

eTurns

Enterprises

Help documentation

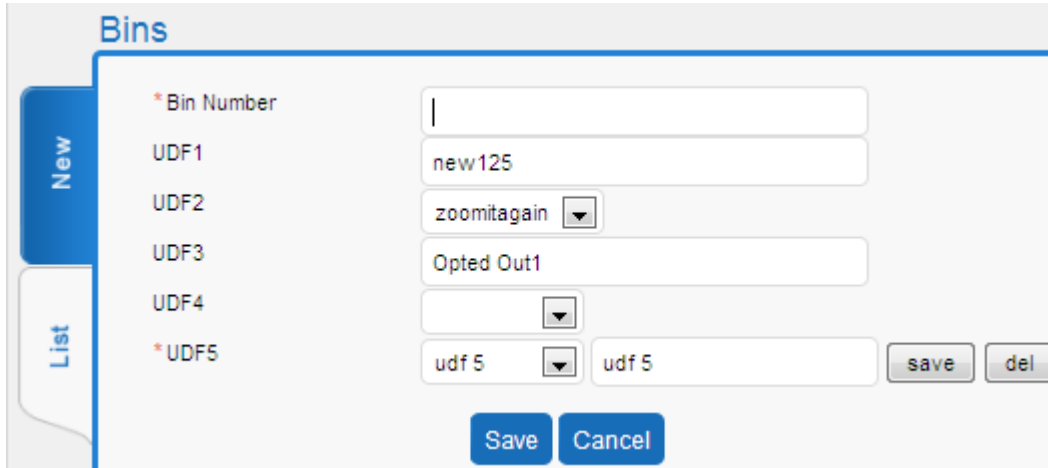
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1. Editing features

a. New (Not implemented as screen too wide)

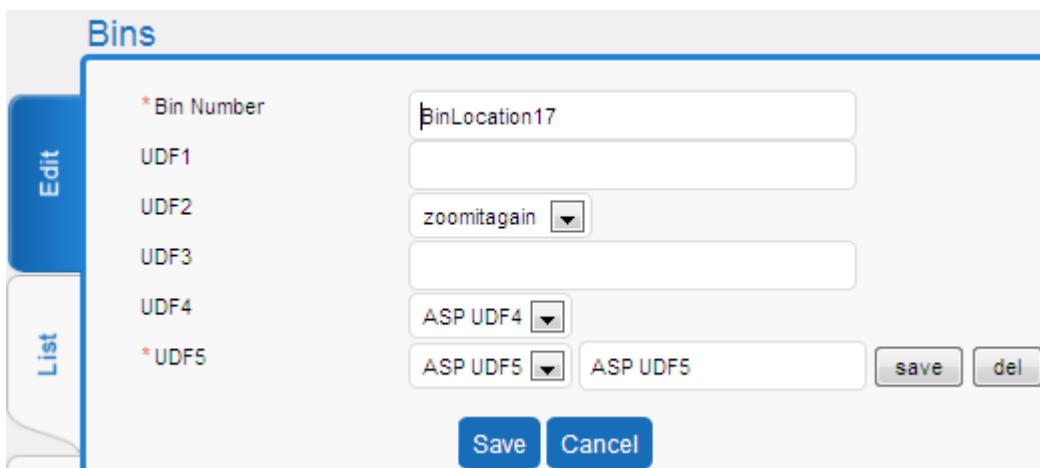
It enables the user to create a new field, depending on the authority level. The user can either click on vertical tab "New" on the screen or right click and select 'New' from the list. The following screen is displayed:



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 (Not implemented as screen too wide)

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:

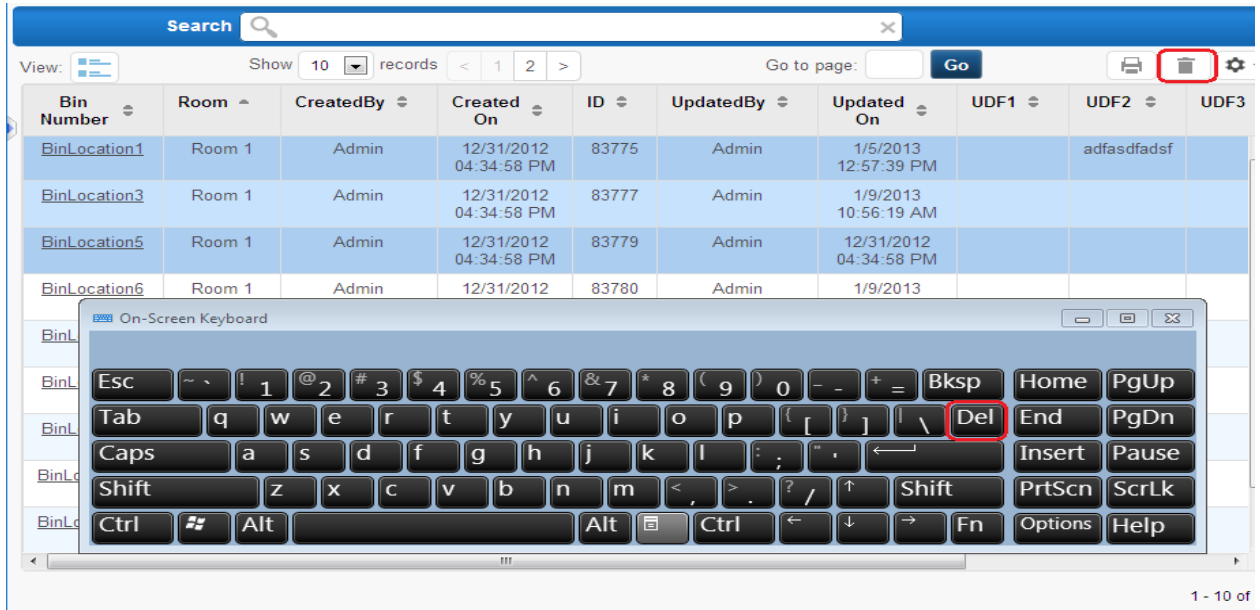


User can save records hitting "Enter" key of the key board or clicking "Save" button. Clicking "Cancel" button will redirect user to "History" tab.

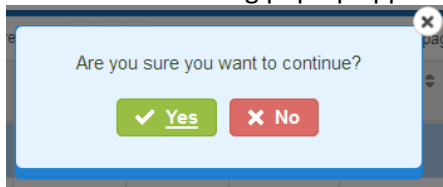
Note: The fields marked star are compulsory to enter.

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.



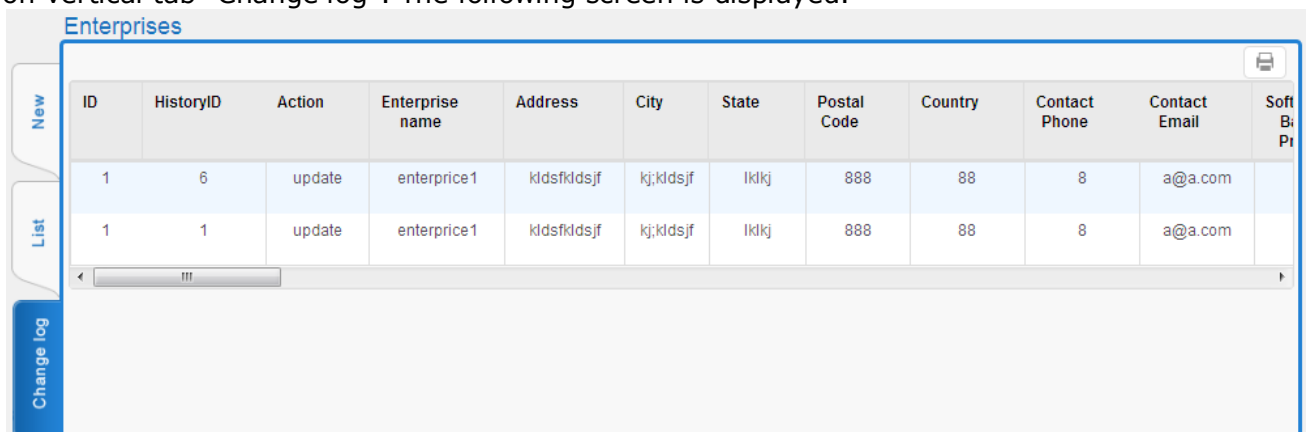
- The following pop-up appears:



- 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:

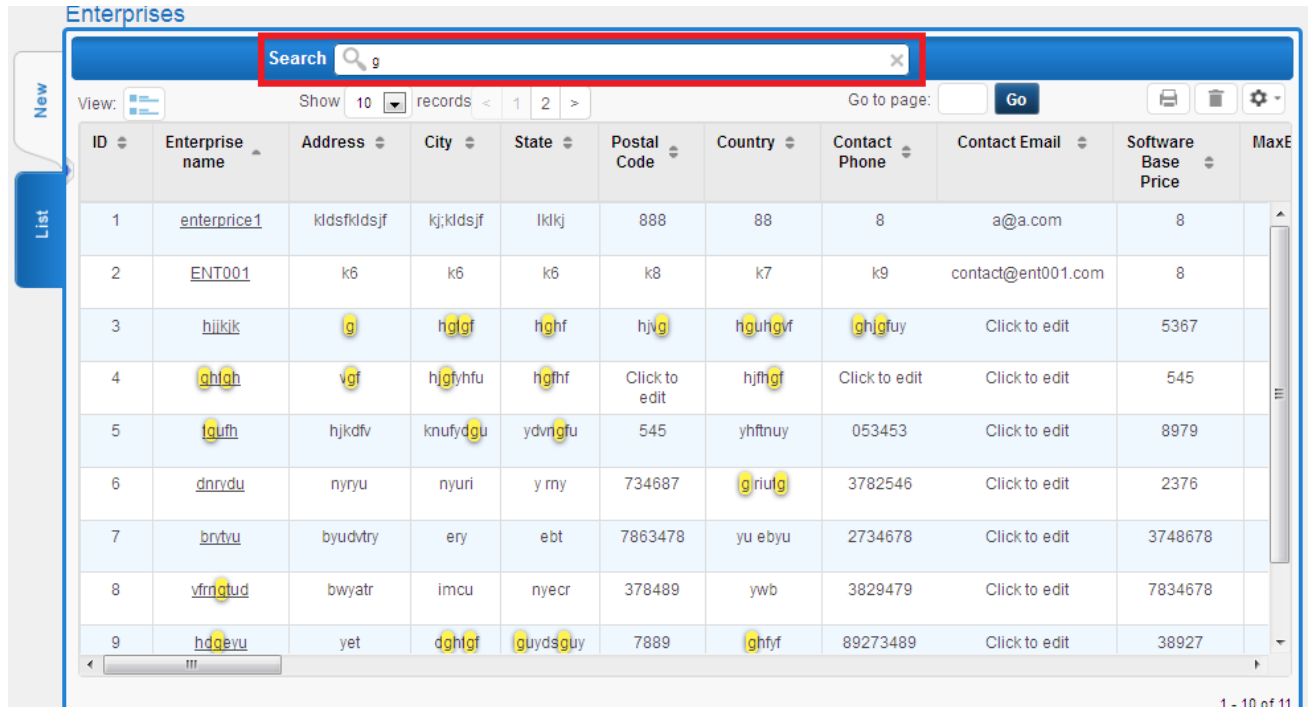


2. General features

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	Enterprise name	Address	City	State	Postal Code	Country	Contact Phone	Contact Email	Software Base Price	MaxE
1	enterprice1	kdsfkdsjf	kj;kdsjf	lkklj	888	88	8	a@a.com	8	
2	ENT001	k6	k6	k6	k8	k7	k9	contact@ent001.com	8	
3	hiikik	g	hggr	hghf	hjvg	hguhgvr	ghgruy	Click to edit	5367	
4	ghlgh	vgf	hgrfhfu	hgmf	Click to edit	hjhgf	Click to edit	Click to edit	545	
5	lgrfh	hjkdfv	knufydg	ydvng	545	yhftnuy	053453	Click to edit	8979	
6	dnrydu	nyryu	nyuri	y rny	734687	griutg	3782546	Click to edit	2376	
7	bnrvu	byudvtr	ery	ebt	7863478	yu ebyu	2734678	Click to edit	3748678	
8	vmrgtud	bwyatr	imcu	nyecr	378489	ywb	3829479	Click to edit	7834678	
9	hdgevu	yet	dghgr	guydsgr	7889	ghyrf	89273489	Click to edit	38927	

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:

Enterprises

Search

View:

Show 10 records < 1 2 >

Go to page: Go

Narrow Search By:

User Created by

User Updated by

Date Created

From

To

Date Updated

From

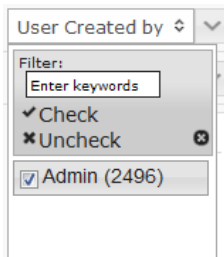
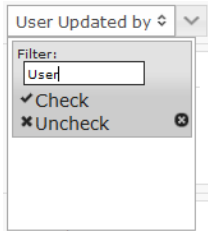
To

ID	Enterprise name	Address	City	State	Postal Code	Country	Contact Phone	Contact Email
1	enterprice1	kldsfkldsjf	kj;kldsjf	lkldkj	888	88	8	a@a.co
2	ENT001	k6	k6	k6	k8	k7	k9	contact@ent0
3	hijkik	g	hgfgf	hghf	hjvg	hguhgvf	ghjgfuy	Click to e
4	ghfgh	vgf	hjgyhfu	hgfhf	Click to edit	hjhghf	Click to edit	Click to e
5	fqufh	hjkdfv	knufydg	ydvnghu	545	yhftnuy	053453	Click to e
6	dnrvidu	nyryu	nyuri	y rny	734687	g riutg	3782546	Click to e
7	brtyu	byudvtry	ery	ebt	7863478	yu ebyu	2734678	Click to e
8	yfrngtud	bwyatr	imcu	nyecr	378489	ywb	3829479	Click to e
9	hdgevu	yet	dghfgf	guydsGuy	7889	ghfyf	89273489	Click to e

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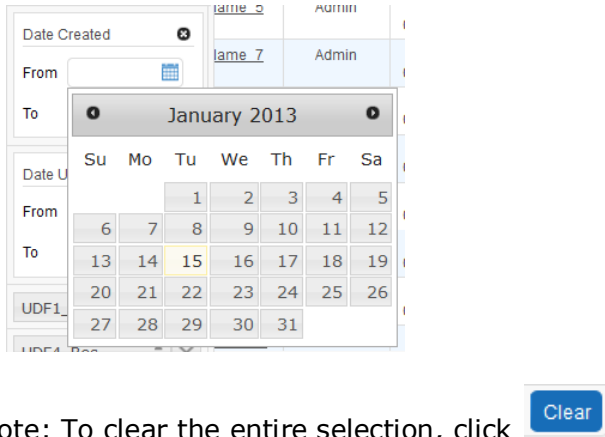
Note:

- 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>Note: To cancel the selections made at any point of time, click <input type="button" value="x"/>.</p>

Date Created and Date Updated

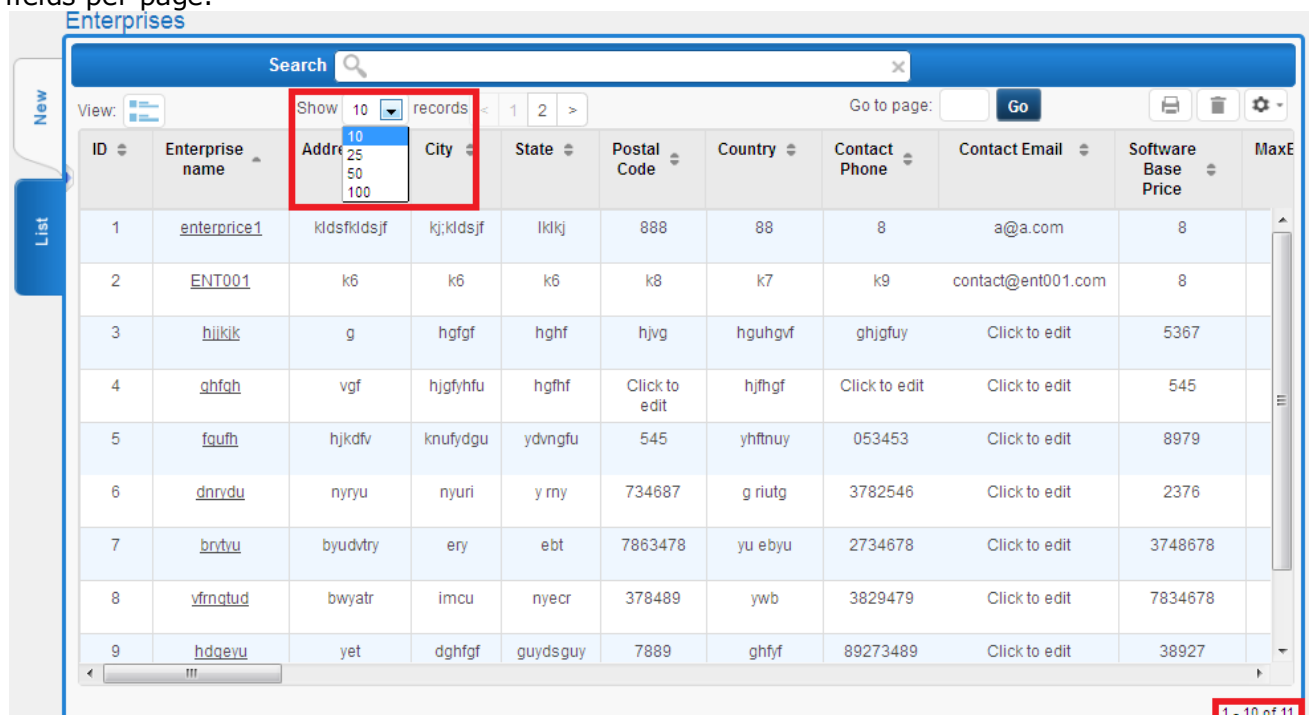
They are used to filter the 'Created On' and 'Updated On' fields respectively. User may enter the date manually or select from the calendar pop-up. Enter 'From-To' time period to be filtered. The module reflects the search results for the selected time period.



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	Enterprise name	Address	City	State	Postal Code	Country	Contact Phone	Contact Email	Software Base Price	MaxE
1	enterprise1	kldsfkdsjf	kj;kldsif	lkklj	888	88	8	a@a.com	8	
2	ENT001	k6	k6	k6	k8	k7	k9	contact@ent001.com	8	
3	hiikik	g	hgfgf	hghf	hjvg	hguhgvf	ghjgfuy	Click to edit	5367	
4	ghfqh	vgf	hjfgyhfu	hgthf	Click to edit	hjfthgf	Click to edit	Click to edit	545	
5	faufh	hjkdfv	knufydgu	ydvnfgu	545	yfhfnuy	053453	Click to edit	8979	
6	dnrydu	nyryu	nyuri	y rny	734687	g riutg	3782546	Click to edit	2376	
7	bnrvu	byudvtry	ery	ebt	7863478	yu ebyu	2734678	Click to edit	3748678	
8	yfrngtud	bwyatr	imcu	nyecr	378489	ywb	3829479	Click to edit	7834678	
9	hdgevu	yet	dghfgf	guydsguy	7889	ghytf	89273489	Click to edit	38927	

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.

Enterprises

Search

View: Show 10 records < 1 2 > Go to page: 1 Go

ID	Enterprise name	Address	City	State	Postal Code	Country	Contact Phone	Contact Email	Software Base Price	MaxE
1	enterprise1	kldsfkldsfj	kj;kldsfj	lkklj	888	88	8	a@a.com	8	
2	ENT001	k6	k6	k6	k8	k7	k9	contact@ent001.com	8	
3	hiikik	g	hgfgf	hghf	hjvg	hguhgvf	ghjgfuy	Click to edit	5367	
4	qhfh	vgf	hjpgfhyfu	hgfhf	Click to edit	hjhghf	Click to edit	Click to edit	545	
5	fqfth	hjkdfv	knufydgu	ydvngfu	545	yhftnuy	053453	Click to edit	8979	
6	dnrvdu	nyryu	nyuri	y rny	734687	g riutg	3782546	Click to edit	2376	
7	brtyu	byudvtry	ery	ebt	7863478	yu ebyu	2734678	Click to edit	3748678	
8	vfrngtud	bwyatr	imcu	nyecr	378489	ywb	3829479	Click to edit	7834678	
9	hdgevu	yet	dghfgf	guydsguy	7889	ghfyf	89273489	Click to edit	38927	

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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.

Enterprises

Search

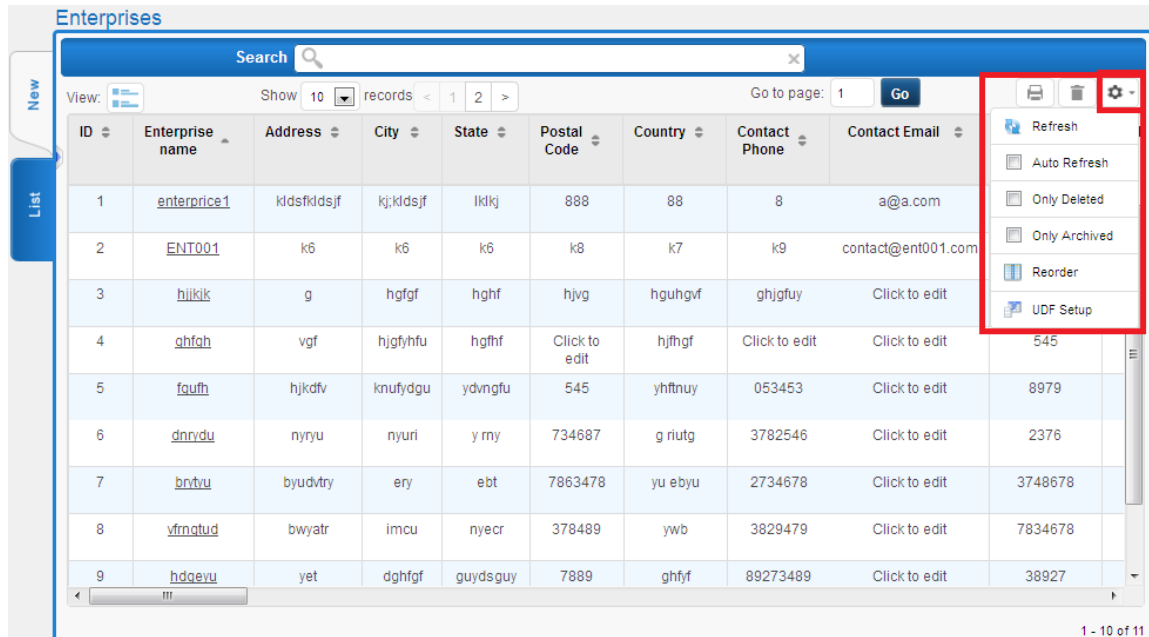
View: Show 10 records < 1 2 > Go to page: 1 Go

ID	Enterprise name	Address	City	State	Postal Code	Country	Contact Phone	Contact Email	Software Base Price	MaxE
1	enterprise1	kldsfkldsfj	kj;kldsfj	lkklj	888	88	8	a@a.com	8	
2	ENT001	k6	k6	k6	k8	k7	k9	contact@ent001.com	8	
3	hiikik	g	hgfgf	hghf	hjvg	hguhgvf	ghjgfuy	Click to edit	5367	
4	qhfh	vgf	hjpgfhyfu	hgfhf	Click to edit	hjhghf	Click to edit	Click to edit	545	
5	fqfth	hjkdfv	knufydgu	ydvngfu	545	yhftnuy	053453	Click to edit	8979	
6	dnrvdu	nyryu	nyuri	y rny	734687	g riutg	3782546	Click to edit	2376	
7	brtyu	byudvtry	ery	ebt	7863478	yu ebyu	2734678	Click to edit	3748678	
8	vfrngtud	bwyatr	imcu	nyecr	378489	ywb	3829479	Click to edit	7834678	
9	hdgevu	yet	dghfgf	guydsguy	7889	ghfyf	89273489	Click to edit	38927	

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e. Settings functionality

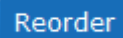
Settings functionality enables user to perform various actions on the module.



- 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



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