

eTurns

# Locations

[Help documentation](#)



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Locations is one of the supporting tables mentioning where the tool is located.

## Guidelines

### a. Open Locations:

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

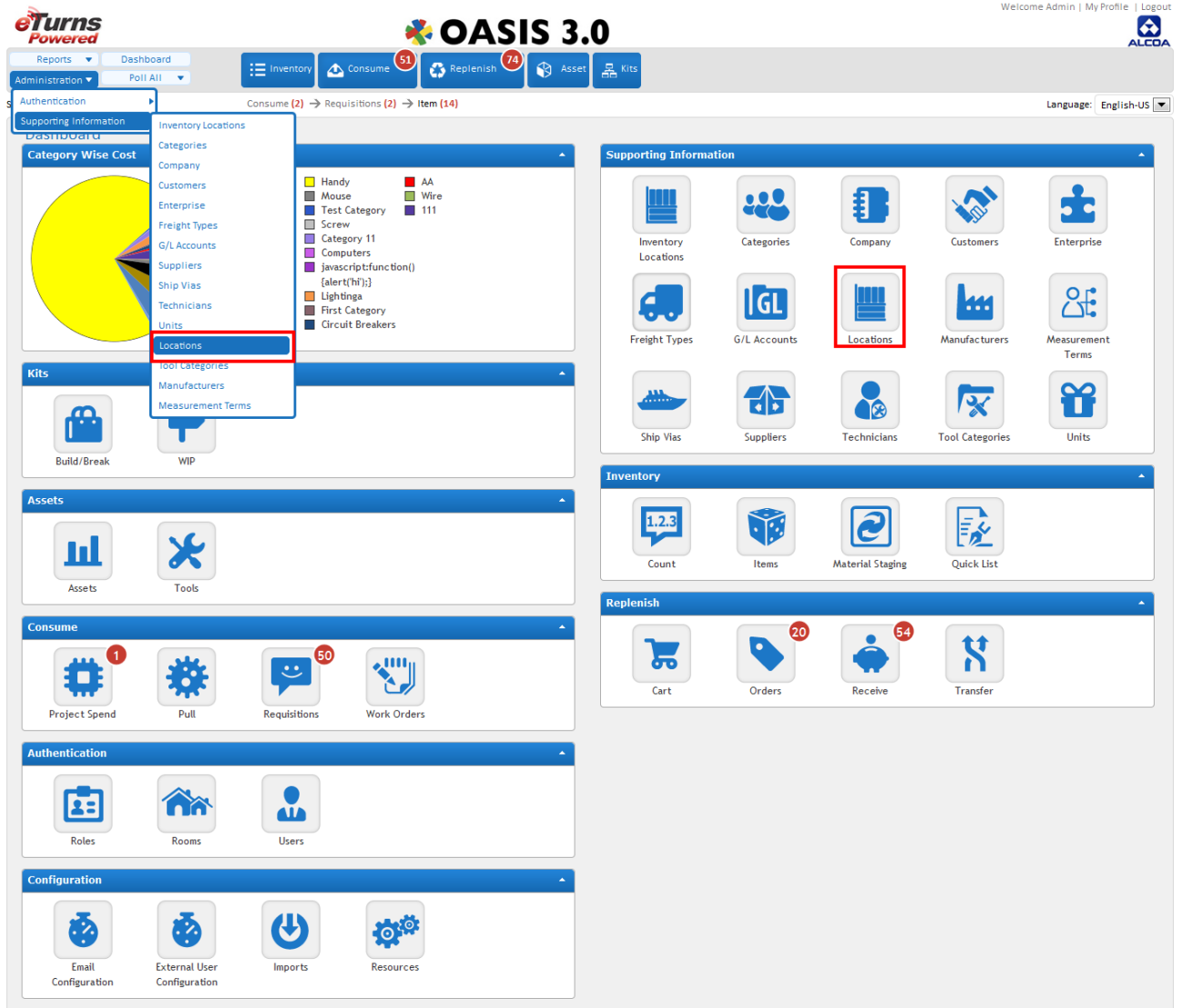
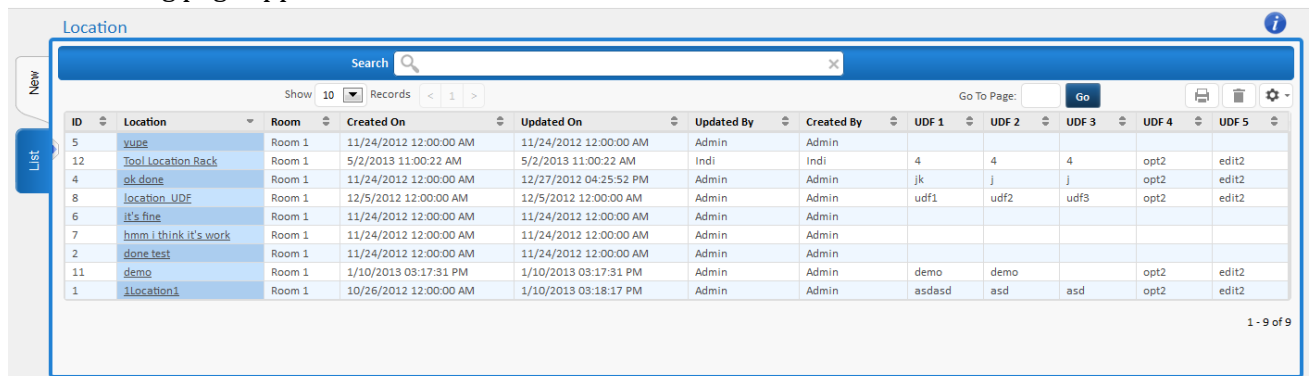


Figure 1

The following page appears on screen:



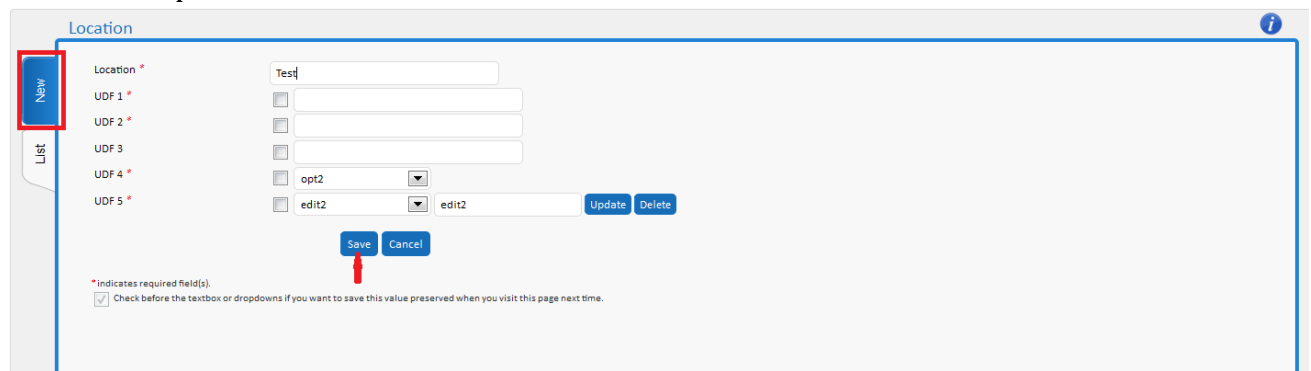
ID	Location	Room	Created On	Updated On	Updated By	Created By	UDF 1	UDF 2	UDF 3	UDF 4	UDF 5
5	yupe	Room 1	11/24/2012 12:00:00 AM	11/24/2012 12:00:00 AM	Admin	Admin					
12	Tool Location Rack	Room 1	5/2/2013 11:00:22 AM	5/2/2013 11:00:22 AM	Indi	Indi	4	4	4	opt2	edit2
4	ok done	Room 1	11/24/2012 12:00:00 AM	12/27/2012 04:25:52 PM	Admin	Admin	jk	j	j	opt2	edit2
8	location UDF	Room 1	12/5/2012 12:00:00 AM	12/5/2012 12:00:00 AM	Admin	Admin	udf1	udf2	udf3	opt2	edit2
6	it's fine	Room 1	11/24/2012 12:00:00 AM	11/24/2012 12:00:00 AM	Admin	Admin					
7	hmm i think it's work	Room 1	11/24/2012 12:00:00 AM	11/24/2012 12:00:00 AM	Admin	Admin					
2	done test	Room 1	11/24/2012 12:00:00 AM	11/24/2012 12:00:00 AM	Admin	Admin					
11	demo	Room 1	1/10/2013 03:17:31 PM	1/10/2013 03:17:31 PM	Admin	Admin	demo	demo		opt2	edit2
1	location1	Room 1	10/26/2012 12:00:00 AM	1/10/2013 03:18:17 PM	Admin	Admin	asdasd	asd	asd	opt2	edit2

Figure 2

## b. Add new Location:

To add a new Location, 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 Location is created.



Location \*

UDF 1 \*

UDF 2 \*

UDF 3 \*

UDF 4 \*

UDF 5 \*

Save Cancel Update Delete

\*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

## c. Edit/Update Locations:

To edit an existing Locations record, click on the Location 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.

Location

Search

Show 10 Records

Go To Page: Go

Print

ID	Location	Room	Created On	Updated On	Updated By	Created By	UDF 1	UDF 2	UDF 3	UDF 4	UDF 5
5	yupe	Room 1	11/24/2012 12:00:00 AM	11/24/2012 12:00:00 AM	Admin	Admin					
12	Tool Location Rack	Room 1	5/2/2013 11:00:22 AM	5/2/2013 11:00:22 AM	Indi	Indi	4	4	4	opt2	edit2
4	ok done	Room 1	11/24/2012 12:00:00 AM	12/27/2012 04:25:52 PM	Admin	Admin	jk	j	j	opt2	edit2
8	location UDF	Room 1	12/5/2012 12:00:00 AM	12/5/2012 12:00:00 AM	Admin	Admin	udf1	udf2	udf3	opt2	edit2
6	it's fine	Room 1	11/24/2012 12:00:00 AM	11/24/2012 12:00:00 AM	Admin	Admin					
7	hmm i think it's work	Room 1	11/24/2012 12:00:00 AM	11/24/2012 12:00:00 AM	Admin	Admin					
2	done test	Room 1	11/24/2012 12:00:00 AM	11/24/2012 12:00:00 AM	Admin	Admin					
11	demo	Room 1	1/10/2013 03:17:31 PM	1/10/2013 03:17:31 PM	Admin	Admin	demo	demo		opt2	edit2
1	location1	Room 1	10/26/2012 12:00:00 AM	1/10/2013 03:18:17 PM	Admin	Admin	asdasd	asd	asd	opt2	edit2

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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.

Location

Search

Show 10 Records

Go To Page: Go

Print

Excel

CSV

PDF

Copy

ID	Location	Room	Created On	Updated On	Updated By	Created By	UDF 1	UDF 2	UDF 3	UDF 4	UDF 5
5	yupe	Room 1	11/24/2012 12:00:00 AM	11/24/2012 12:00:00 AM	Admin	Admin					
12	Tool Location Rack	Room 1	5/2/2013 11:00:22 AM	5/2/2013 11:00:22 AM	Indi	Indi	4	4	4	opt2	edit2
4	ok done	Room 1	11/24/2012 12:00:00 AM	12/27/2012 04:25:52 PM	Admin	Admin	jk	j	j	opt2	edit2
8	location UDF	Room 1	12/5/2012 12:00:00 AM	12/5/2012 12:00:00 AM	Admin	Admin	udf1	udf2	udf3	opt2	edit2
6	it's fine	Room 1	11/24/2012 12:00:00 AM	11/24/2012 12:00:00 AM	Admin	Admin					
7	hmm i think it's work	Room 1	11/24/2012 12:00:00 AM	11/24/2012 12:00:00 AM	Admin	Admin					
2	done test	Room 1	11/24/2012 12:00:00 AM	11/24/2012 12:00:00 AM	Admin	Admin					
11	demo	Room 1	1/10/2013 03:17:31 PM	1/10/2013 03:17:31 PM	Admin	Admin	demo	demo		opt2	edit2
1	location1	Room 1	10/26/2012 12:00:00 AM	1/10/2013 03:18:17 PM	Admin	Admin	asdasd	asd	asd	opt2	edit2

1 - 9 of 9

Figure 5

### f. View change log:

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

Location

Search

Show 10 Records

Go To Page: Go

Print

Change Log

ID	History ID	Action	Location	Room	Created On	Updated On	Updated By	Created By	UDF 1	UDF 2	UDF 3	UDF 4	UDF 5
4	1	update	ok done	Room 1	11/24/2012 12:00:00 AM	12/27/2012 04:25:52 PM	Admin	Admin	jk	j	j	opt2	edit2

Figure 6

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

## g. Search Locations 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.

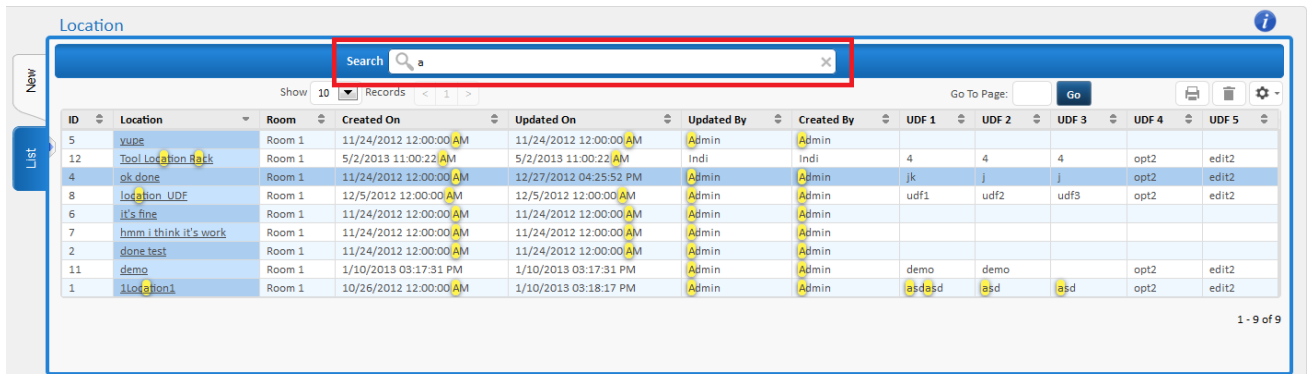


Figure 7

- 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:

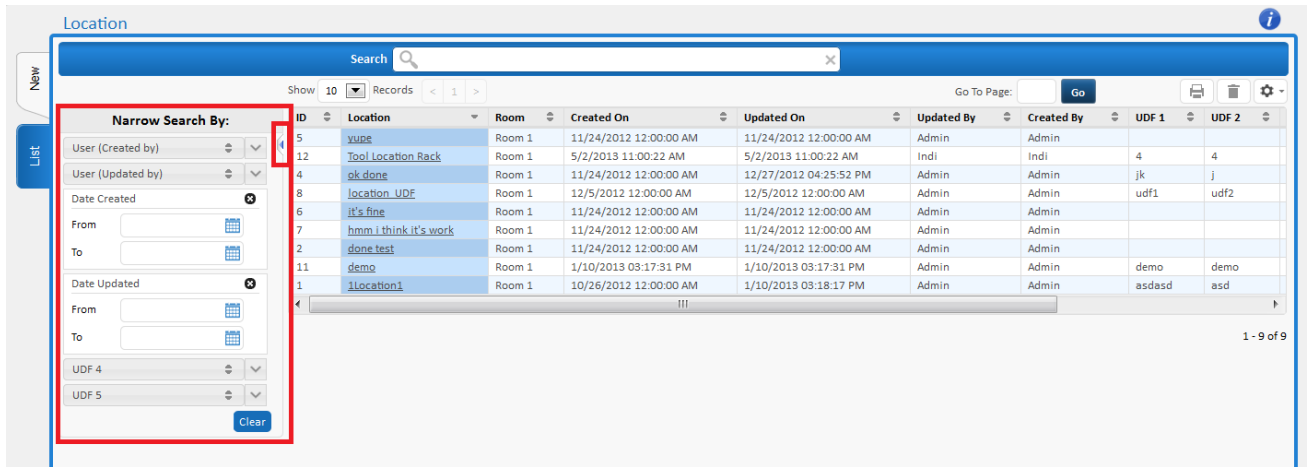
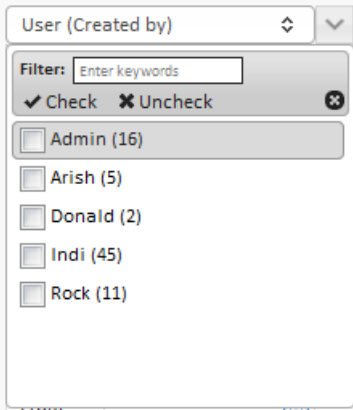
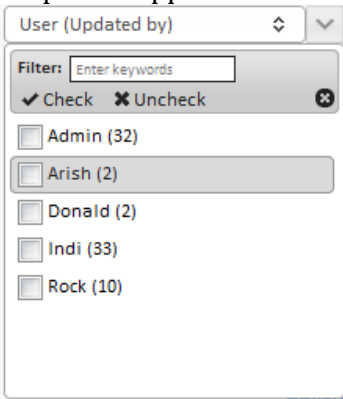

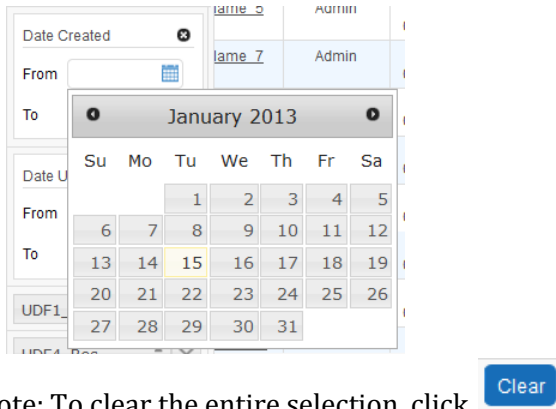



Figure 8

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”.

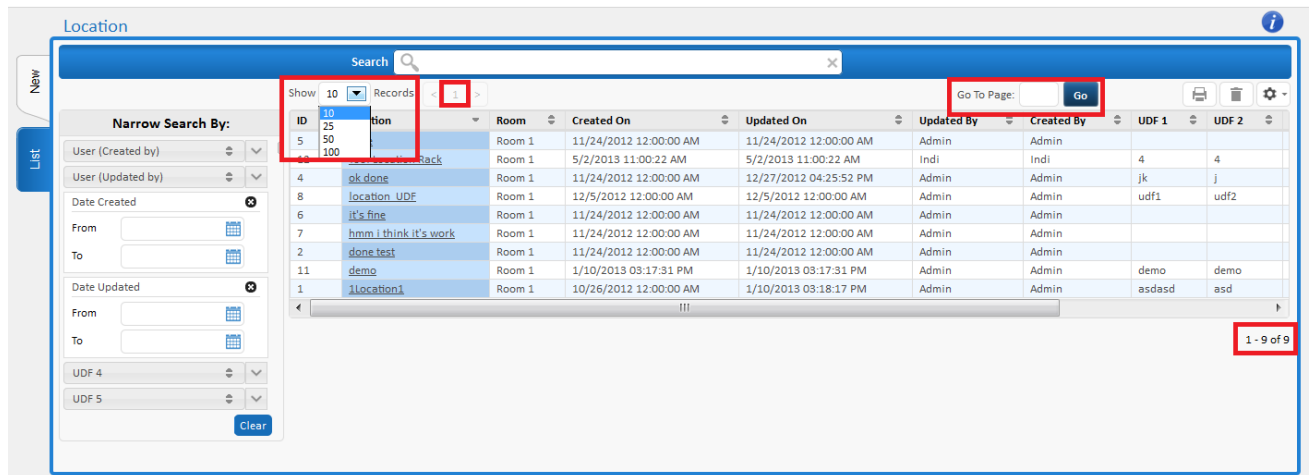


Figure 9

## 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”.

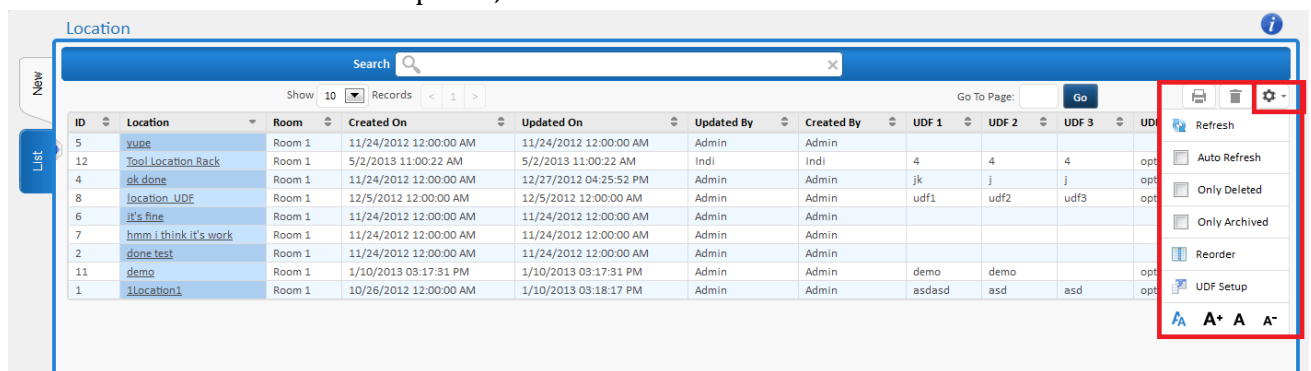


Figure 10





**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