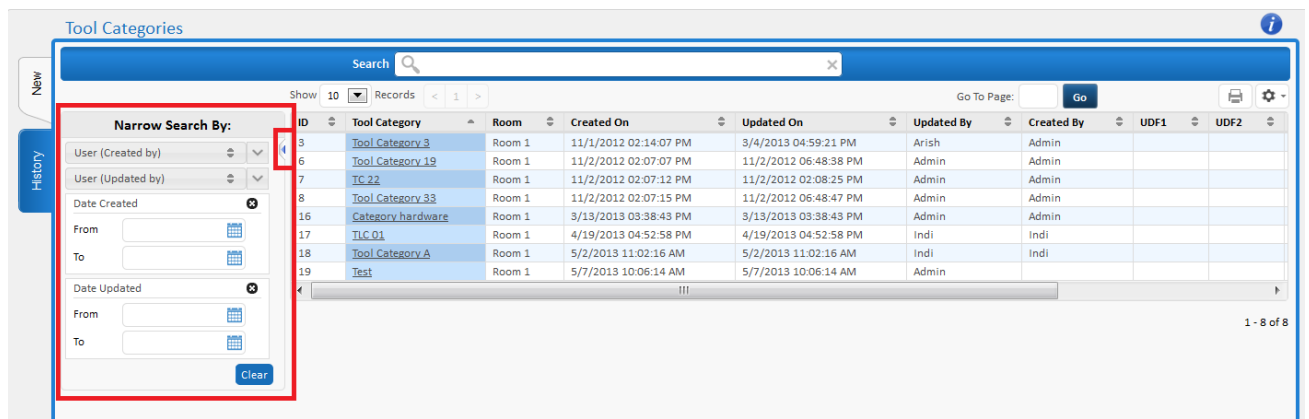
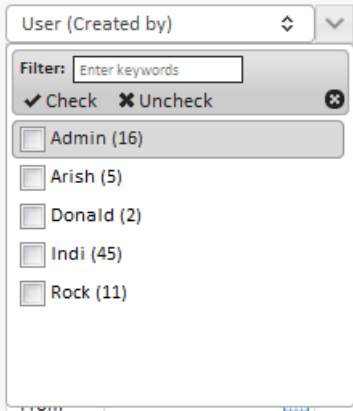
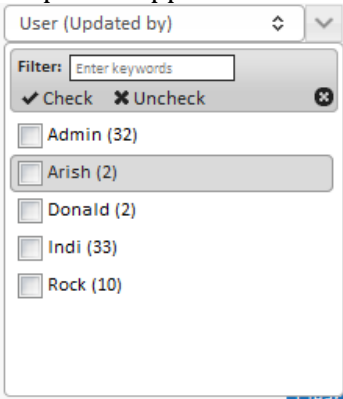

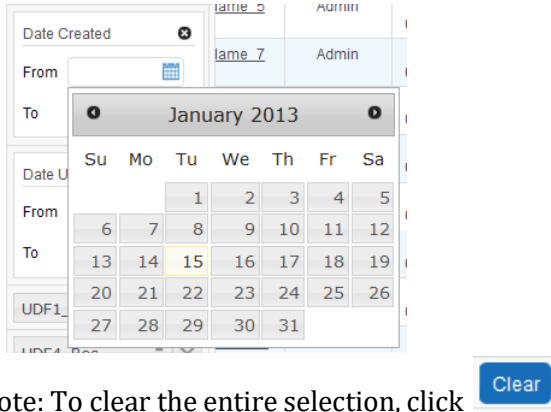



Figure 8

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. 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>Dropdown appears:</p>  <p><b>Note:</b> To cancel the selections made at any point of time, click .</p>
Date Created and Date Updated	<p>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.</p>  <p><b>Note:</b> To clear the entire selection, click .</p>

**Note:** At point of time only one of the either searches will work.

## h. View records and Go to specific page:

The user is enabled to view particular records on the page and go to any page number directly. These functionalities can be accessed simply selecting number of records from the drop down and entering the page number to be displayed and click “Go”.

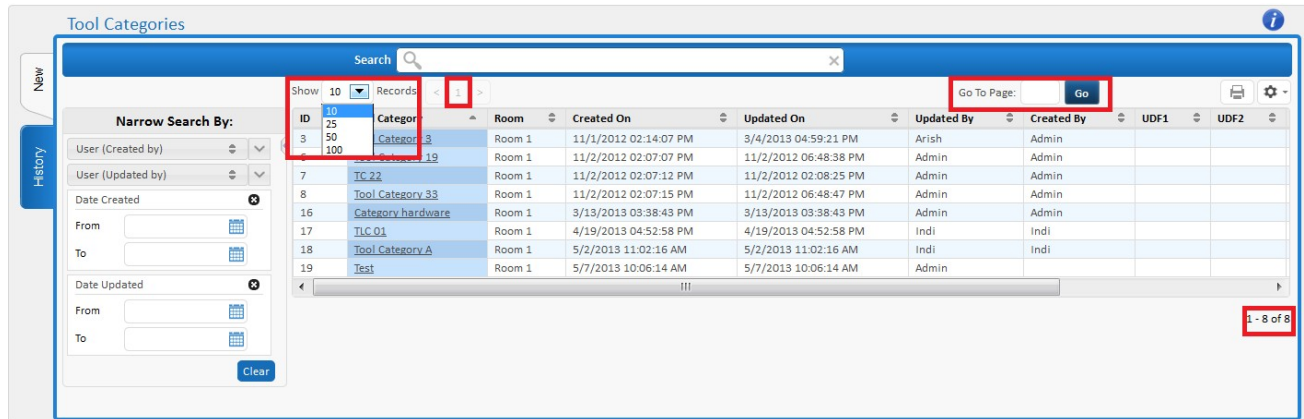


Figure 9

## i. Implement various settings:

The user may choose from the below functionalities to be implemented on the module:

- 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.
  - After the selection is completed, click “Reorder”.

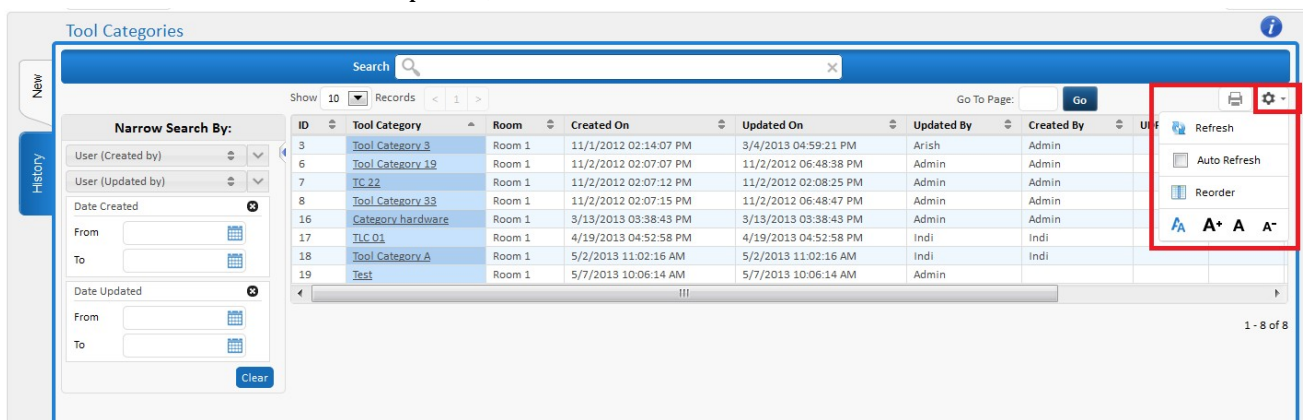


Figure 10





#### **j. Miscellaneous settings:**

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

Multi selection of rows by clicking each row