

eTurns

# Manufactures

Help documentation

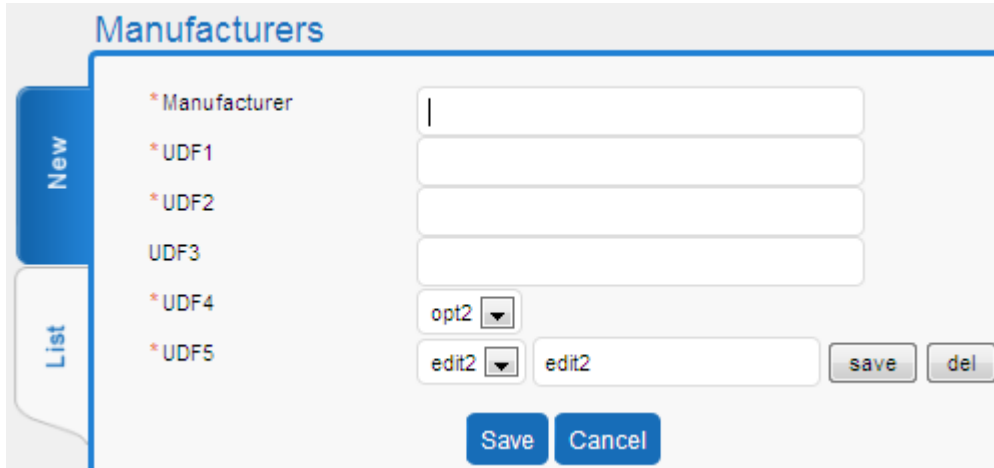
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## 1. Editing features

### 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 'Manufacturers' form with the 'New' tab selected. The form contains the following fields:

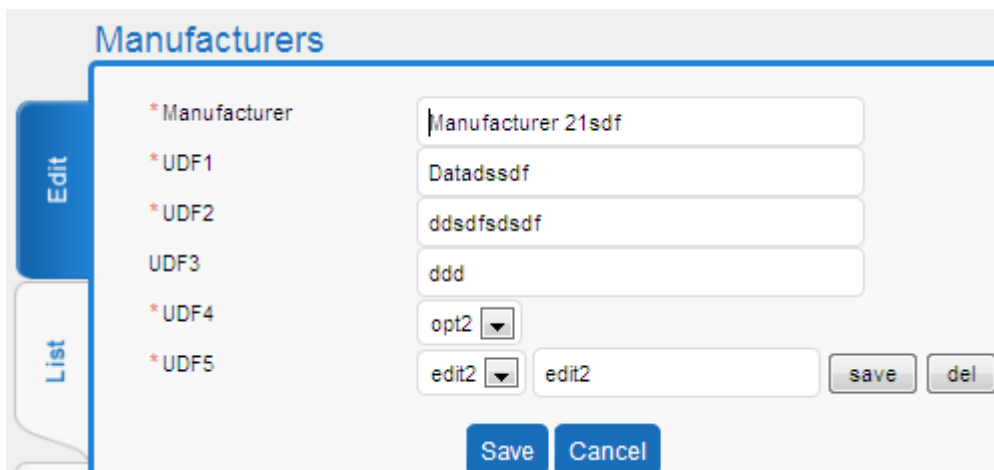
- \*Manufacturer (text input)
- \*UDF1 (text input)
- \*UDF2 (text input)
- UDF3 (text input)
- \*UDF4 (dropdown menu with 'opt2' selected)
- \*UDF5 (dropdown menu with 'edit2' selected, followed by a text input field containing 'edit2')

At the bottom, there are 'Save' and 'Cancel' buttons, and 'save' and 'del' buttons next to the UDF5 field.

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:



The screenshot shows the 'Manufacturers' form with the 'Edit' tab selected. The form contains the following fields:

- \*Manufacturer (text input with value 'Manufacturer 21sdf')
- \*UDF1 (text input with value 'Datadssdf')
- \*UDF2 (text input with value 'dssdfsd sdf')
- UDF3 (text input with value 'ddd')
- \*UDF4 (dropdown menu with 'opt2' selected)
- \*UDF5 (dropdown menu with 'edit2' selected, followed by a text input field containing 'edit2')

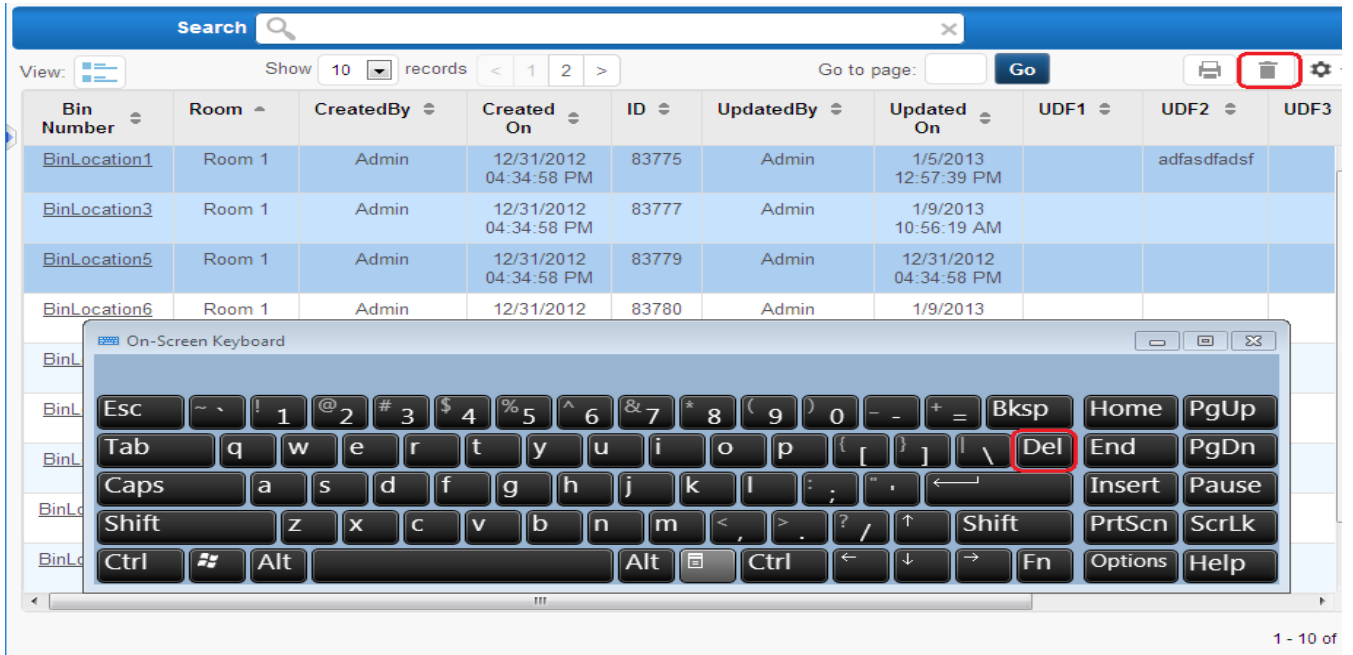
At the bottom, there are 'Save' and 'Cancel' buttons, and 'save' and 'del' buttons next to the UDF5 field.

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

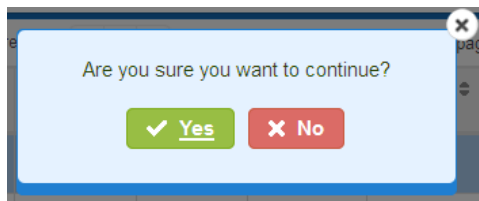
**Note:** The fields marked star are compulsory to enter.

### 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:



The screenshot shows the 'Manufacturers' screen with the 'Change log' tab selected. The table displays the update history for the 'Manufacturer Name' field. The table has columns: ID, HistoryID, Action, Manufacturer Name, Room, Created On, Updated On, UpdatedBy, CreatedBy, UDF1, and UDF2.

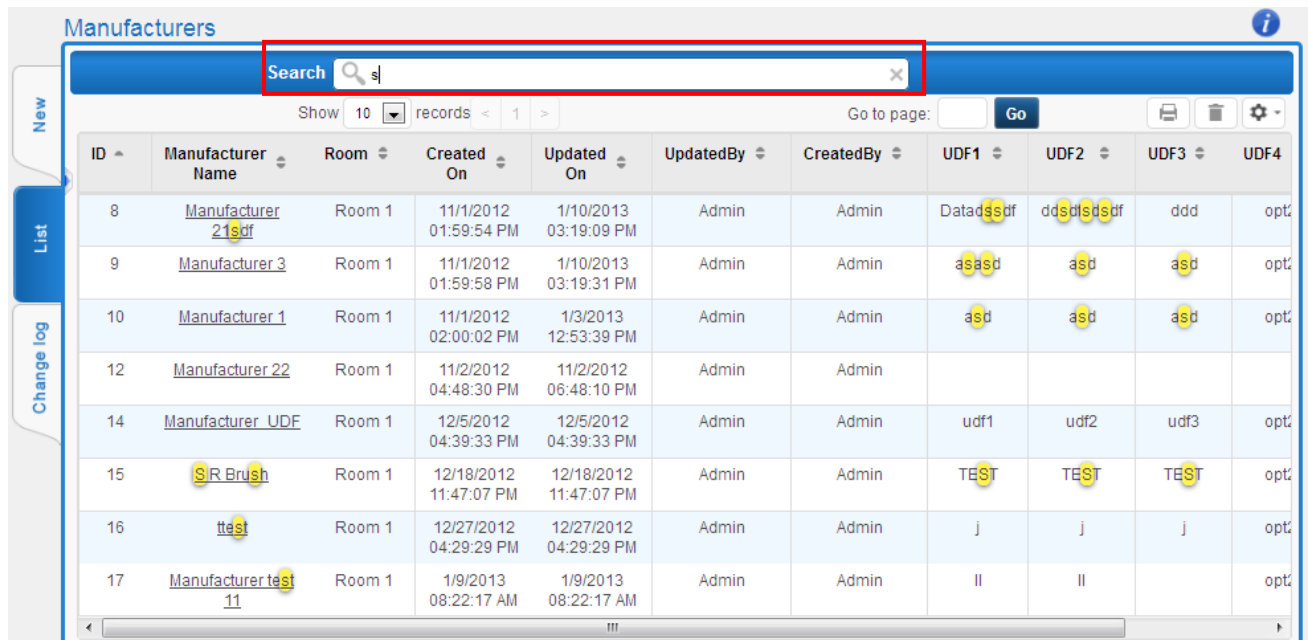
ID	HistoryID	Action	Manufacturer Name	Room	Created On	Updated On	UpdatedBy	CreatedBy	UDF1	UDF2
8	15	update	Manufacturer 21sdf		11/1/2012 01:59:54 PM	1/10/2013 03:19:09 PM			Datadssdf	dds
8	12	delete	Manufacturer 21sdf		11/1/2012 01:59:54 PM	1/10/2013 03:19:09 PM			Datadssdf	dds
8	8	update	Manufacturer 21sdf		11/1/2012 01:59:54 PM	12/29/2012 07:04:48 PM			Datadssdf	dds
8	7	update	Manufacturer 21sdf		11/1/2012 01:59:54 PM	12/29/2012 07:04:44 PM			Datadssdf	dd
8	6	update	Manufacturer 21sdf		11/1/2012 01:59:54 PM	12/29/2012 07:04:40 PM			Datadssdf	dd
8	5	update	Manufacturer 21		11/1/2012 01:59:54 PM	12/29/2012 07:03:46 PM			Datadssdf	dd
8	4	update	Manufacturer 21		11/1/2012 01:59:54 PM	12/29/2012 06:25:35 PM			Datadssdf	dd
8	2	update	Manufacturer 2		11/1/2012 01:59:54 PM	12/27/2012 04:29:37 PM			Datadssdf	dd

## 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	Manufacturer Name	Room	Created On	Updated On	UpdatedBy	CreatedBy	UDF1	UDF2	UDF3	UDF4
8	Manufacturer 21sdf	Room 1	11/1/2012 01:59:54 PM	1/10/2013 03:19:09 PM	Admin	Admin	Datadassdf	ddsdssdf	ddd	opt
9	Manufacturer 3	Room 1	11/1/2012 01:59:58 PM	1/10/2013 03:19:31 PM	Admin	Admin	asasd	asd	asd	opt
10	Manufacturer 1	Room 1	11/1/2012 02:00:02 PM	1/3/2013 12:53:39 PM	Admin	Admin	asd	asd	asd	opt
12	Manufacturer 22	Room 1	11/2/2012 04:48:30 PM	11/2/2012 06:48:10 PM	Admin	Admin				
14	Manufacturer UDF	Room 1	12/5/2012 04:39:33 PM	12/5/2012 04:39:33 PM	Admin	Admin	udf1	udf2	udf3	opt
15	S R Brush	Room 1	12/18/2012 11:47:07 PM	12/18/2012 11:47:07 PM	Admin	Admin	TEST	TEST	TEST	opt
16	ttest	Room 1	12/27/2012 04:29:29 PM	12/27/2012 04:29:29 PM	Admin	Admin	j	j	j	opt
17	Manufacturer test 11	Room 1	1/9/2013 08:22:17 AM	1/9/2013 08:22:17 AM	Admin	Admin	ll	ll		opt

**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:

Manufacturers

Search

Show 10 records

Go to page: Go

Narrow Search By:

User Created by

User Updated by

Date Created

From

To

Date Updated

From

To

UDF4

UDF5

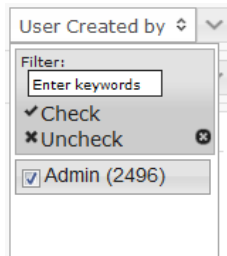
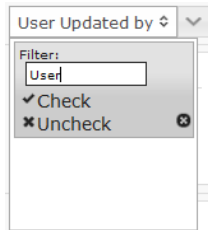

Clear

ID	Manufacturer Name	Room	Created On	Updated On	UpdatedBy	CreatedBy	UDF1	UD
8	Manufacturer 21sdf	Room 1	11/1/2012 01:59:54 PM	1/10/2013 03:19:09 PM	Admin	Admin	Datadssdf	dds
9	Manufacturer 3	Room 1	11/1/2012 01:59:58 PM	1/10/2013 03:19:31 PM	Admin	Admin	asasd	
10	Manufacturer 1	Room 1	11/1/2012 02:00:02 PM	1/3/2013 12:53:39 PM	Admin	Admin	asd	
12	Manufacturer 22	Room 1	11/2/2012 04:48:30 PM	11/2/2012 06:48:10 PM	Admin	Admin		
14	Manufacturer UDF	Room 1	12/5/2012 04:39:33 PM	12/5/2012 04:39:33 PM	Admin	Admin	udf1	
15	S R Brush	Room 1	12/18/2012 11:47:07 PM	12/18/2012 11:47:07 PM	Admin	Admin	TEST	T
16	test	Room 1	12/27/2012 04:29:29 PM	12/27/2012 04:29:29 PM	Admin	Admin	j	
17	Manufacturer test 11	Room 1	1/9/2013 08:22:17 AM	1/9/2013 08:22:17 AM	Admin	Admin	ll	

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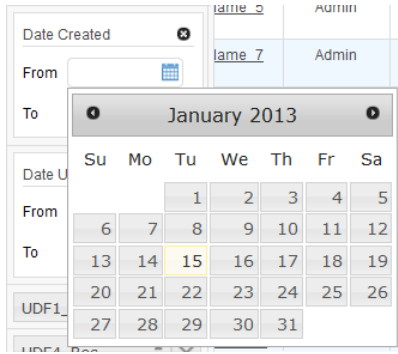
**Note:**

- 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 .</p>

Date Created and Date Updated

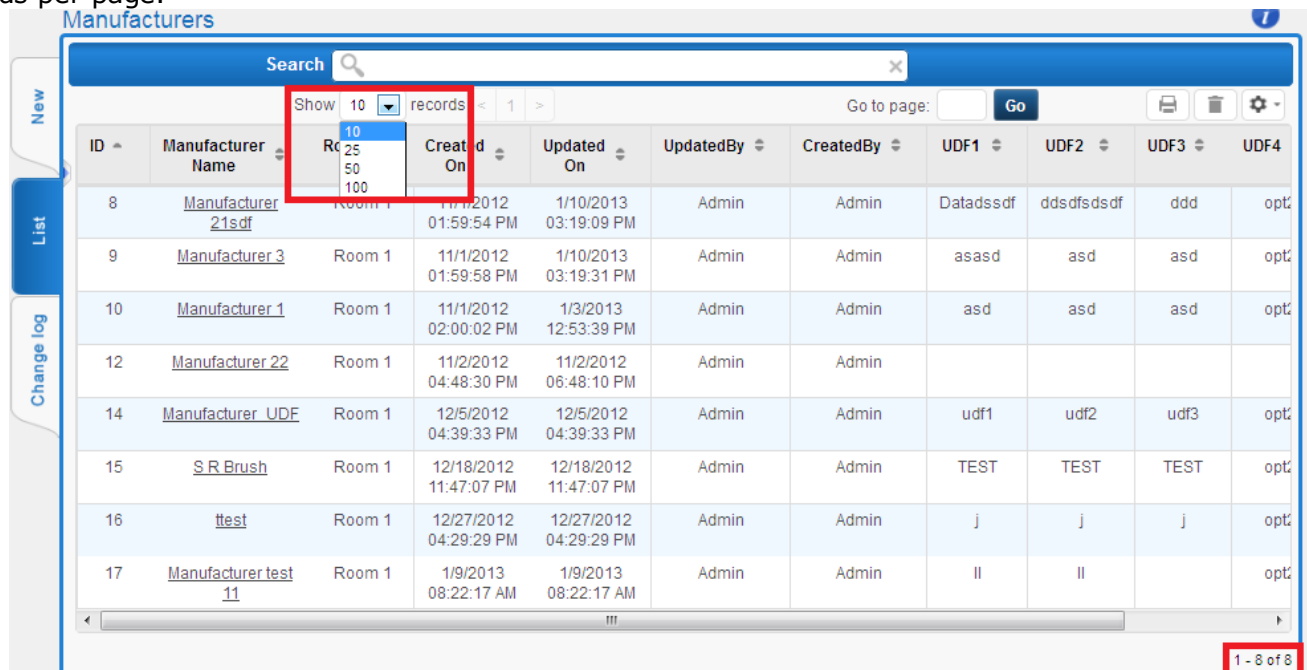
They are used to filter the 'Created On' and 'Updated On' fields respectively. User may enter the date manually or select from the calendar pop-up. Enter 'From-To' time period to be filtered. The module reflects the search results for the selected time period.



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	Manufacturer Name	Room	Created On	Updated On	UpdatedBy	CreatedBy	UDF1	UDF2	UDF3	UDF4
8	Manufacturer 21sdf	Room 1	11/1/2012 01:59:54 PM	1/10/2013 03:19:09 PM	Admin	Admin	Datadssdf	ddsdffdsdf	ddd	opt
9	Manufacturer 3	Room 1	11/1/2012 01:59:58 PM	1/10/2013 03:19:31 PM	Admin	Admin	asasd	asd	asd	opt
10	Manufacturer 1	Room 1	11/1/2012 02:00:02 PM	1/3/2013 12:53:39 PM	Admin	Admin	asd	asd	asd	opt
12	Manufacturer 22	Room 1	11/2/2012 04:48:30 PM	11/2/2012 06:48:10 PM	Admin	Admin				
14	Manufacturer UDF	Room 1	12/5/2012 04:39:33 PM	12/5/2012 04:39:33 PM	Admin	Admin	udf1	udf2	udf3	opt
15	S R Brush	Room 1	12/18/2012 11:47:07 PM	12/18/2012 11:47:07 PM	Admin	Admin	TEST	TEST	TEST	opt
16	ttest	Room 1	12/27/2012 04:29:29 PM	12/27/2012 04:29:29 PM	Admin	Admin	j	j	j	opt
17	Manufacturer test 11	Room 1	1/9/2013 08:22:17 AM	1/9/2013 08:22:17 AM	Admin	Admin	ll	ll		opt

**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.

Manufacturers

Search

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

ID	Manufacturer Name	Room	Created On	Updated On	UpdatedBy	CreatedBy	UDF1	UDF2	UDF3	UDF4
8	<a href="#">Manufacturer 21sdf</a>	Room 1	11/1/2012 01:59:54 PM	1/10/2013 03:19:09 PM	Admin	Admin	Datadssdf	ddsdffdsdf	ddd	opt
9	<a href="#">Manufacturer 3</a>	Room 1	11/1/2012 01:59:58 PM	1/10/2013 03:19:31 PM	Admin	Admin	asasd	asd	asd	opt
10	<a href="#">Manufacturer 1</a>	Room 1	11/1/2012 02:00:02 PM	1/3/2013 12:53:39 PM	Admin	Admin	asd	asd	asd	opt
12	<a href="#">Manufacturer 22</a>	Room 1	11/2/2012 04:48:30 PM	11/2/2012 06:48:10 PM	Admin	Admin				
14	<a href="#">Manufacturer UDF</a>	Room 1	12/5/2012 04:39:33 PM	12/5/2012 04:39:33 PM	Admin	Admin	udf1	udf2	udf3	opt
15	<a href="#">S R Brush</a>	Room 1	12/18/2012 11:47:07 PM	12/18/2012 11:47:07 PM	Admin	Admin	TEST	TEST	TEST	opt
16	<a href="#">ttest</a>	Room 1	12/27/2012 04:29:29 PM	12/27/2012 04:29:29 PM	Admin	Admin	j	j	j	opt
17	<a href="#">Manufacturer test 11</a>	Room 1	1/9/2013 08:22:17 AM	1/9/2013 08:22:17 AM	Admin	Admin	ll	ll		opt

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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.

Manufacturers

Search

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

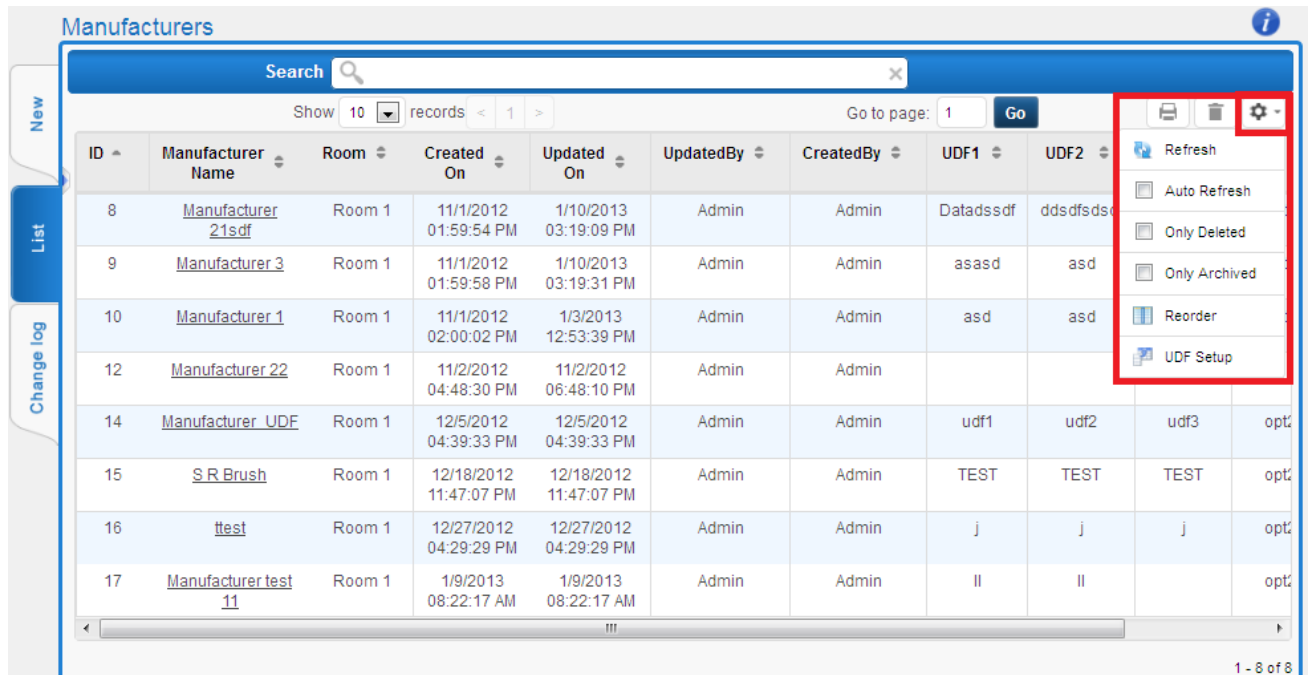
ID	Manufacturer Name	Room	Created On	Updated On	UpdatedBy	CreatedBy	UDF1	UDF2	UDF3	UDF4
8	<a href="#">Manufacturer 21sdf</a>	Room 1	11/1/2012 01:59:54 PM	1/10/2013 03:19:09 PM	Admin	Admin	Datadssdf	ddsdffdsdf		
9	<a href="#">Manufacturer 3</a>	Room 1	11/1/2012 01:59:58 PM	1/10/2013 03:19:31 PM	Admin	Admin	asasd	asd		
10	<a href="#">Manufacturer 1</a>	Room 1	11/1/2012 02:00:02 PM	1/3/2013 12:53:39 PM	Admin	Admin	asd	asd		
12	<a href="#">Manufacturer 22</a>	Room 1	11/2/2012 04:48:30 PM	11/2/2012 06:48:10 PM	Admin	Admin				
14	<a href="#">Manufacturer UDF</a>	Room 1	12/5/2012 04:39:33 PM	12/5/2012 04:39:33 PM	Admin	Admin	udf1	udf2	udf3	opt
15	<a href="#">S R Brush</a>	Room 1	12/18/2012 11:47:07 PM	12/18/2012 11:47:07 PM	Admin	Admin	TEST	TEST	TEST	opt
16	<a href="#">ttest</a>	Room 1	12/27/2012 04:29:29 PM	12/27/2012 04:29:29 PM	Admin	Admin	j	j	j	opt
17	<a href="#">Manufacturer test 11</a>	Room 1	1/9/2013 08:22:17 AM	1/9/2013 08:22:17 AM	Admin	Admin	ll	ll		opt

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### e. Settings functionality

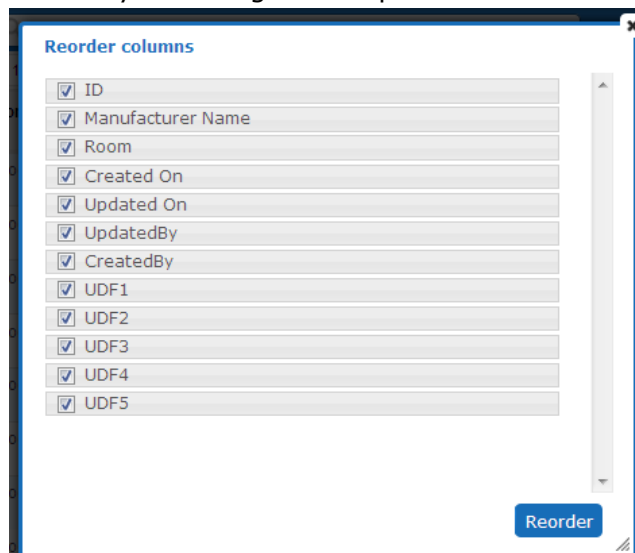
Settings functionality enables user to perform various actions on the module.



The screenshot shows the 'Manufacturers' module interface. It includes a search bar, a table of manufacturers, and a settings menu on the right. The table has columns for ID, Manufacturer Name, Room, Created On, Updated On, UpdatedBy, CreatedBy, UDF1, UDF2, and UDF3. The settings menu on the right includes options like Refresh, Auto Refresh, Only Deleted, Only Archived, Reorder, and UDF Setup.

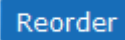
ID	Manufacturer Name	Room	Created On	Updated On	UpdatedBy	CreatedBy	UDF1	UDF2	UDF3	UDF4	UDF5
8	Manufacturer 21sdf	Room 1	11/1/2012 01:59:54 PM	1/10/2013 03:19:09 PM	Admin	Admin	Datadssdf	ddsdffdsd			
9	Manufacturer 3	Room 1	11/1/2012 01:59:58 PM	1/10/2013 03:19:31 PM	Admin	Admin	asasd	asd			
10	Manufacturer 1	Room 1	11/1/2012 02:00:02 PM	1/3/2013 12:53:39 PM	Admin	Admin	asd	asd			
12	Manufacturer 22	Room 1	11/2/2012 04:48:30 PM	11/2/2012 06:48:10 PM	Admin	Admin					
14	Manufacturer UDF	Room 1	12/5/2012 04:39:33 PM	12/5/2012 04:39:33 PM	Admin	Admin	udf1	udf2	udf3	opt	
15	S.R.Brush	Room 1	12/18/2012 11:47:07 PM	12/18/2012 11:47:07 PM	Admin	Admin	TEST	TEST	TEST	opt	
16	ttest	Room 1	12/27/2012 04:29:29 PM	12/27/2012 04:29:29 PM	Admin	Admin	j	j	j	opt	
17	Manufacturer test 11	Room 1	1/9/2013 08:22:17 AM	1/9/2013 08:22:17 AM	Admin	Admin	ll	ll		opt	

- 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 screenshot shows the 'Reorder columns' dialog box. It contains a list of fields with checkboxes next to them, indicating which fields are visible. The fields are: ID, Manufacturer Name, Room, Created On, Updated On, UpdatedBy, CreatedBy, UDF1, UDF2, UDF3, UDF4, and UDF5. All checkboxes are checked. 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