

eTurns

Requisition

[Help documentation](#)



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Requisition hierarchy:

If the user wishes to pull certain items from inventory, and they are unavailable at the moment or the user does not have required rights to access the resources; then the user needs to make a requisition to obtain the particular item.

A requisition goes through the following stages from when it is placed, till all the commodities of the requisition are pulled.

- i. Un-submitted: When new requisition placed, it attains the status of un-submitted, here the requisition is in compilation stage and can be edited number of times, with those having authorization. The requisitions having this status are reflected in *Un-submitted* tab.
- ii. Submit: Once a requisition is made, it gets submitted to be approved by relevant authority. The requisitions submitted are listed in *Approve* tab.
- iii. Approve: The submitted requisition is then sent for approval to concerned authority. The authority approving the requisition could also submit and approve the requisition together, if it has required rights. The records having Approved status are reflected in the *Pulls* tab.
- iv. Closed: An requisition can be closed under two circumstances:
 - a. Auto close: The complete consignment is pulled and thus the requisition automatically closes.
 - b. Manual closure: The user due to certain circumstances explicitly chooses to close a certain requisition.

Under both circumstances, the requisition is deemed to completed, thus closed and such requisitions are listed under *Closed* tab.

This following manual guides the user to use the various functionalities of Requisition module.

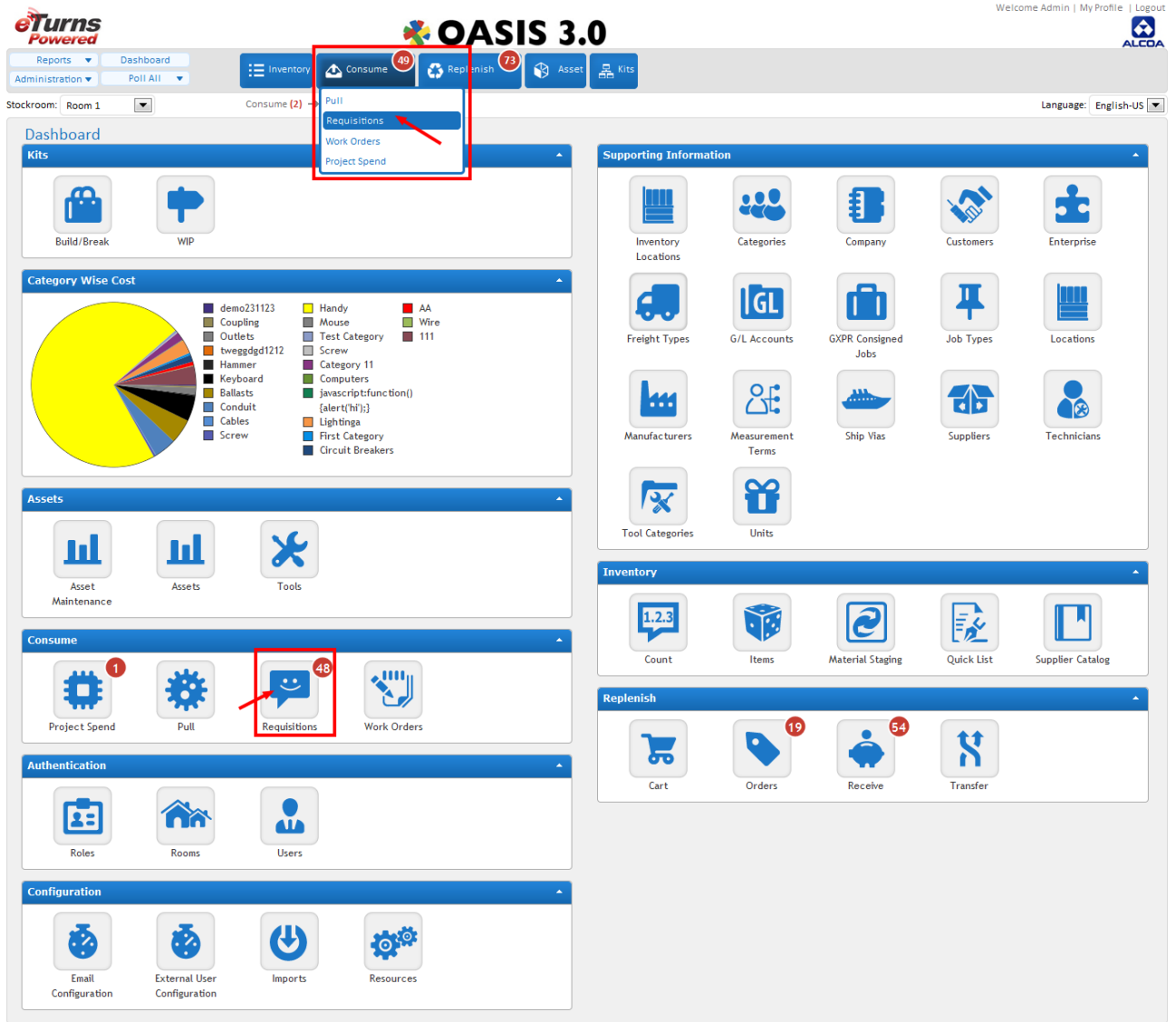
The following tabs are displayed on the Requisition page:



Guidelines

a. Open Requisition

To open requisition, user may either select Requisition from Consume dropdown or simply click the Requisition icon listed under Consume on Dashboard.



The screenshot displays the eTurns OASIS 3.0 dashboard. At the top, the 'Consume' button is highlighted with a red box, and a dropdown menu is open, showing 'Requisitions' as the selected option. Below this, the 'Consume' section on the dashboard features four icons: 'Project Spend', 'Pull', 'Requisitions' (highlighted with a red box and a red arrow), and 'Work Orders'. The 'Requisitions' icon is a blue speech bubble with a white '48' badge. The dashboard also includes a 'Category Wise Cost' pie chart, a 'Supporting Information' section with various icons, and an 'Inventory' section with icons for 'Count', 'Items', 'Material Staging', 'Quick List', and 'Supplier Catalog'.

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Figure 1

The following page appears on screen:

Welcome Admin | My Profile | Logout

eTurns Powered **OASIS 3.0**

Reports Administration Dashboard Poll All Inventory Consume 50 Replenish 73 Asset Kits

Stockroom: Room 1 Consume (2) → Requisitions (2) → Item (14) Language: English-US

Requisitions

Search

Show 10 Records < 1 2 3 4 5 ... 18 > Go To Page: Go

ID	Requisition Status	Requisition #	Description	Workorder	Required Date	# of Items requisitioned	Customer	Requisition Type	Created On	Updated On	Room	Created By	Updated By	UDF1
21215	Unsubmitted	3081			5/15/2013 12:00:00 AM	6	Test Customer	Requisition	5/3/2013 01:05:39 PM	5/3/2013 01:06:55 PM	Room 1	Admin	Admin	156
21213	Submitted	3076			5/22/2013 12:00:00 AM	3	Shawn Paul	Requisition	5/2/2013 10:18:01 AM	5/3/2013 11:36:15 AM	Room 1	Indi	Indi	
21212	Submitted	3075_ResetTest2			5/28/2013 12:00:00 AM	14		Requisition	5/1/2013 05:59:01 PM	5/3/2013 02:00:35 PM	Room 1	Indi	Indi	
21211	Approved	3074_ResetTest			5/21/2013 12:00:00 AM	24		Requisition	5/1/2013 05:54:29 PM	5/1/2013 05:57:40 PM	Room 1	Rock	Rock	
21210	Closed	3072			5/15/2013 12:00:00 AM	3	alida	Requisition	5/1/2013 04:13:56 PM	5/1/2013 04:16:16 PM	Room 1	Indi	Indi	
21209	Approved	3071			5/31/2013 12:00:00 AM	9	Order Cust#1	Requisition	5/1/2013 04:08:05 PM	5/1/2013 04:11:13 PM	Room 1	Indi	Indi	
21208	Closed	3070			5/31/2013 12:00:00 AM	10	alida	Requisition	5/1/2013 03:32:31 PM	5/1/2013 03:46:12 PM	Room 1	Indi	Rock	
21207	Closed	3069_updateCheck_1_2			5/7/2013 12:00:00 AM	0		Requisition	5/1/2013 12:48:55 PM	5/1/2013 03:28:13 PM	Room 1	Rock	Indi	
21206	Closed	3068_CRYRRR_II			5/28/2013 12:00:00 AM	3		Requisition	5/1/2013 12:37:44 PM	5/1/2013 03:29:23 PM	Room 1	Rock	Indi	
21203	Closed	3066_AutoCloseCheck			4/30/2013 12:00:00 AM	2		Requisition	4/30/2013 04:06:38 PM	4/30/2013 04:08:51 PM	Room 1	Rock	Rock	

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Figure 2

b. Place a New requisition:

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

- A new requisition number is auto generated every time, but it is editable. Enter the particulars and select Required Date from the calendar pop up. Hit "Save" button, the New Items grid then appears on screen, to add new items from inventory.

Requisitions

New

Un-Submitted 1

Approve 10

History

Change Log

Closed

Requisition # 3083 Workorder Required Date Requisition Status Unsubmitted

Customer Test Customer Billing Account

Project Spend Test1212 UDF1

Requisition Type Requisition UDF2 *

Description UDF3

UDF4

UDF5

new 2

B2

Save Cancel

* Indicates required field(s).

☒ Check before the textbox or dropdowns if you want to save this value preserved when you visit this page next time.

Figure 3

Requisitions

Room : Room 1 | Created On : 5/3/2013 2:29:47 PM | Created By : Admin | Updated On : 5/3/2013 2:29:47 PM | Updated By : Admin

Requisition #* 8083 | Workorder | Required Date* 05/10/2013 | Requisition Status: Unsubmitted

Save Cancel

New Item

Search

Show 10 Records < > Go To Page: Go

Inventory Location	ProjectSpend	Required Date	ID	ItemID	Item Number	Quantity Requisitioned	Quantity Approved	Quantity Pulled
No data available in table								

0 - 0 of 0

Figure 4

- The “New Item” button opens a pop up, for user to enter required quantity of item in Quantity box in front of it and then click “Add”. The user may also enter various quantities together and then hit the “Add All” button at the bottom of the page. To close the selection, hit “Close”.

Add Item(s) to Requisition

Search

Show 10 Records < 1 2 3 4 5 ... 73 > Go To Page: Go

Narrow Search By:

Supplier Manufacturer Category Cost: Stock Status: Item Type User (Created by) User (Updated by) Date Created From To Date Updated From To UDF1 UDF2 Clear

Qty	ID	Item Number	Room	Created On	Updated On	Updated B
Add	44945	ItemNumber999978	Room 1	5/3/2013 07:30:48 AM	5/3/2013 01:06:55 PM	Rock
Add	44944	ItemNumber3	Room 1	5/3/2013 07:29:33 AM	5/3/2013 07:29:34 AM	Donald
Add	44943	itemnolscase	Room 1	5/2/2013 02:48:45 PM	5/3/2013 01:06:55 PM	Rock
Add	44942	itemserialcase	Room 1	5/2/2013 02:46:10 PM	5/3/2013 01:06:55 PM	Rock
Add	44941	itemlotcase	Room 1	5/2/2013 02:44:41 PM	5/3/2013 01:06:55 PM	Rock
Add	44940	Item for Staging1_Lot2	Room 1	5/2/2013 12:28:24 PM	5/3/2013 01:06:55 PM	Rock
Add	44939	Item for Staging1_Lot1	Room 1	5/2/2013 11:45:04 AM	5/3/2013 09:22:12 AM	Rock
Add	44938	Item for Staging_Lot	Room 1	5/2/2013 11:36:32 AM	5/2/2013 11:36:37 AM	Rock
Add	44937	lot tracking Item for Stage	Room 1	5/1/2013 08:58:44 PM	5/1/2013 09:03:09 PM	Rock
Add	44936	Item1 For Staging test	Room 1	5/1/2013 08:56:09 PM	5/1/2013 08:56:13 PM	Rock


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Add Close

denotes on hand quantity of item is less than critical quantity
denotes on hand quantity of item is less than minimum quantity

Figure 5

- Once the Close button is hit, only then the entries from the New Items pop up grid are entered in the main New Items grid.
- The items to be added in the requisition can be filtered by:
 - Supplier:** This filter contains list of all suppliers. Check/uncheck the name of supplier to be displayed on screen.
 - Manufacturer:** This filter contains list of all manufacturers. Check/uncheck the name of manufacturer to be displayed on screen.


- c. **Category:** This filter lists all the categories items are termed under. To select a particular category to be displayed on page, check the checkbox in front of it. Uncheck the check box to view all the categories on screen. User may check number of categories.
 - d. **Cost:** This dropdown allows user to filter the items on basis of their cost, i.e., items of particular cost range are only displayed for user convenience. User may check/uncheck the filter to be implemented.
 - e. **Stock Status:** This dropdown allows user to filter items to be included in list based on their present status of stock. User may check/uncheck the filter to be implemented.
 - f. **Item Type:** This filter allows filtering the type of item to be entered in the quick list. User may check/uncheck Item, Quick list, Kit or Labor to be displayed on screen.
 - Once the Close button is hit, only then the entries from the pop up grid are entered in the main New Items grid. The grid can also be closed by click on  icon.
- Note:** Quick list provides an option to preserve the values entered next time user visits the page, by checking the check box provided at end of new quick list page. REFER Figure 3
- When the items are added to the requisition list, the screen also displays the number of items in the requisition list, along with total price of all the items.

of Items requisitioned : 5 | Total Cost : \$ 130.10

c. Edit an existing requisition:

To edit an existing requisition in any module, click on the requisition number and new screen in accordance to the selected tab appears on screen. To edit any requisition the user must have the required authorization.

d. Delete a requisition:

A requisition can be deleted, by selecting the record and then click on Delete icon  or press Delete key on your keyboard. The user may also delete the selected or multiple record s. A pop up verifies your selection and then deletes the selected records.




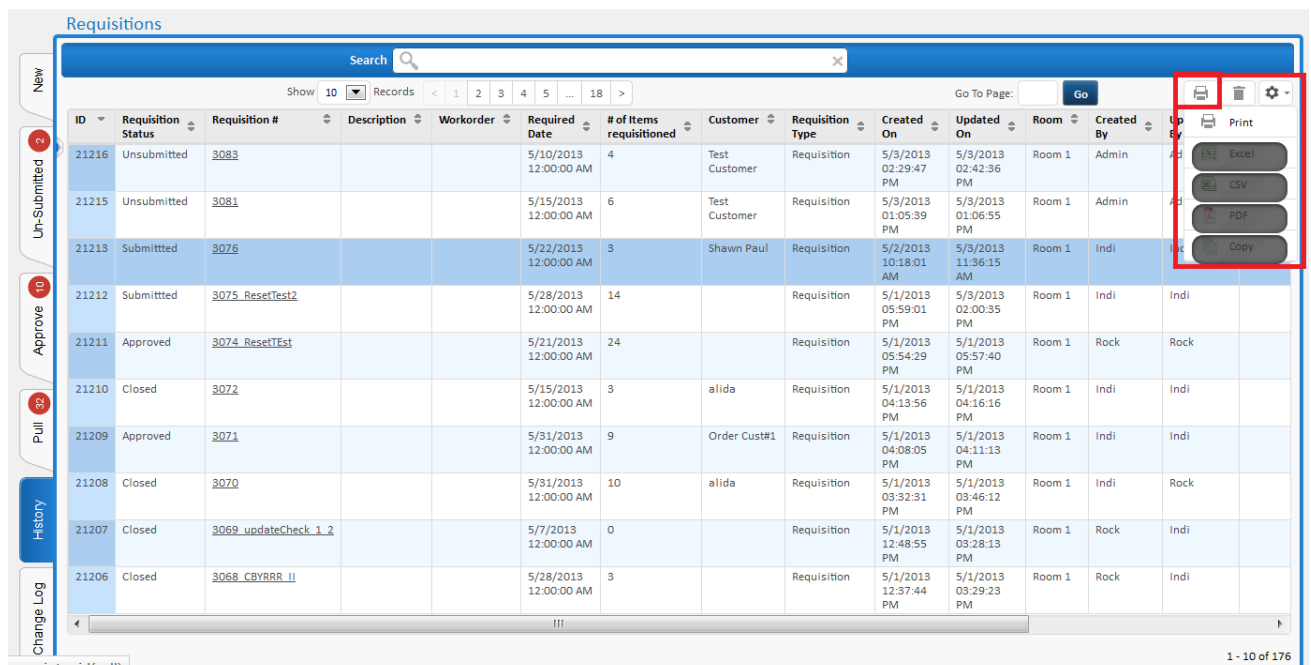
Requisitions													
Search <input type="text"/>													
Show 10 Records < 1 2 3 4 5 ... 18 > Go To Page: Go   													
ID	Requisition Status	Requisition #	Description	Workorder	Required Date	# of Items requisitioned	Customer	Requisition Type	Created On	Updated On	Room	Created By	Updated By
21216	Unsubmitted	3083			5/10/2013 12:00:00 AM	4	Test Customer	Requisition	5/3/2013 02:29:47 PM	5/3/2013 02:42:36 PM	Room 1	Admin	Admin
21215	Unsubmitted	3081			5/15/2013 12:00:00 AM	6	Test Customer	Requisition	5/3/2013 01:05:39 PM	5/3/2013 01:06:55 PM	Room 1	Admin	Admin
21213	Submitted	3076			5/22/2013 12:00:00 AM	3	Shawn Paul	Requisition	5/2/2013 10:18:01 AM	5/3/2013 11:36:15 AM	Room 1	Indi	Indi
21212	Submitted	3075_ResetTest2			5/28/2013 12:00:00 AM	14		Requisition	5/1/2013 05:59:01 PM	5/3/2013 02:00:35 PM	Room 1	Indi	Indi
21211	Approved	3074_ResetTest			5/21/2013 12:00:00 AM	24		Requisition	5/1/2013 05:54:29 PM	5/1/2013 05:57:40 PM	Room 1	Rock	Rock
21210	Closed	3072			5/15/2013 12:00:00 AM	3	alida	Requisition	5/1/2013 04:13:56 PM	5/1/2013 04:16:16 PM	Room 1	Indi	Indi
21209	Approved	3071			5/31/2013 12:00:00 AM	9	Order Cust1	Requisition	5/1/2013 04:08:05 PM	5/1/2013 04:11:13 PM	Room 1	Indi	Indi
21208	Closed	3070			5/31/2013 12:00:00 AM	10	alida	Requisition	5/1/2013 03:32:31 PM	5/1/2013 03:46:12 PM	Room 1	Indi	Rock
21207	Closed	3069_updateCheck 1 2			5/7/2013 12:00:00 AM	0		Requisition	5/1/2013 12:48:55 PM	5/1/2013 03:28:13 PM	Room 1	Rock	Indi
21206	Closed	3068_CBYRRR II			5/28/2013 12:00:00 AM	3		Requisition	5/1/2013 12:37:44 PM	5/1/2013 03:29:23 PM	Room 1	Rock	Indi

Figure 6

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.



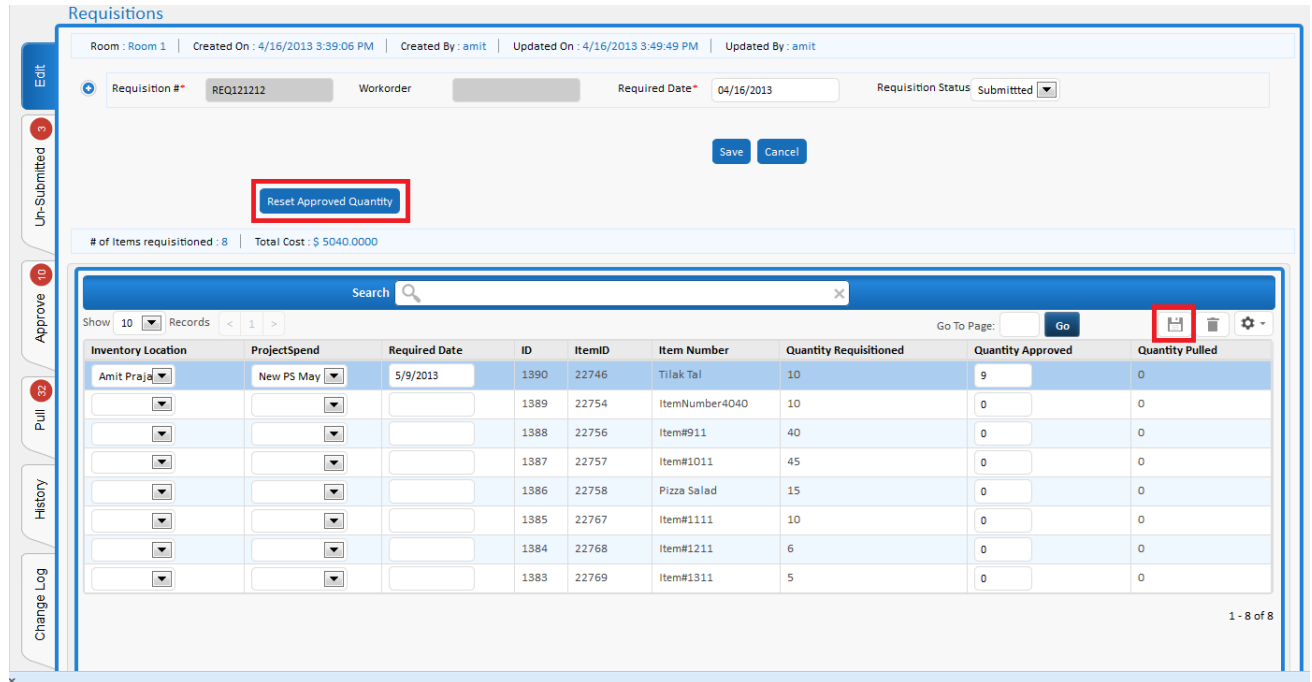
The screenshot shows the 'Requisitions' page in the eTurns system. The table lists various requisitions with columns for ID, Requisition Status, Requisition #, Description, Workorder, Required Date, # of Items requisitioned, Customer, Requisition Type, Created On, Updated On, Room, Created By, and Upd By. A red box highlights the export options (Excel, CSV, PDF, Copy) in the top right corner of the table.

ID	Requisition Status	Requisition #	Description	Workorder	Required Date	# of Items requisitioned	Customer	Requisition Type	Created On	Updated On	Room	Created By	Upd By
21216	Unsubmitted	3083			5/10/2013 12:00:00 AM	4	Test Customer	Requisition	5/3/2013 02:29:47 PM	5/3/2013 02:42:36 PM	Room 1	Admin	Ad
21215	Unsubmitted	3081			5/15/2013 12:00:00 AM	6	Test Customer	Requisition	5/3/2013 01:05:39 PM	5/3/2013 01:06:55 PM	Room 1	Admin	Ad
21213	Submitted	3076			5/22/2013 12:00:00 AM	3	Shawn Paul	Requisition	5/2/2013 10:18:01 AM	5/3/2013 11:36:15 AM	Room 1	Indi	Indi
21212	Submitted	3075_ResetTest2			5/28/2013 12:00:00 AM	14		Requisition	5/1/2013 05:59:01 PM	5/3/2013 02:00:35 PM	Room 1	Indi	Indi
21211	Approved	3074_ResetTest			5/21/2013 12:00:00 AM	24		Requisition	5/1/2013 05:54:29 PM	5/1/2013 05:57:40 PM	Room 1	Rock	Rock
21210	Closed	3072			5/15/2013 12:00:00 AM	3	alida	Requisition	5/1/2013 04:13:56 PM	5/1/2013 04:16:16 PM	Room 1	Indi	Indi
21209	Approved	3071			5/31/2013 12:00:00 AM	9	Order Cust#1	Requisition	5/1/2013 04:08:05 PM	5/1/2013 04:11:13 PM	Room 1	Indi	Indi
21208	Closed	3070			5/31/2013 12:00:00 AM	10	alida	Requisition	5/1/2013 03:32:31 PM	5/1/2013 03:46:12 PM	Room 1	Indi	Rock
21207	Closed	3069_updateCheck 1 2			5/7/2013 12:00:00 AM	0		Requisition	5/1/2013 12:48:55 PM	5/1/2013 03:28:13 PM	Room 1	Rock	Indi
21206	Closed	3068_CBYRRR II			5/28/2013 12:00:00 AM	3		Requisition	5/1/2013 12:37:44 PM	5/1/2013 03:29:23 PM	Room 1	Rock	Indi

Figure 7

f. Approve a Requisition:

User with required rights may approve the requisition. Click on requisition number to be approved in the Approve tab, and the following screen will appear:



Requisitions

Room : Room 1 | Created On : 4/16/2013 3:39:06 PM | Created By : amit | Updated On : 4/16/2013 3:49:49 PM | Updated By : amit

Requisition #* REQ121212 Workorder Required Date* 04/16/2013 Requisition Status Submitted

Save Cancel

Reset Approved Quantity

of Items requisitioned : 8 Total Cost : \$ 5040.0000

Search

Show 10 Records < 1 > Go To Page: Go

Inventory Location	ProjectSpend	Required Date	ID	ItemID	Item Number	Quantity Requisitioned	Quantity Approved	Quantity Pulled
Amit Praja	New PS May	5/9/2013	1390	22746	Tilak Tai	10	9	0
			1389	22754	ItemNumber4040	10	0	0
			1388	22756	Item#911	40	0	0
			1387	22757	Item#1011	45	0	0
			1386	22758	Pizza Salad	15	0	0
			1385	22767	Item#1111	10	0	0
			1384	22768	Item#1211	6	0	0
			1383	22769	Item#1311	5	0	0

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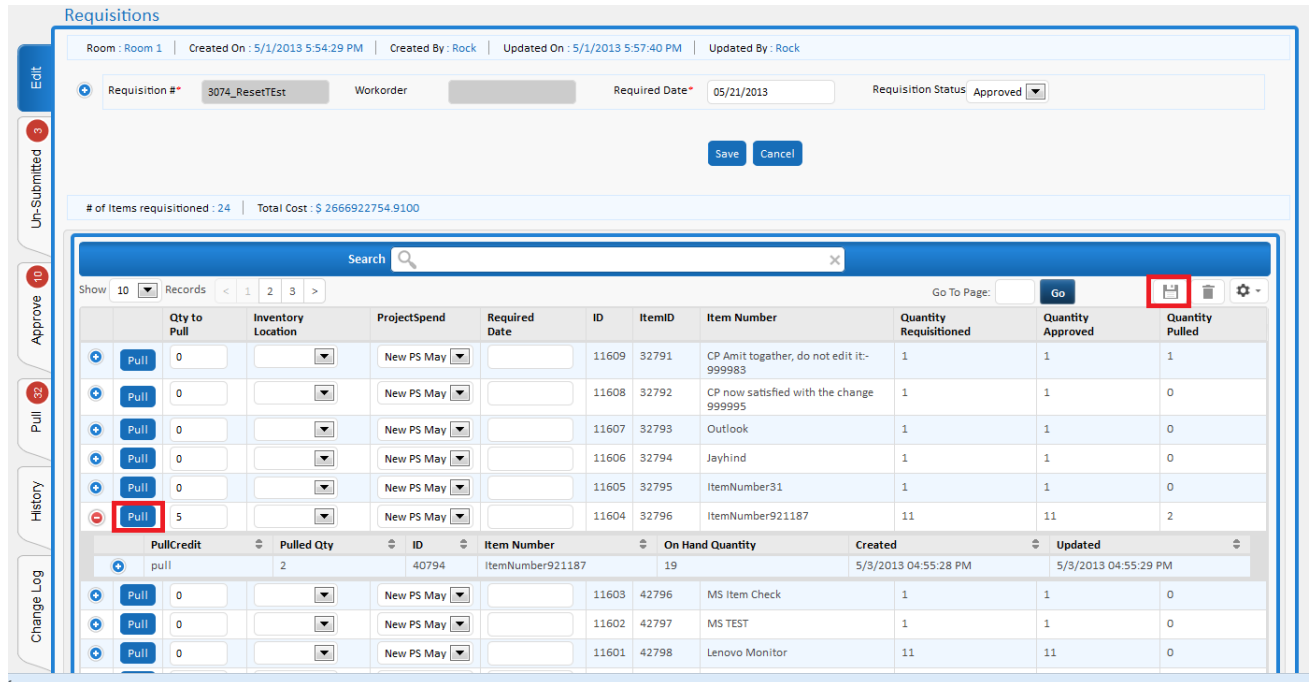
Figure 8

- Enter the particulars and fill in the quantity to be approved in Quantity Approved text box.
- Change the status to "Approved" in the "Requisition Status" drop down.
- Click on "Save" icon or SAVE button to approve the requisition. Thus the requisition gets Approved.

Note: To make all the quantities in Quantity approved textboxes "0" or reset them, click on "Reset Approved Quantity" button.

g. Pull item from approved requisition:

After the item has been approved to be pulled, user can click on required Requisition number in the Pulls tab. The following screen is displayed:



The screenshot shows the 'Requisitions' interface. At the top, there's a header with 'Room: Room 1', 'Created On: 5/1/2013 5:54:29 PM', 'Created By: Rock', 'Updated On: 5/1/2013 5:57:40 PM', and 'Updated By: Rock'. Below this, there's a form with 'Requisition #' (3074_ResetTest), 'Workorder', 'Required Date' (05/21/2013), and 'Requisition Status' (Approved). There are 'Save' and 'Cancel' buttons. Below the form, it says '# of Items requisitioned : 24' and 'Total Cost : \$ 2666922754.9100'. The main part of the screen is a table with columns: 'Qty to Pull', 'Inventory Location', 'ProjectSpend', 'Required Date', 'ID', 'ItemID', 'Item Number', 'Quantity Requisitioned', 'Quantity Approved', and 'Quantity Pulled'. The table contains several rows of data. A red box highlights the 'Pull' button in the first column of the row for Item Number 11604. Below the table, there's a summary section with 'PullCredit', 'Pulled Qty', 'ID', 'Item Number', 'On Hand Quantity', 'Created', and 'Updated'.

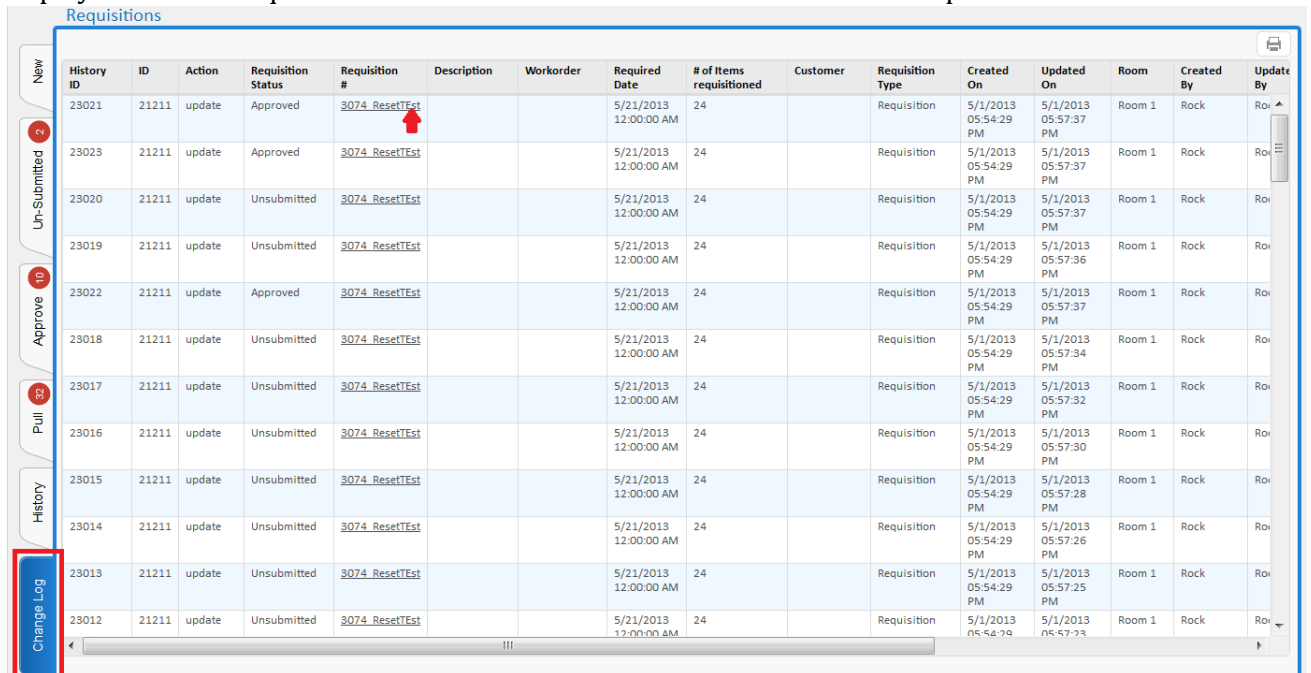
Qty to Pull	Inventory Location	ProjectSpend	Required Date	ID	ItemID	Item Number	Quantity Requisitioned	Quantity Approved	Quantity Pulled
0		New PS May		11609	32791	CP Amit together, do not edit it-999983	1	1	1
0		New PS May		11608	32792	CP now satisfied with the change 999995	1	1	0
0		New PS May		11607	32793	Outlook	1	1	0
0		New PS May		11606	32794	Jayhind	1	1	0
0		New PS May		11605	32795	ItemNumber31	1	1	0
5		New PS May		11604	32796	ItemNumber921187	11	11	2

Figure 9

- Enter the quantity to be pulled in the “Quantity to Pull” text box and other particulars. Click “Pull” button in front of the record.
- Click on “Save” icon or SAVE button. Thus the item gets pulled and the changes are reflected on screen.

h. View change log for a Requisition:

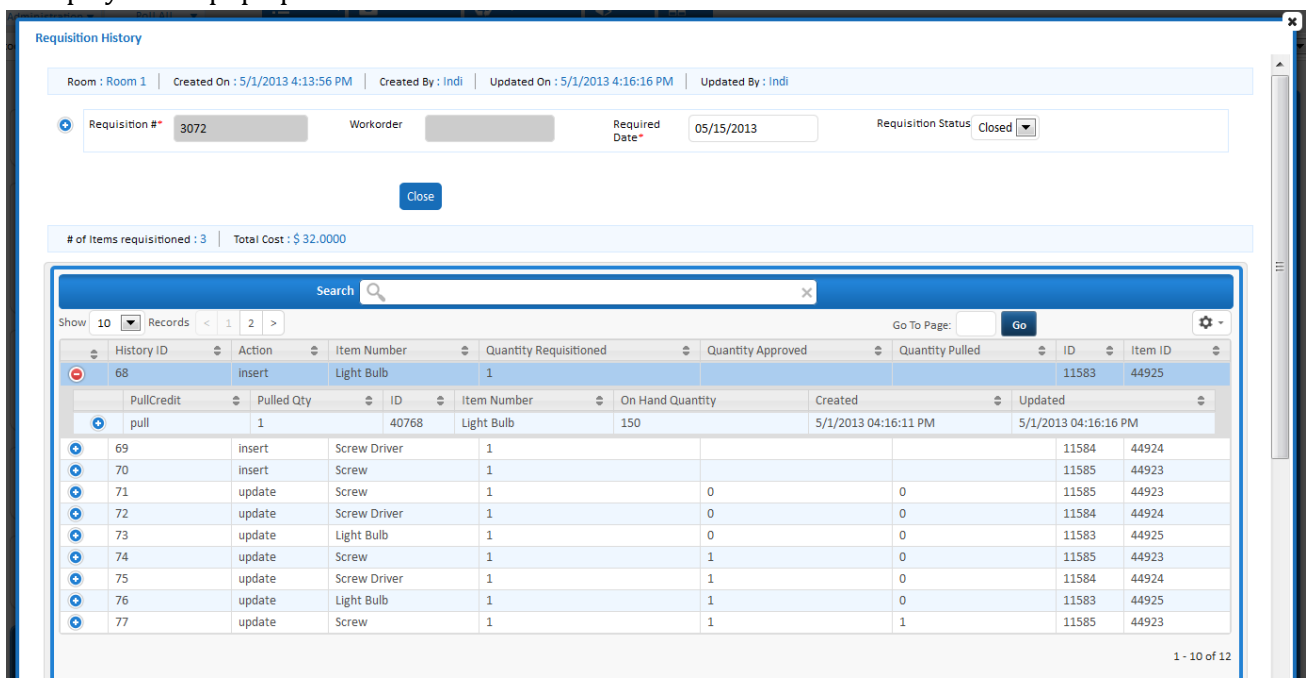
To view the updated history of a requisition, select the requisition and click on change log tab. It displays when the requisition was created and the number of times it was updated.



History ID	ID	Action	Requisition Status	Requisition #	Description	Workorder	Required Date	# of Items requisitioned	Customer	Requisition Type	Created On	Updated On	Room	Created By	Update By
23021	21211	update	Approved	3074 ResetTest			5/21/2013 12:00:00 AM	24		Requisition	5/1/2013 05:54:29 PM	5/1/2013 05:57:37 PM	Room 1	Rock	Rock
23023	21211	update	Approved	3074 ResetTest			5/21/2013 12:00:00 AM	24		Requisition	5/1/2013 05:54:29 PM	5/1/2013 05:57:37 PM	Room 1	Rock	Rock
23020	21211	update	Unsubmitted	3074 ResetTest			5/21/2013 12:00:00 AM	24		Requisition	5/1/2013 05:54:29 PM	5/1/2013 05:57:36 PM	Room 1	Rock	Rock
23019	21211	update	Unsubmitted	3074 ResetTest			5/21/2013 12:00:00 AM	24		Requisition	5/1/2013 05:54:29 PM	5/1/2013 05:57:36 PM	Room 1	Rock	Rock
23022	21211	update	Approved	3074 ResetTest			5/21/2013 12:00:00 AM	24		Requisition	5/1/2013 05:54:29 PM	5/1/2013 05:57:37 PM	Room 1	Rock	Rock
23018	21211	update	Unsubmitted	3074 ResetTest			5/21/2013 12:00:00 AM	24		Requisition	5/1/2013 05:54:29 PM	5/1/2013 05:57:34 PM	Room 1	Rock	Rock
23017	21211	update	Unsubmitted	3074 ResetTest			5/21/2013 12:00:00 AM	24		Requisition	5/1/2013 05:54:29 PM	5/1/2013 05:57:32 PM	Room 1	Rock	Rock
23016	21211	update	Unsubmitted	3074 ResetTest			5/21/2013 12:00:00 AM	24		Requisition	5/1/2013 05:54:29 PM	5/1/2013 05:57:30 PM	Room 1	Rock	Rock
23015	21211	update	Unsubmitted	3074 ResetTest			5/21/2013 12:00:00 AM	24		Requisition	5/1/2013 05:54:29 PM	5/1/2013 05:57:28 PM	Room 1	Rock	Rock
23014	21211	update	Unsubmitted	3074 ResetTest			5/21/2013 12:00:00 AM	24		Requisition	5/1/2013 05:54:29 PM	5/1/2013 05:57:26 PM	Room 1	Rock	Rock
23013	21211	update	Unsubmitted	3074 ResetTest			5/21/2013 12:00:00 AM	24		Requisition	5/1/2013 05:54:29 PM	5/1/2013 05:57:25 PM	Room 1	Rock	Rock
23012	21211	update	Unsubmitted	3074 ResetTest			5/21/2013 12:00:00 AM	24		Requisition	5/1/2013 05:54:29 PM	5/1/2013 05:57:23 PM	Room 1	Rock	Rock

Figure 10

To view the log for individual items of the requisition, click on requisition number and items change log is displayed in a pop up.



Room : Room 1 | Created On : 5/1/2013 4:13:56 PM | Created By : Indi | Updated On : 5/1/2013 4:16:16 PM | Updated By : Indi

Requisition # : 3072 | Workorder : | Required Date : 05/15/2013 | Requisition Status : Closed

of Items requisitioned : 3 | Total Cost : \$ 32.0000

History ID	Action	Item Number	Quantity Requisitioned	Quantity Approved	Quantity Pulled	ID	Item ID
68	insert	Light Bulb	1			11583	44925
	PullCredit	Pulled Qty	ID	Item Number	On Hand Quantity	Created	Updated
	pull	1	40768	Light Bulb	150	5/1/2013 04:16:11 PM	5/1/2013 04:16:16 PM
69	insert	Screw Driver	1			11584	44924
70	insert	Screw	1			11585	44923
71	update	Screw	1	0	0	11585	44923
72	update	Screw Driver	1	0	0	11584	44924
73	update	Light Bulb	1	0	0	11583	44925
74	update	Screw	1	1	0	11585	44923
75	update	Screw Driver	1	1	0	11584	44924
76	update	Light Bulb	1	1	0	11583	44925
77	update	Screw	1	1	1	11585	44923

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Figure 11

i. Search the Requisition 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.

The screenshot shows the 'Requisitions' screen. At the top, there is a search bar with the text 'Search' and a magnifying glass icon. Below the search bar, there are navigation buttons: 'New', 'Un-Submitted', 'Approve', 'Pull', 'History', and 'Change Log'. The main area contains a table with the following columns: ID, Requisition Status, Requisition #, Description, Workorder, Required Date, # of Items requisitioned, Customer, Requisition Type, Created On, Updated On, Room, Created By, Updated By, and UDF1. The table lists several requisitions, including those with status 'Unsubmitted', 'Submitted', 'Approved', 'Closed', and 'Approved'. The bottom right corner indicates '1 - 10 of 177'.

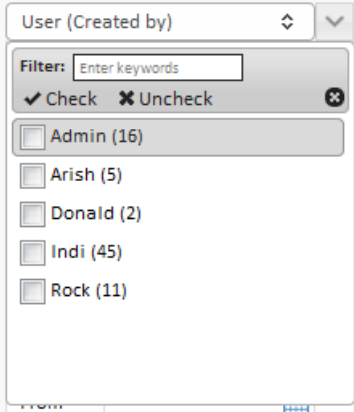
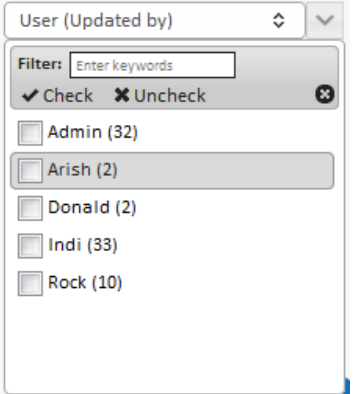

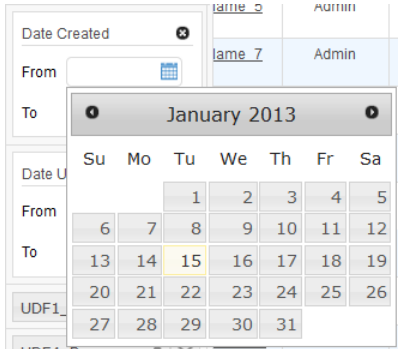

Figure 12

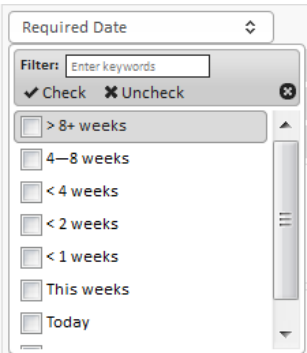
- ii. Narrow Search by: As the name suggests this function is used to filter or narrow down the scope of search for user convenience. It is an alternate search to the Search functionality and much detailed one.

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

The screenshot shows the 'Requisitions' screen with the 'Narrow Search By' panel open on the left side. The panel contains several search criteria: 'Required Date', 'Customer', 'User (Created by)', 'User (Updated by)', 'Date Created' (with 'From' and 'To' date pickers), 'Date Updated' (with 'From' and 'To' date pickers), 'UDF2', and 'UDF3'. There is a 'Clear' button at the bottom of the panel. The main table of requisitions is visible in the background, showing the same data as in Figure 12. The bottom right corner indicates '1 - 10 of 177'.

Figure 13

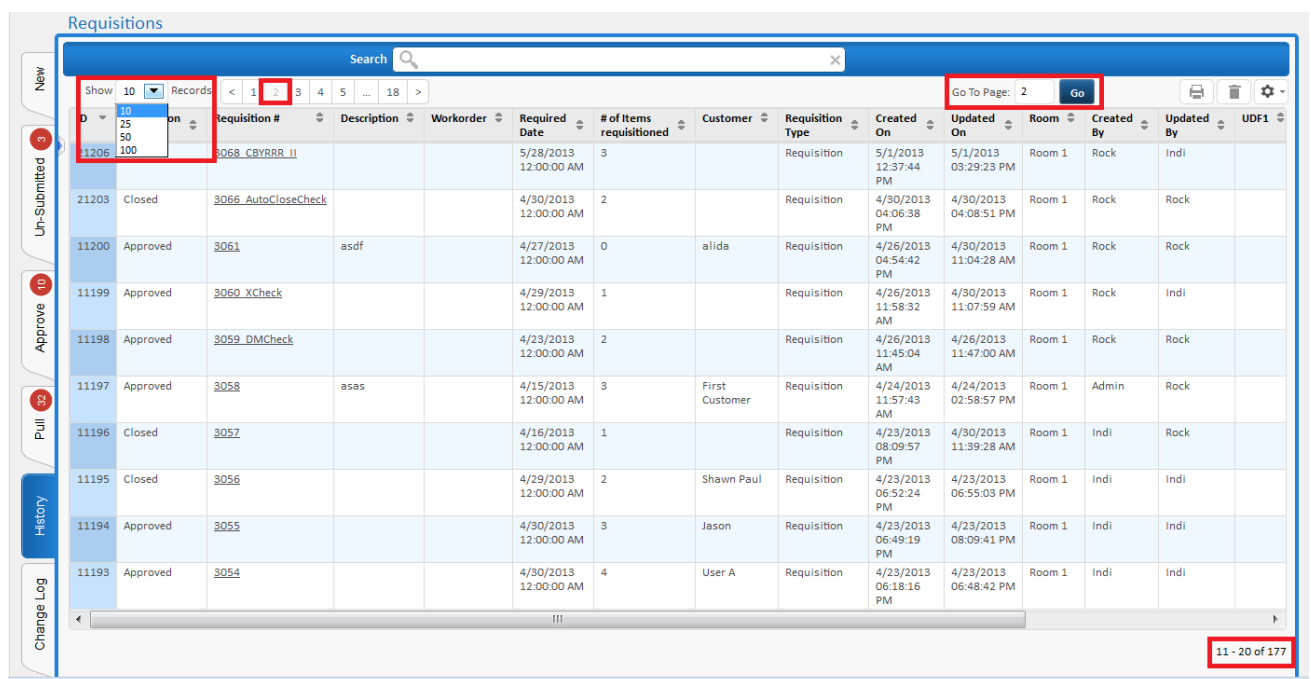
Field	Description
User Created by	<p>It is used to filter the module for the 'Created by' field. Click on up-down arrow key. Dropdown appears:</p>  <p>User can select or unselect all of the items of the list using Check or Uncheck button. The module reflects the filter selections made.</p>
User Updated 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>Note: 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>Note: To clear the entire selection, click .</p>

Required Date	<p>It is used to filter the module for requisition palced in certain time frame. Check or uncheck the filter user wishes to place on the entites of the module.</p> 
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Note: At point of time only one of the either searches will work.

j. 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”.



	Requisition #	Description	Workorder	Required Date	# of Items requisitioned	Customer	Requisition Type	Created On	Updated On	Room	Created By	Updated By	UDF1
11206	3068	CBYRRR II		5/28/2013 12:00:00 AM	3		Requisition	5/1/2013 12:37:44 PM	5/1/2013 03:29:23 PM	Room 1	Rock	Indi	
21203	3066	AutoCloseCheck		4/30/2013 12:00:00 AM	2		Requisition	4/30/2013 04:06:38 PM	4/30/2013 04:08:51 PM	Room 1	Rock	Rock	
11200	3061	asdf		4/27/2013 12:00:00 AM	0	alida	Requisition	4/26/2013 04:54:42 PM	4/30/2013 11:04:28 AM	Room 1	Rock	Rock	
11199	3060	XCheck		4/29/2013 12:00:00 AM	1		Requisition	4/26/2013 11:58:32 AM	4/30/2013 11:07:59 AM	Room 1	Rock	Indi	
11198	3059	DMCheck		4/23/2013 12:00:00 AM	2		Requisition	4/26/2013 11:45:04 AM	4/26/2013 11:47:00 AM	Room 1	Rock	Rock	
11197	3058	asas		4/15/2013 12:00:00 AM	3	First Customer	Requisition	4/24/2013 11:57:43 AM	4/24/2013 02:58:57 PM	Room 1	Admin	Rock	
11196	3057			4/16/2013 12:00:00 AM	1		Requisition	4/23/2013 08:09:57 PM	4/30/2013 11:39:28 AM	Room 1	Indi	Rock	
11195	3056			4/29/2013 12:00:00 AM	2	Shawn Paul	Requisition	4/23/2013 06:52:24 PM	4/25/2013 06:55:03 PM	Room 1	Indi	Indi	
11194	3055			4/30/2013 12:00:00 AM	3	Jason	Requisition	4/23/2013 06:49:19 PM	4/23/2013 08:09:41 PM	Room 1	Indi	Indi	
11193	3054			4/30/2013 12:00:00 AM	4	User A	Requisition	4/23/2013 06:18:16 PM	4/23/2013 06:48:42 PM	Room 1	Indi	Indi	

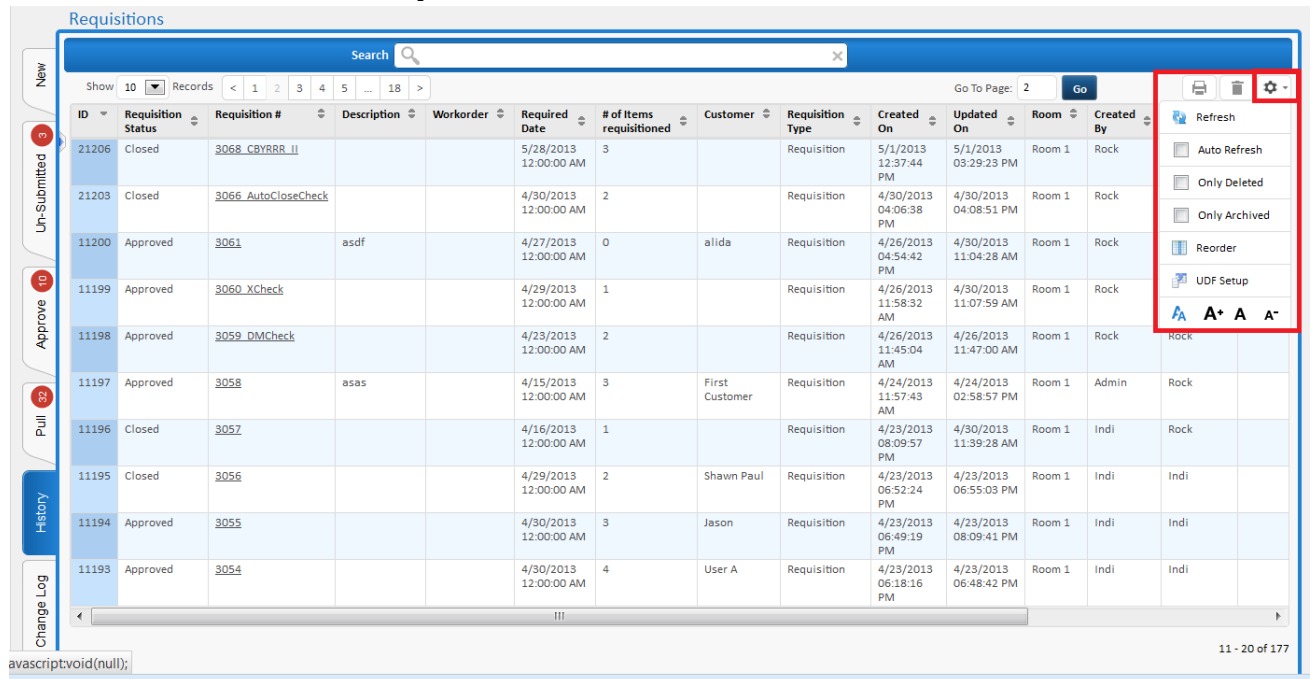
Figure 14

k. 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.

- c) 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.
- d) 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.
- e) 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 requisition of choice.
 - After the selection is completed, click “Reorder”.



ID	Requisition Status	Requisition #	Description	Workorder	Required Date	# of Items requisitioned	Customer	Requisition Type	Created On	Updated On	Room	Created By
21206	Closed	3068_CBYRRR_II			5/28/2013 12:00:00 AM	3		Requisition	5/1/2013 12:37:44 PM	5/1/2013 03:29:23 PM	Room 1	Rock
21203	Closed	3066_AutoCloseCheck			4/30/2013 12:00:00 AM	2		Requisition	4/30/2013 04:06:38 PM	4/30/2013 04:08:51 PM	Room 1	Rock
11200	Approved	3061	asdf		4/27/2013 12:00:00 AM	0	alida	Requisition	4/26/2013 04:54:42 PM	4/30/2013 11:04:28 AM	Room 1	Rock
11199	Approved	3060_XCheck			4/29/2013 12:00:00 AM	1		Requisition	4/26/2013 11:58:32 AM	4/30/2013 11:07:59 AM	Room 1	Rock
11198	Approved	3059_DMCheck			4/23/2013 12:00:00 AM	2		Requisition	4/26/2013 11:45:04 AM	4/26/2013 11:47:00 AM	Room 1	Rock
11197	Approved	3058	asas		4/15/2013 12:00:00 AM	3	First Customer	Requisition	4/24/2013 11:57:43 AM	4/24/2013 02:58:57 PM	Room 1	Admin
11196	Closed	3057			4/16/2013 12:00:00 AM	1		Requisition	4/23/2013 08:09:57 PM	4/30/2013 11:39:28 AM	Room 1	Indi
11195	Closed	3056			4/29/2013 12:00:00 AM	2	Shawn Paul	Requisition	4/23/2013 06:52:24 PM	4/23/2013 06:55:03 PM	Room 1	Indi
11194	Approved	3055			4/30/2013 12:00:00 AM	3	Jason	Requisition	4/23/2013 06:49:19 PM	4/23/2013 08:09:41 PM	Room 1	Indi
11193	Approved	3054			4/30/2013 12:00:00 AM	4	User A	Requisition	4/23/2013 06:18:16 PM	4/23/2013 06:48:42 PM	Room 1	Indi

Figure 15

I. Miscellaneous settings:

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

- 1) Resizing of columns
- 2) Re-requisitioning 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