

eTurns

Ship Via

Help documentation

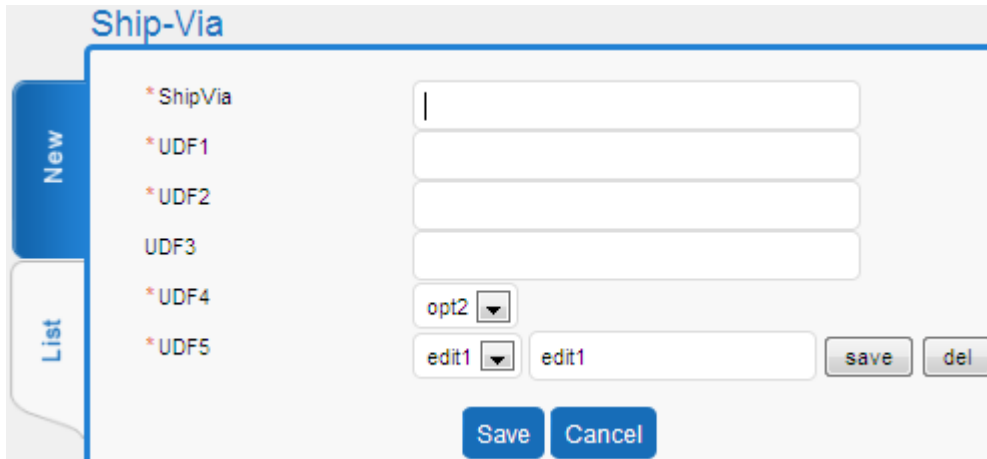
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1. Editing features

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 'Ship-Via' form with the 'New' tab selected. The form contains the following fields:

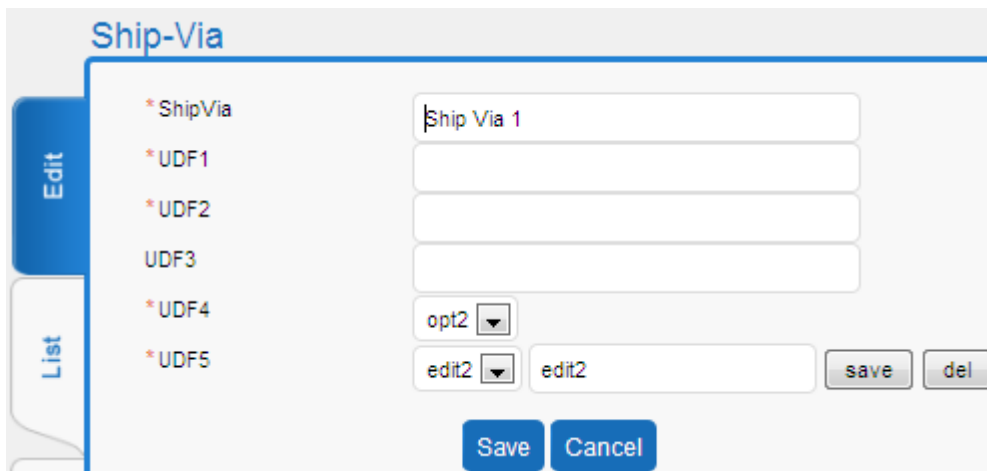
- * ShipVia (text input)
- * UDF1 (text input)
- * UDF2 (text input)
- UDF3 (text input)
- * UDF4 (dropdown menu with 'opt2' selected)
- * UDF5 (dropdown menu with 'edit1' selected)

At the bottom, there are 'Save' and 'Cancel' buttons. To the right of the UDF5 dropdown, there is a 'save' button and a 'del' button.

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 'Ship-Via' form with the 'Edit' tab selected. The form contains the following fields:

- * ShipVia (text input with 'Ship Via 1' entered)
- * UDF1 (text input)
- * UDF2 (text input)
- UDF3 (text input)
- * UDF4 (dropdown menu with 'opt2' selected)
- * UDF5 (dropdown menu with 'edit2' selected)

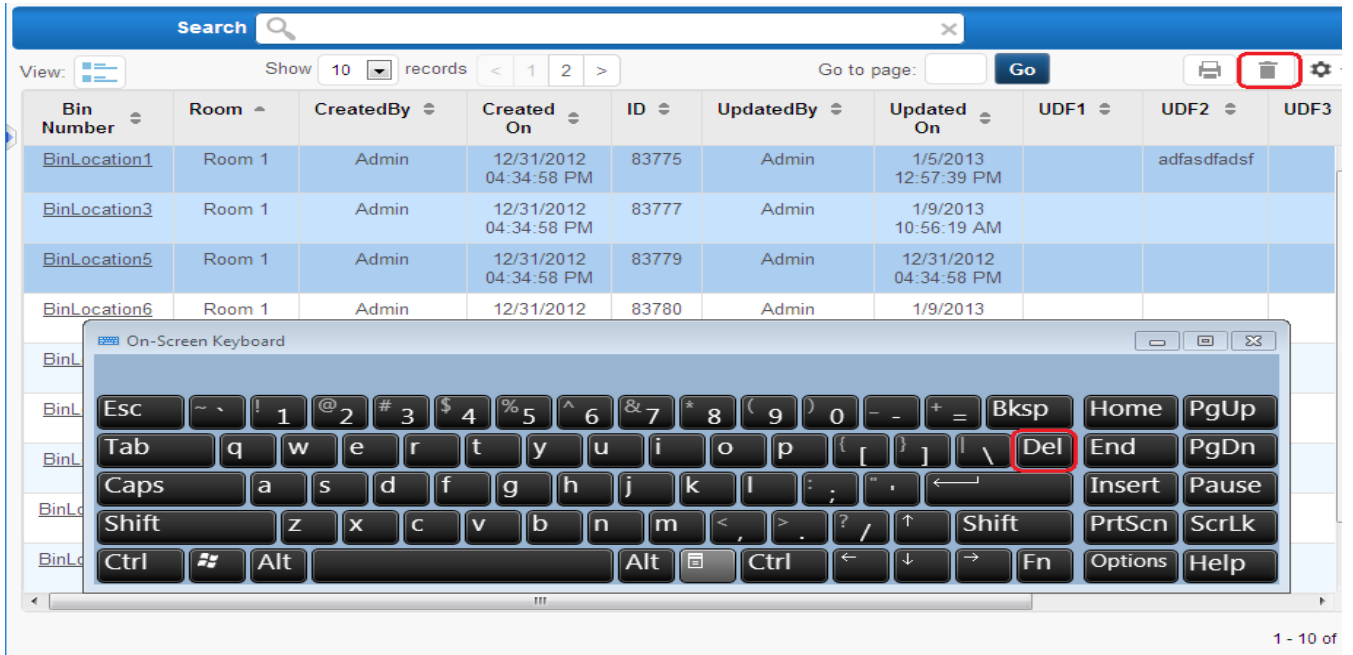
At the bottom, there are 'Save' and 'Cancel' buttons. To the right of the UDF5 dropdown, there is a 'save' button and a 'del' button.

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

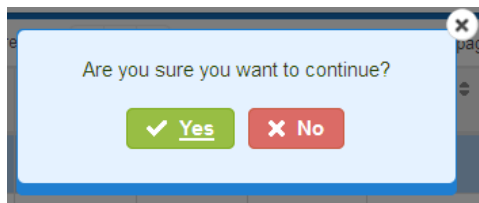
Note: The fields marked star are compulsory to enter.

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.



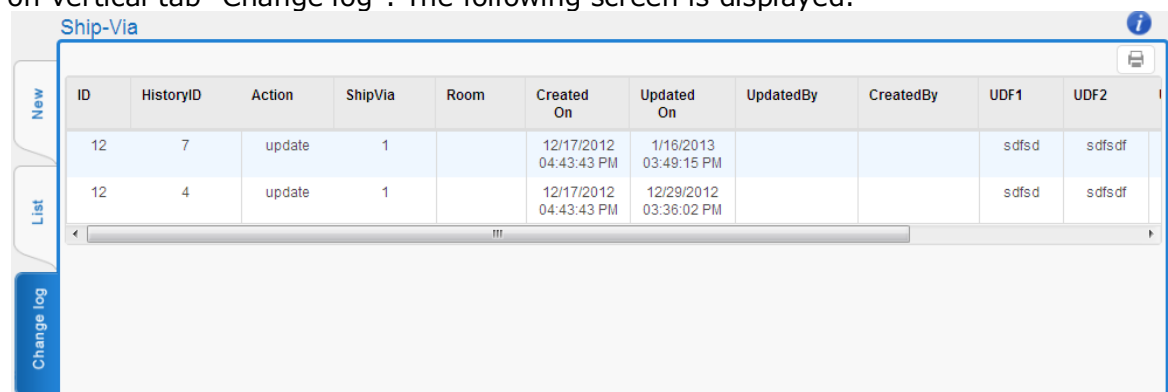
- The following pop-up appears:



- 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:

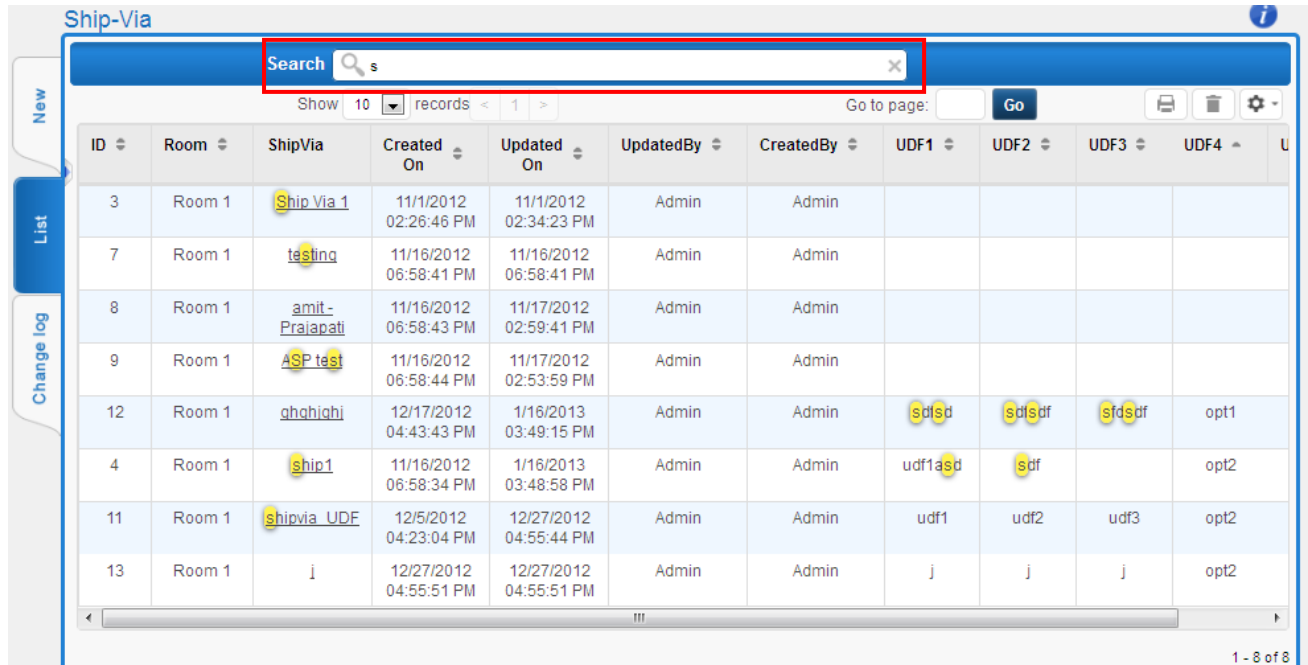


2. General features

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.




The screenshot shows the 'Ship-Via' application interface. At the top, there is a search bar with the text 'Search' and a magnifying glass icon. Below the search bar, there is a table with columns: ID, Room, ShipVia, Created On, Updated On, UpdatedBy, CreatedBy, UDF1, UDF2, UDF3, UDF4, and UDF5. The table contains 8 rows of data. The 'ShipVia' column is highlighted in yellow, and the 'Created On' column is highlighted in blue. The 'Updated On' column is highlighted in green. The 'UpdatedBy' column is highlighted in red. The 'CreatedBy' column is highlighted in purple. The 'UDF1' column is highlighted in orange. The 'UDF2' column is highlighted in pink. The 'UDF3' column is highlighted in light blue. The 'UDF4' column is highlighted in light green. The 'UDF5' column is highlighted in light yellow. The table is displayed on a page with a sidebar on the left containing 'New', 'List', and 'Change log' buttons. The bottom right corner of the page shows '1 - 8 of 8'.

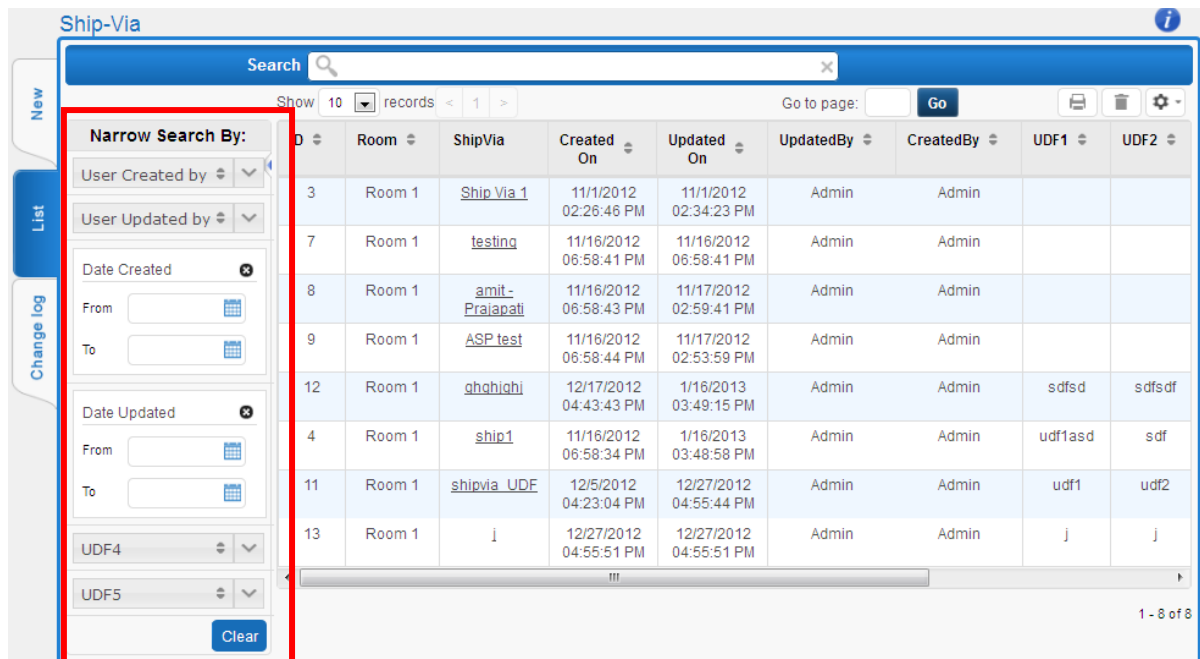
ID	Room	ShipVia	Created On	Updated On	UpdatedBy	CreatedBy	UDF1	UDF2	UDF3	UDF4	UDF5
3	Room 1	Ship Via 1	11/1/2012 02:26:46 PM	11/1/2012 02:34:23 PM	Admin	Admin					
7	Room 1	testing	11/16/2012 06:58:41 PM	11/16/2012 06:58:41 PM	Admin	Admin					
8	Room 1	amit-Pralapati	11/16/2012 06:58:43 PM	11/17/2012 02:59:41 PM	Admin	Admin					
9	Room 1	ASP test	11/16/2012 06:58:44 PM	11/17/2012 02:53:59 PM	Admin	Admin					
12	Room 1	ghghighi	12/17/2012 04:43:43 PM	1/16/2013 03:49:15 PM	Admin	Admin	sdfsdf	sdfsdf	sdfsdf	opt1	
4	Room 1	ship1	11/16/2012 06:58:34 PM	1/16/2013 03:48:58 PM	Admin	Admin	udf1asd	sdf		opt2	
11	Room 1	shipvia UDF	12/5/2012 04:23:04 PM	12/27/2012 04:55:44 PM	Admin	Admin	udf1	udf2	udf3	opt2	
13	Room 1	j	12/27/2012 04:55:51 PM	12/27/2012 04:55:51 PM	Admin	Admin	j	j	j	opt2	

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

ii. Narrow Search By functionality

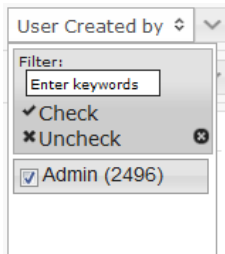
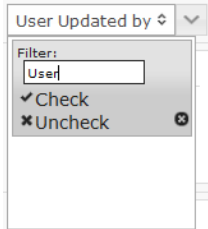

As the name suggests this function is used to filter or narrow down the scope of search for user convenience. It is an alternate search to the Search functionality and much detailed one.

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

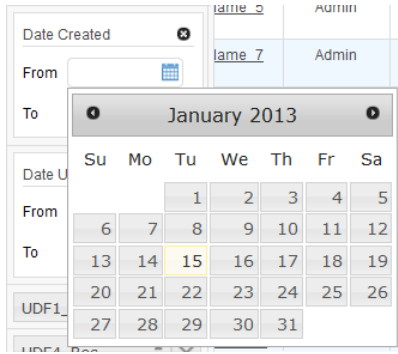



Note:

- 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>

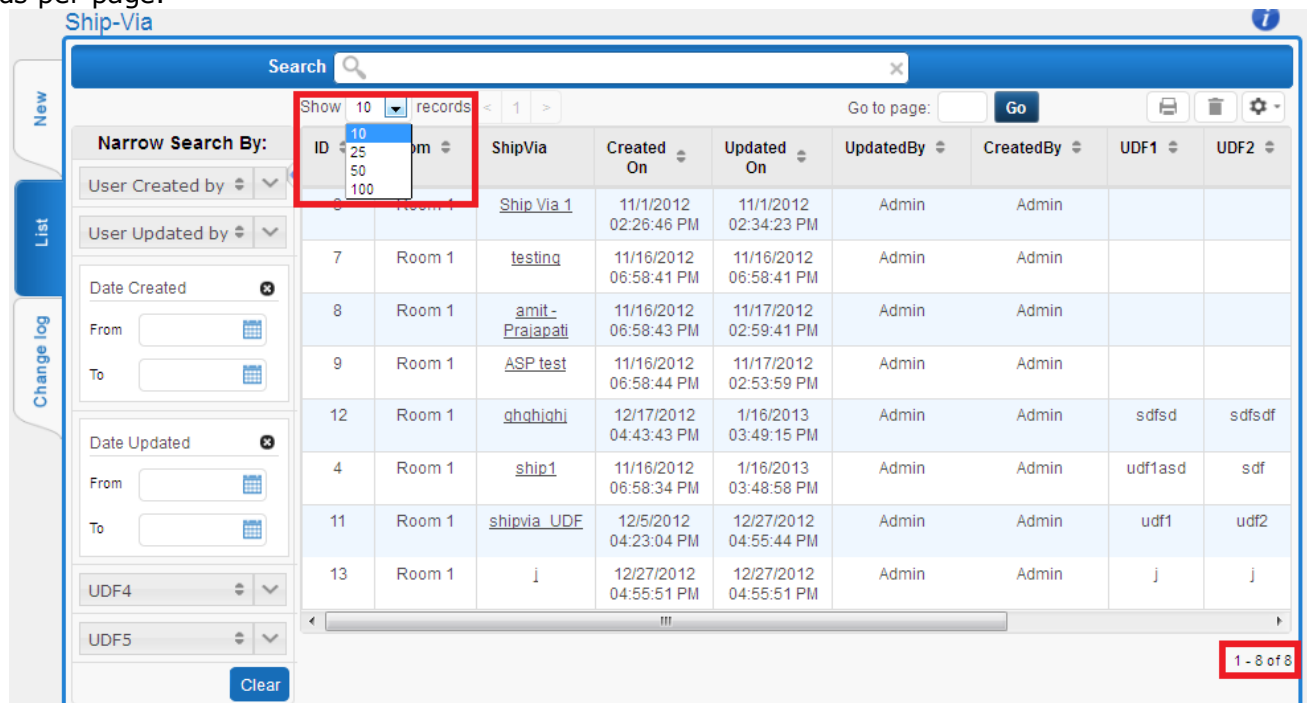
Date Created and Updated	Created Date	Updated Date
They are used to filter the 'Created On' and 'Updated On' fields respectively. User may enter the date manually or select from the calendar pop-up. Enter 'From-To' time period to be filtered. The module reflects the search results for the selected time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



Note: To clear the entire selection, click 


b. Show records Functionality

Show records functionality is dropdown option that enables user to view specified number of fields per page.



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 . The specified page is displayed on the screen.

Ship-Via

Search

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

ID	Room	ShipVia	Created On	Updated On	UpdatedBy	CreatedBy	UDF1	UDF2	UDF3	UDF4
3	Room 1	Ship Via 1	11/1/2012 02:26:46 PM	11/1/2012 02:34:23 PM	Admin	Admin				
7	Room 1	testing	11/16/2012 06:58:41 PM	11/16/2012 06:58:41 PM	Admin	Admin				
8	Room 1	amit-Pralapati	11/16/2012 06:58:43 PM	11/17/2012 02:59:41 PM	Admin	Admin				
9	Room 1	ASP test	11/16/2012 06:58:44 PM	11/17/2012 02:53:59 PM	Admin	Admin				
12	Room 1	ghghighi	12/17/2012 04:43:43 PM	1/16/2013 03:49:15 PM	Admin	Admin	sdfsdf	sdfsdf	sdfsdf	opt1
4	Room 1	ship1	11/16/2012 06:58:34 PM	1/16/2013 03:48:58 PM	Admin	Admin	udf1asd	sdf		opt2
11	Room 1	shipvia_UDF	12/5/2012 04:23:04 PM	12/27/2012 04:55:44 PM	Admin	Admin	udf1	udf2	udf3	opt2
13	Room 1	j	12/27/2012 04:55:51 PM	12/27/2012 04:55:51 PM	Admin	Admin	j	j	j	opt2

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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.

Ship-Via

Search

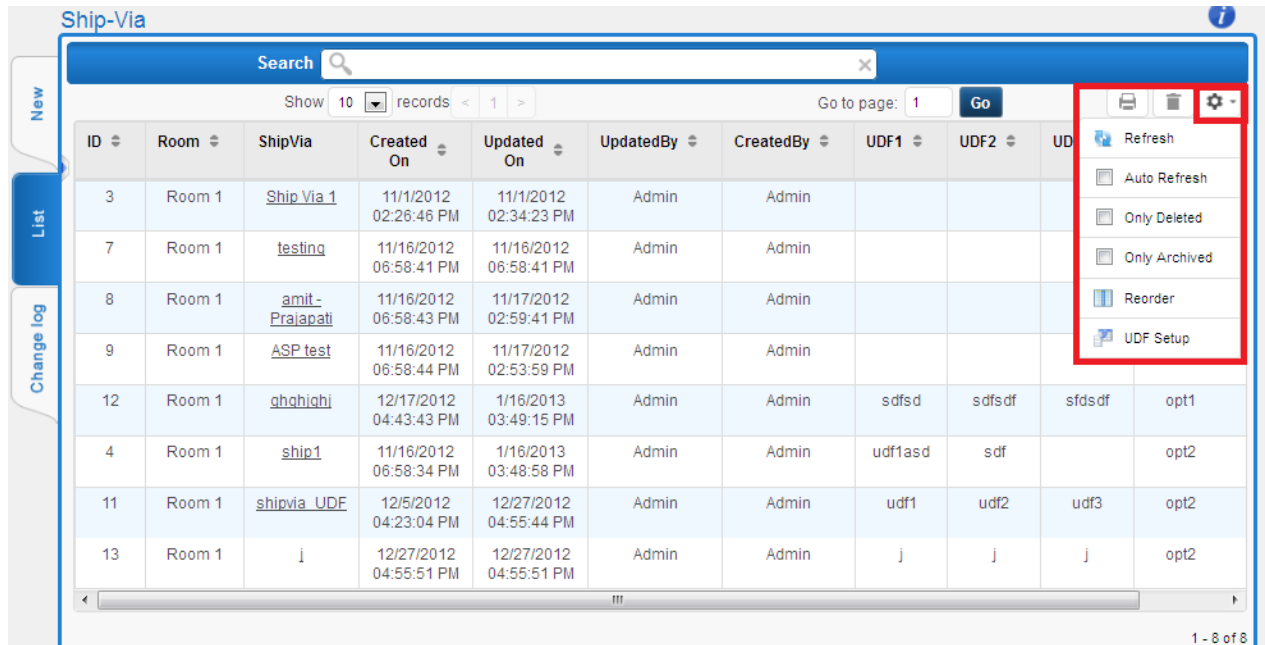
Show 10 records < 1 > Go to page: 1 Go

ID	Room	ShipVia	Created On	Updated On	UpdatedBy	CreatedBy	UDF1	UDF2	UDF3	UDF4
3	Room 1	Ship Via 1	11/1/2012 02:26:46 PM	11/1/2012 02:34:23 PM	Admin	Admin				
7	Room 1	testing	11/16/2012 06:58:41 PM	11/16/2012 06:58:41 PM	Admin	Admin				
8	Room 1	amit-Pralapati	11/16/2012 06:58:43 PM	11/17/2012 02:59:41 PM	Admin	Admin				
9	Room 1	ASP test	11/16/2012 06:58:44 PM	11/17/2012 02:53:59 PM	Admin	Admin				
12	Room 1	ghghighi	12/17/2012 04:43:43 PM	1/16/2013 03:49:15 PM	Admin	Admin	sdfsdf	sdfsdf	sdfsdf	opt1
4	Room 1	ship1	11/16/2012 06:58:34 PM	1/16/2013 03:48:58 PM	Admin	Admin	udf1asd	sdf		opt2
11	Room 1	shipvia_UDF	12/5/2012 04:23:04 PM	12/27/2012 04:55:44 PM	Admin	Admin	udf1	udf2	udf3	opt2
13	Room 1	j	12/27/2012 04:55:51 PM	12/27/2012 04:55:51 PM	Admin	Admin	j	j	j	opt2

1 - 8 of 8

e. Settings functionality

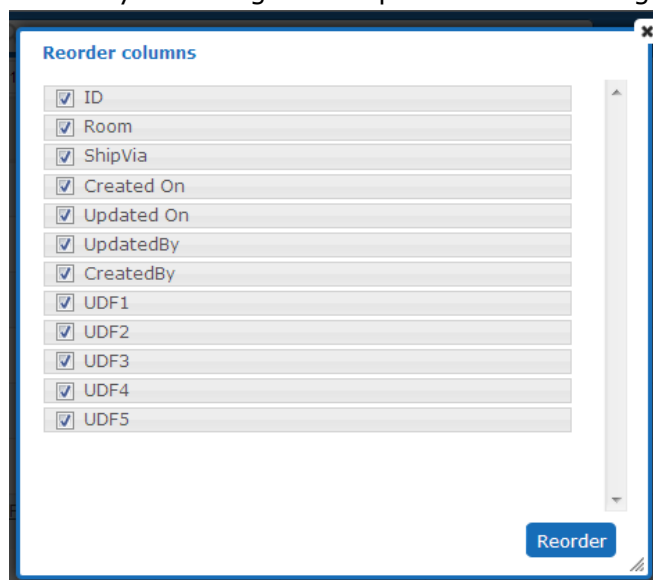
Settings functionality enables user to perform various actions on the module.



The screenshot shows the 'Ship-Via' module interface. It includes a search bar, a table of records, and a settings menu. The table has columns for ID, Room, ShipVia, Created On, Updated On, UpdatedBy, CreatedBy, UDF1, UDF2, UDF3, and UDF4. The settings menu is open, showing options: Refresh, Auto Refresh, Only Deleted, Only Archived, Reorder, and UDF Setup.

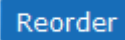
ID	Room	ShipVia	Created On	Updated On	UpdatedBy	CreatedBy	UDF1	UDF2	UDF3	UDF4
3	Room 1	Ship Via 1	11/1/2012 02:26:46 PM	11/1/2012 02:34:23 PM	Admin	Admin				
7	Room 1	testing	11/16/2012 06:58:41 PM	11/16/2012 06:58:41 PM	Admin	Admin				
8	Room 1	amit - Prajapati	11/16/2012 06:58:43 PM	11/17/2012 02:59:41 PM	Admin	Admin				
9	Room 1	ASP test	11/16/2012 06:58:44 PM	11/17/2012 02:53:59 PM	Admin	Admin				
12	Room 1	ghqhiqh	12/17/2012 04:43:43 PM	1/16/2013 03:49:15 PM	Admin	Admin	sdfs d	sdfsdf	sdfsdf	opt1
4	Room 1	ship1	11/16/2012 06:58:34 PM	1/16/2013 03:48:58 PM	Admin	Admin	udf1asd	sdf		opt2
11	Room 1	shipvia UDF	12/5/2012 04:23:04 PM	12/27/2012 04:55:44 PM	Admin	Admin	udf1	udf2	udf3	opt2
13	Room 1	j	12/27/2012 04:55:51 PM	12/27/2012 04:55:51 PM	Admin	Admin	j	j	j	opt2

- 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, Room, ShipVia, 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