

eTurns

Companies

[Help documentation](#)

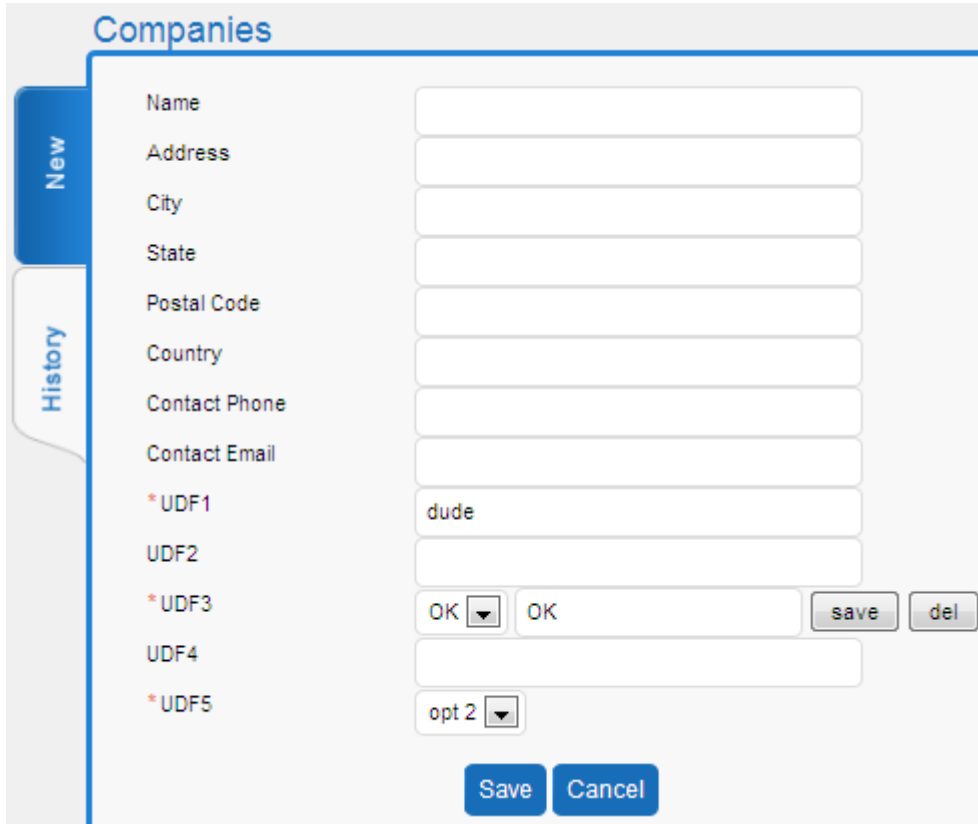
Contents

1.	Editing features	2
a.	New	2
b.	Edit	2
c.	Delete	3
d.	Change log- Not implemented in system	4
2.	General features	5
a.	Search functionality	5
i.	Main search	5
ii.	Narrow Search By functionality	5
b.	Show records Functionality	7
c.	Go To Page Functionality.....	7
d.	Export Functionality	8
e.	Settings functionality	9
3.	Miscellaneous.....	10

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:



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:

Note: The fields marked star are compulsory to enter.

- 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.

Search

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

Bin Number	Room	CreatedBy	Created On	ID	UpdatedBy	Updated On	UDF1	UDF2	UDF3
BinLocation1	Room 1	Admin	12/31/2012 04:34:58 PM	83775	Admin	1/5/2013 12:57:39 PM		adfasdfadsf	
BinLocation3	Room 1	Admin	12/31/2012 04:34:58 PM	83777	Admin	1/9/2013 10:56:19 AM			
BinLocation5	Room 1	Admin	12/31/2012 04:34:58 PM	83779	Admin	12/31/2012 04:34:58 PM			
BinLocation6	Room 1	Admin	12/31/2012	83780	Admin	1/9/2013			

On-Screen Keyboard

Esc ~ ` 1 @ 2 # 3 \$ 4 % 5 ^ 6 & 7 * 8 (9) 0 - _ + = Bksp Home PgUp

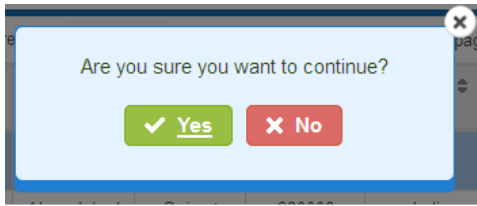
Tab q w e r t y u i o p { [] \ / Del End PgDn

Caps a s d f g h j k l ; ' , . < > ? / \ Shift Insert Pause

Shift z x c v b n m , < . > / \ ? / \ Shift PrtScn ScrLk

Ctrl Win Alt [Space] Alt [Space] Ctrl ← ↓ → Fn Options Help

- The following pop-up appears:



- Select  to delete and  to return back to previous screen.

d. Change log- Not implemented in system

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:

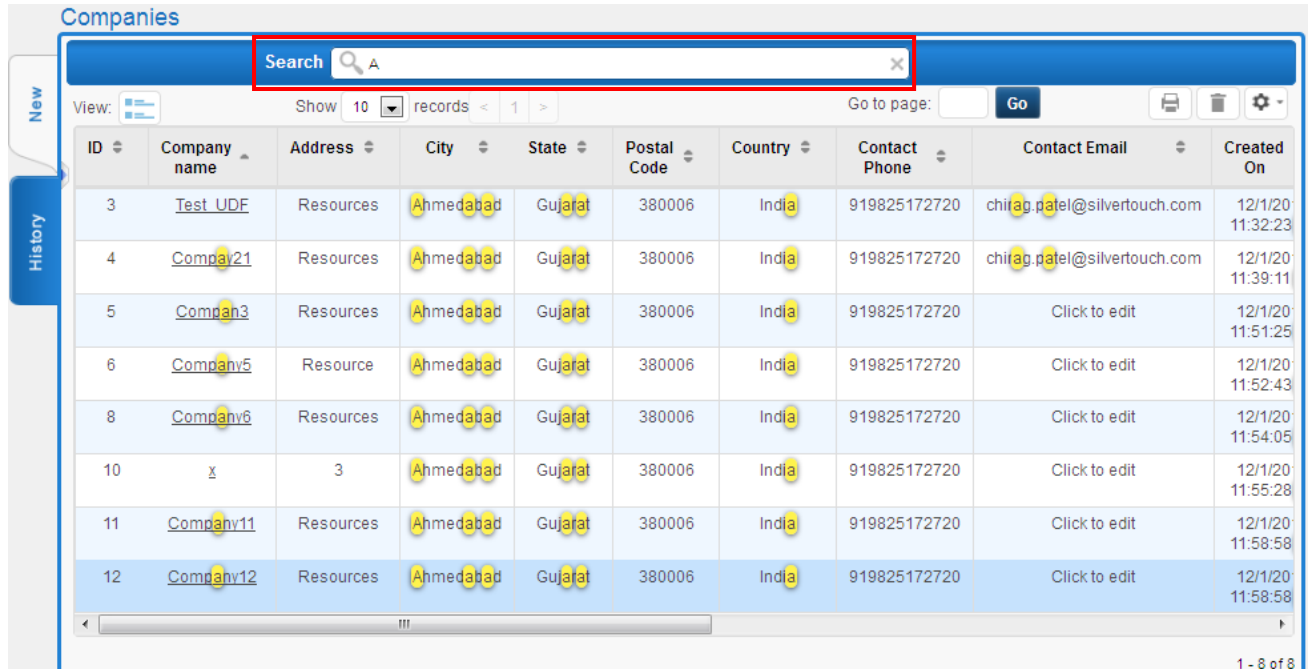
Customers										
ID	History	Action	Customer	Account	Address	City	State	Country	Zip Code	Contact
20	24	update	Amit Prajapati	22931549912	4855, 328 Li.G., Pragatinagar, Bharatnagar	Bhavnagar	Gujarat	India	364001	on Email
20	23	update	Amit Prajapati	229315499	4855, 328 Li.G., Pragatinagar, Bharatnagar	Bhavnagar	Gujarat	India	364001	on Email
20	20	update	Amit Prajapati	229315499	4855, 328 Li.G., Pragatinagar, Bharatnagar	Bhavnagar	Gujarat	India	364001	on Email
20	19	update	Amit Prajapati	229315499	4855, 328 Li.G., Pragatinagar, Bharatnagar	Bhavnagar	Gujarat	India	364001	on Email
20	18	update	Amit Prajapati	22931549	4855, 328 Li.G., Pragatinagar, Bharatnagar	Bhavnagar	Gujarat	India	364001	on Email

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.



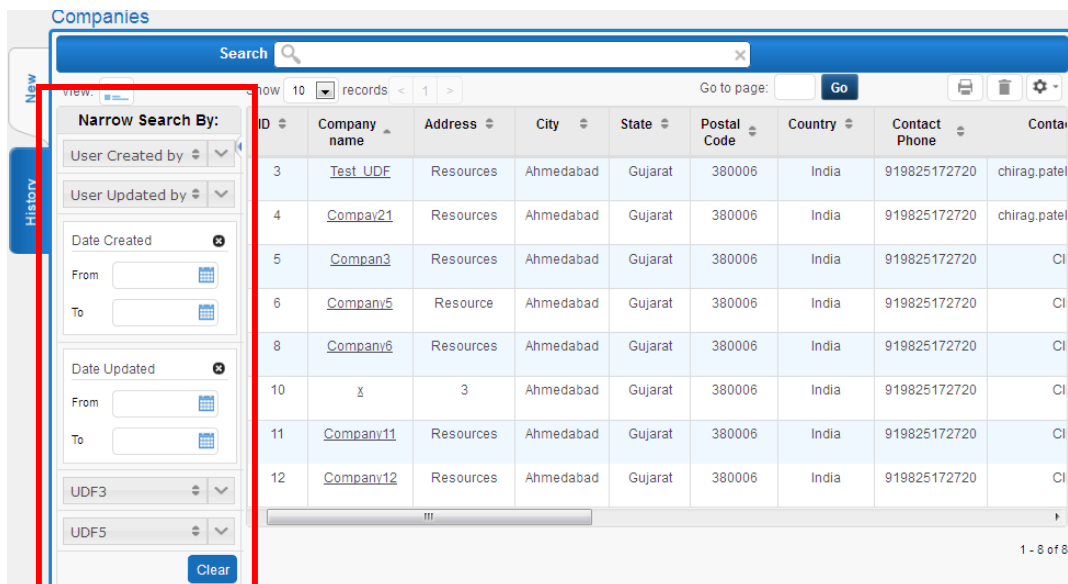
ID	Company name	Address	City	State	Postal Code	Country	Contact Phone	Contact Email	Created On
3	Test_UDF	Resources	Ahmedabad	Gujarat	380006	India	919825172720	chirag.patel@silvertouch.com	12/1/20 11:32:23
4	Compay21	Resources	Ahmedabad	Gujarat	380006	India	919825172720	chirag.patel@silvertouch.com	12/1/20 11:39:11
5	Compan3	Resources	Ahmedabad	Gujarat	380006	India	919825172720	Click to edit	12/1/20 11:51:25
6	Company5	Resource	Ahmedabad	Gujarat	380006	India	919825172720	Click to edit	12/1/20 11:52:43
8	Company6	Resources	Ahmedabad	Gujarat	380006	India	919825172720	Click to edit	12/1/20 11:54:05
10	x	3	Ahmedabad	Gujarat	380006	India	919825172720	Click to edit	12/1/20 11:55:28
11	Company11	Resources	Ahmedabad	Gujarat	380006	India	919825172720	Click to edit	12/1/20 11:58:58
12	Company12	Resources	Ahmedabad	Gujarat	380006	India	919825172720	Click to edit	12/1/20 11:58:58

Note: Search functionality searches the keywords as you type. The fields with similar keywords get highlighted.

ii. Narrow Search By functionality

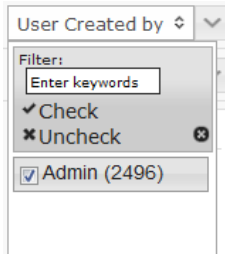
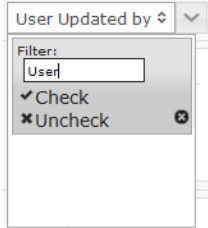

As the name suggests this function is used to filter or narrow down the scope of search for user convenience. It is an alternate search to the Search functionality and much detailed one.

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



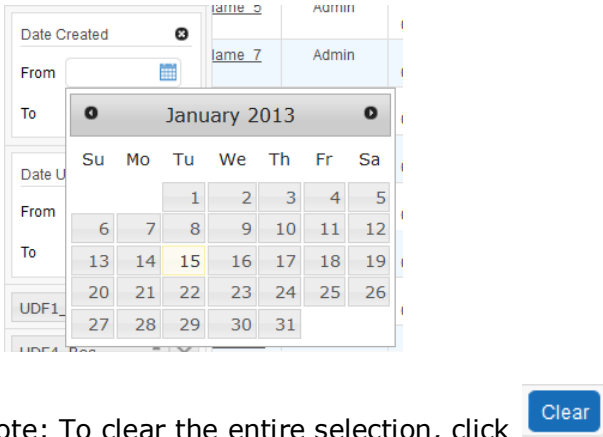
Note:

- 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 .</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.

Companies

View:

Show

10

records

Go to page:

1

>

Go

ID	Company name	Address	City	State	Postal Code	Country	Contact Phone	Contact Email	Created On
3	Test UDF	Resources	Ahmedabad	Gujarat	380006	India	919825172720	chirag.patel@silvertouch.com	12/1/2011:32:23
4	Compav21	Resources	Ahmedabad	Gujarat	380006	India	919825172720	chirag.patel@silvertouch.com	12/1/2011:39:11
5	Compan3	Resources	Ahmedabad	Gujarat	380006	India	919825172720	Click to edit	12/1/2011:51:25
6	Company5	Resource	Ahmedabad	Gujarat	380006	India	919825172720	Click to edit	12/1/2011:52:43
8	Company6	Resources	Ahmedabad	Gujarat	380006	India	919825172720	Click to edit	12/1/2011:54:05
10	x	3	Ahmedabad	Gujarat	380006	India	919825172720	Click to edit	12/1/2011:55:28
11	Company11	Resources	Ahmedabad	Gujarat	380006	India	919825172720	Click to edit	12/1/2011:58:58
12	Company12	Resources	Ahmedabad	Gujarat	380006	India	919825172720	Click to edit	12/1/2011:58:58

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.

Page 7 of 10

Companies

Search

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

ID	Company name	Address	City	State	Postal Code	Country	Contact Phone	Contact Email	Created On
3	Test_UDF	Resources	Ahmedabad	Gujarat	380006	India	919825172720	chirag.patel@silvertouch.com	12/1/20 11:32:23
4	Compay21	Resources	Ahmedabad	Gujarat	380006	India	919825172720	chirag.patel@silvertouch.com	12/1/20 11:39:11
5	Compan3	Resources	Ahmedabad	Gujarat	380006	India	919825172720	Click to edit	12/1/20 11:51:25
6	Company5	Resource	Ahmedabad	Gujarat	380006	India	919825172720	Click to edit	12/1/20 11:52:43
8	Company6	Resources	Ahmedabad	Gujarat	380006	India	919825172720	Click to edit	12/1/20 11:54:05
10	x	3	Ahmedabad	Gujarat	380006	India	919825172720	Click to edit	12/1/20 11:55:28
11	Company11	Resources	Ahmedabad	Gujarat	380006	India	919825172720	Click to edit	12/1/20 11:58:58
12	Company12	Resources	Ahmedabad	Gujarat	380006	India	919825172720	Click to edit	12/1/20 11:58:58

1 - 8 of 8

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.

Companies

Search

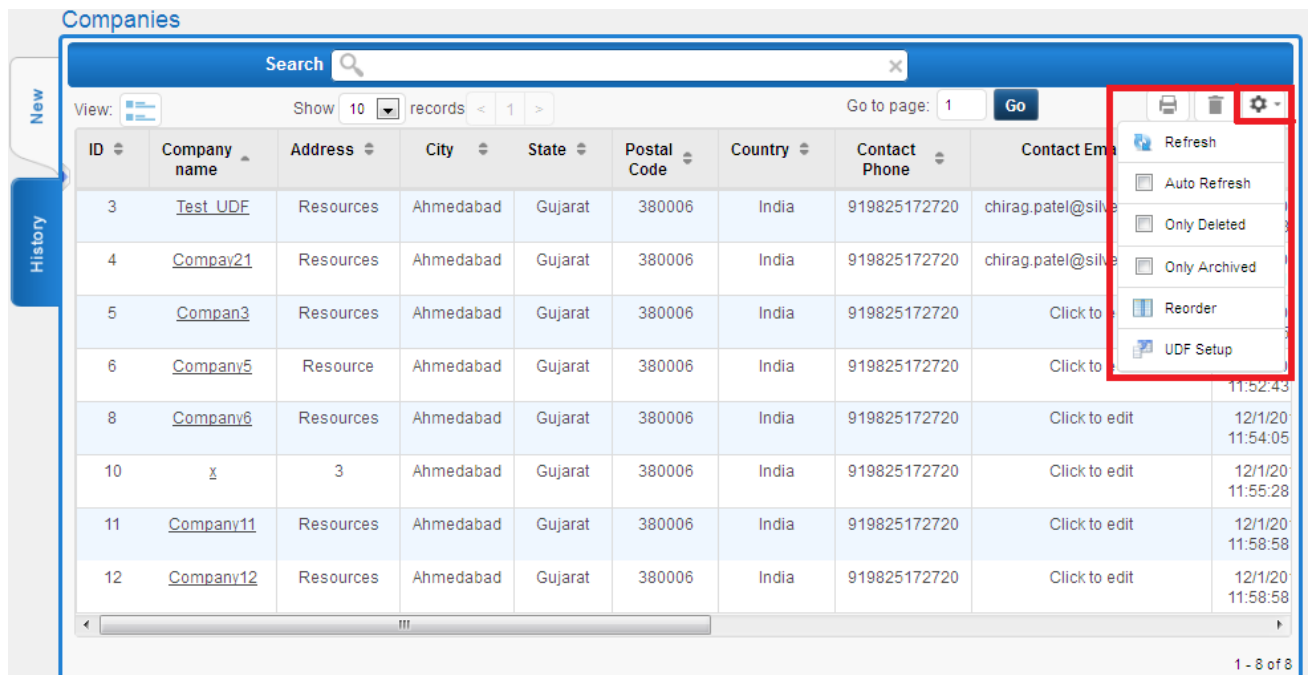
View: Show 10 records < 1 > Go to page: 1 Go

ID	Company name	Address	City	State	Postal Code	Country	Contact Phone	Contact Email	Created On
3	Test_UDF	Resources	Ahmedabad	Gujarat	380006	India	919825172720	chirag.patel@silvertouch.com	12/1/20 11:32:23
4	Compay21	Resources	Ahmedabad	Gujarat	380006	India	919825172720	chirag.patel@silvertouch.com	12/1/20 11:39:11
5	Compan3	Resources	Ahmedabad	Gujarat	380006	India	919825172720	Click to edit	12/1/20 11:51:25
6	Company5	Resource	Ahmedabad	Gujarat	380006	India	919825172720	Click to edit	12/1/20 11:52:43
8	Company6	Resources	Ahmedabad	Gujarat	380006	India	919825172720	Click to edit	12/1/20 11:54:05
10	x	3	Ahmedabad	Gujarat	380006	India	919825172720	Click to edit	12/1/20 11:55:28
11	Company11	Resources	Ahmedabad	Gujarat	380006	India	919825172720	Click to edit	12/1/20 11:58:58
12	Company12	Resources	Ahmedabad	Gujarat	380006	India	919825172720	Click to edit	12/1/20 11:58:58

1 - 8 of 8

e. Settings functionality

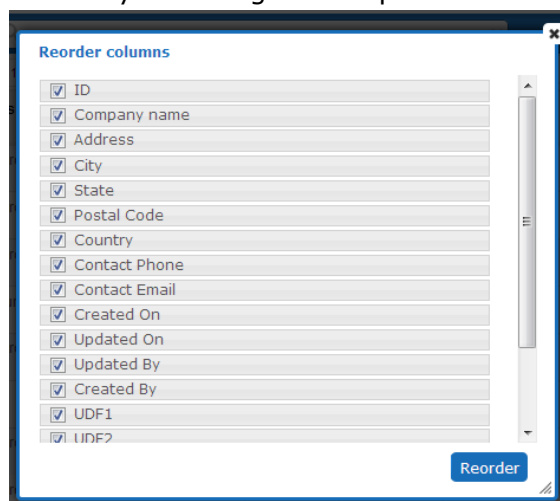
Settings functionality enables user to perform various actions on the module.



The screenshot shows the 'Companies' module interface. It includes a search bar, a table of company records, and a settings menu. The table has columns for ID, Company name, Address, City, State, Postal Code, Country, Contact Phone, and Contact Email. The settings menu is open, showing options like Refresh, Auto Refresh, Only Deleted, Only Archived, Reorder, and UDF Setup.

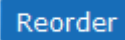
ID	Company name	Address	City	State	Postal Code	Country	Contact Phone	Contact Email
3	Test_UDF	Resources	Ahmedabad	Gujarat	380006	India	919825172720	chirag.patel@silva
4	Compav21	Resources	Ahmedabad	Gujarat	380006	India	919825172720	chirag.patel@silva
5	Compan3	Resources	Ahmedabad	Gujarat	380006	India	919825172720	Click to edit
6	Company5	Resource	Ahmedabad	Gujarat	380006	India	919825172720	Click to edit
8	Company6	Resources	Ahmedabad	Gujarat	380006	India	919825172720	Click to edit
10	z	3	Ahmedabad	Gujarat	380006	India	919825172720	Click to edit
11	Company11	Resources	Ahmedabad	Gujarat	380006	India	919825172720	Click to edit
12	Company12	Resources	Ahmedabad	Gujarat	380006	India	919825172720	Click to edit

- 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 'Reorder columns' dialog box shows a list of fields with checkboxes next to them. The fields are: ID, Company name, Address, City, State, Postal Code, Country, Contact Phone, Contact Email, Created On, Updated On, Updated By, Created By, UDF1, and UDF2. 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