

eTurns

# Freight Types

[Help documentation](#)

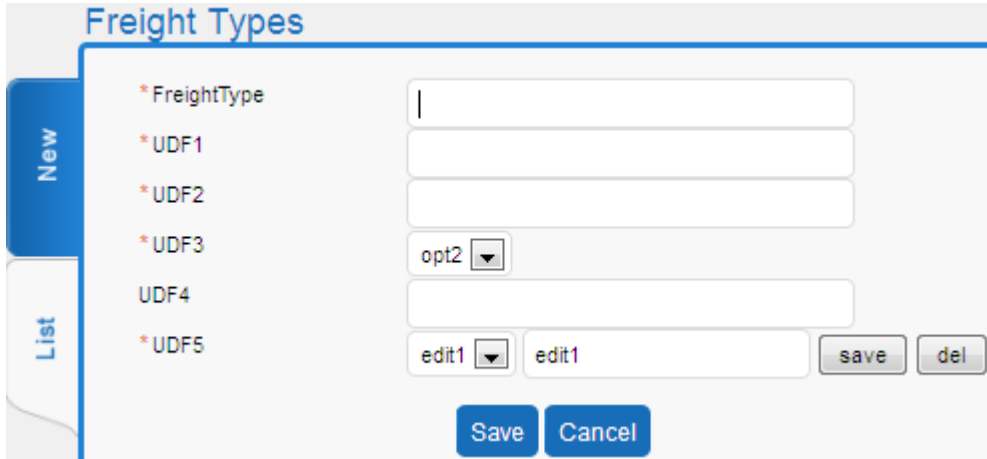
## Contents

1. Editing features .....	2
a. New .....	2
b. Edit .....	2
c. Delete .....	3
d. Change log .....	3
2. General features .....	4
a. Search functionality .....	4
i. Main search .....	4
ii. Narrow Search By functionality .....	4
b. Show records Functionality .....	6
c. Go To Page Functionality .....	6
d. Export Functionality .....	7
e. Settings functionality .....	8
3. Miscellaneous .....	9

## 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 'Freight Types' application window with the 'New' tab selected. The form contains the following fields:

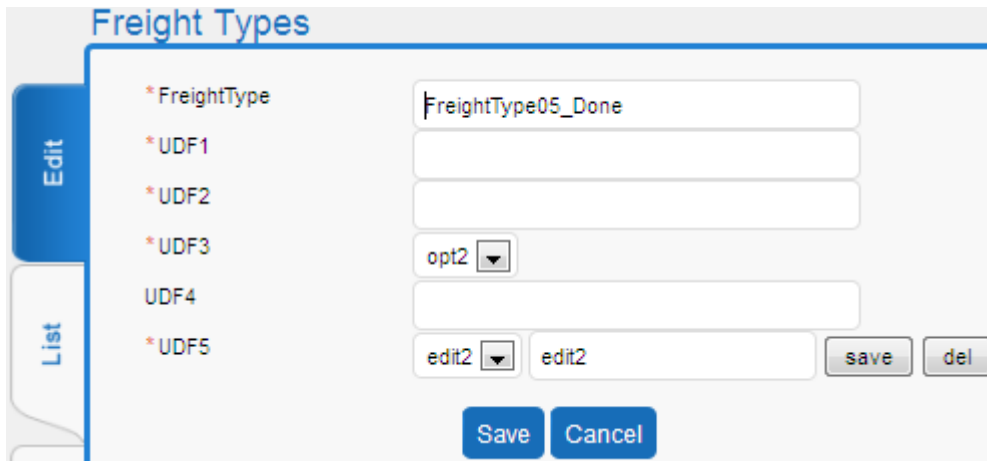
- \* FreightType: A text input field.
- \* UDF1: A text input field.
- \* UDF2: A text input field.
- \* UDF3: A dropdown menu with 'opt2' selected.
- UDF4: A text input field.
- \* UDF5: A dropdown menu with 'edit1' selected, followed by a text input field containing 'edit1'.

At the bottom, there are 'Save' and 'Cancel' buttons, and a 'save' button 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 'Freight Types' application window with the 'Edit' tab selected. The form contains the following fields:

- \* FreightType: A text input field containing 'FreightType05\_Done'.
- \* UDF1: A text input field.
- \* UDF2: A text input field.
- \* UDF3: A dropdown menu with 'opt2' selected.
- UDF4: A text input field.
- \* UDF5: A dropdown menu with 'edit2' selected, followed by a text input field containing 'edit2'.

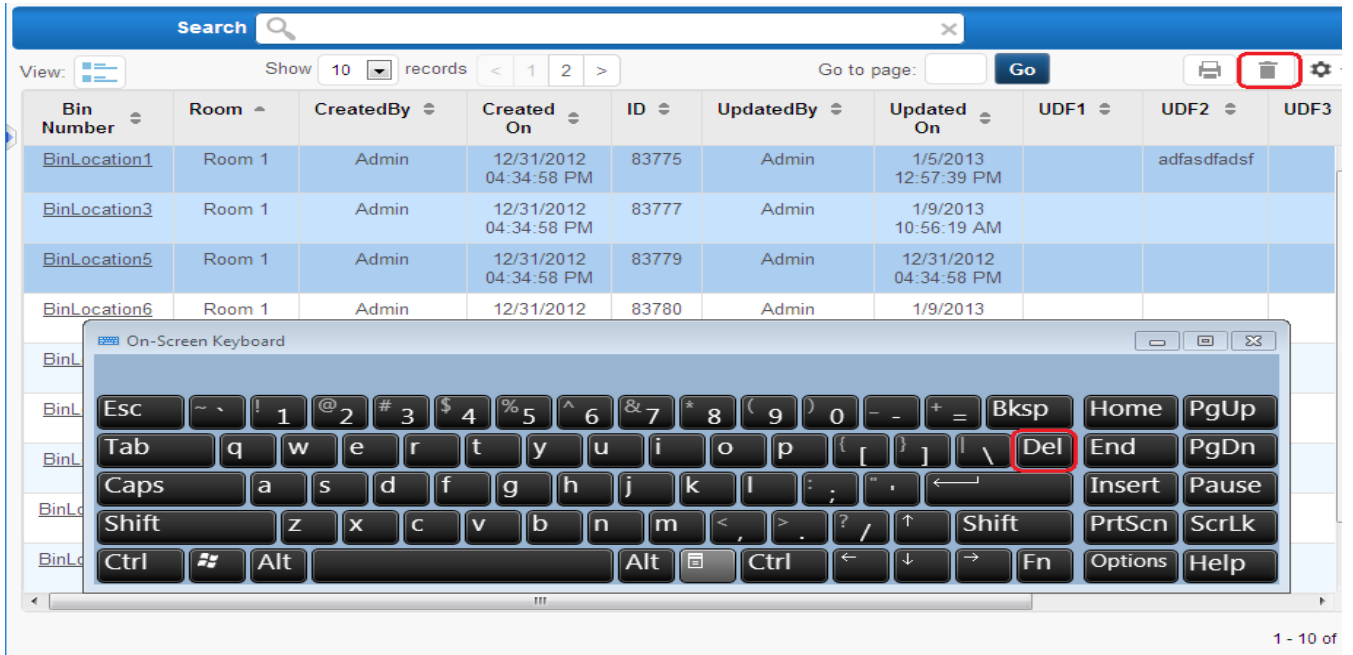
At the bottom, there are 'Save' and 'Cancel' buttons, and a 'save' button next to the UDF5 field.

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

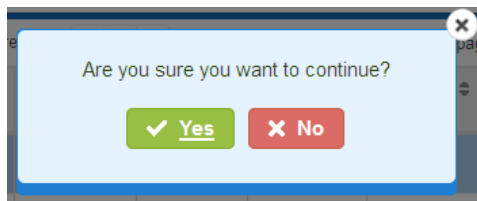
**Note:** The fields marked star are compulsory to enter.

### 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:

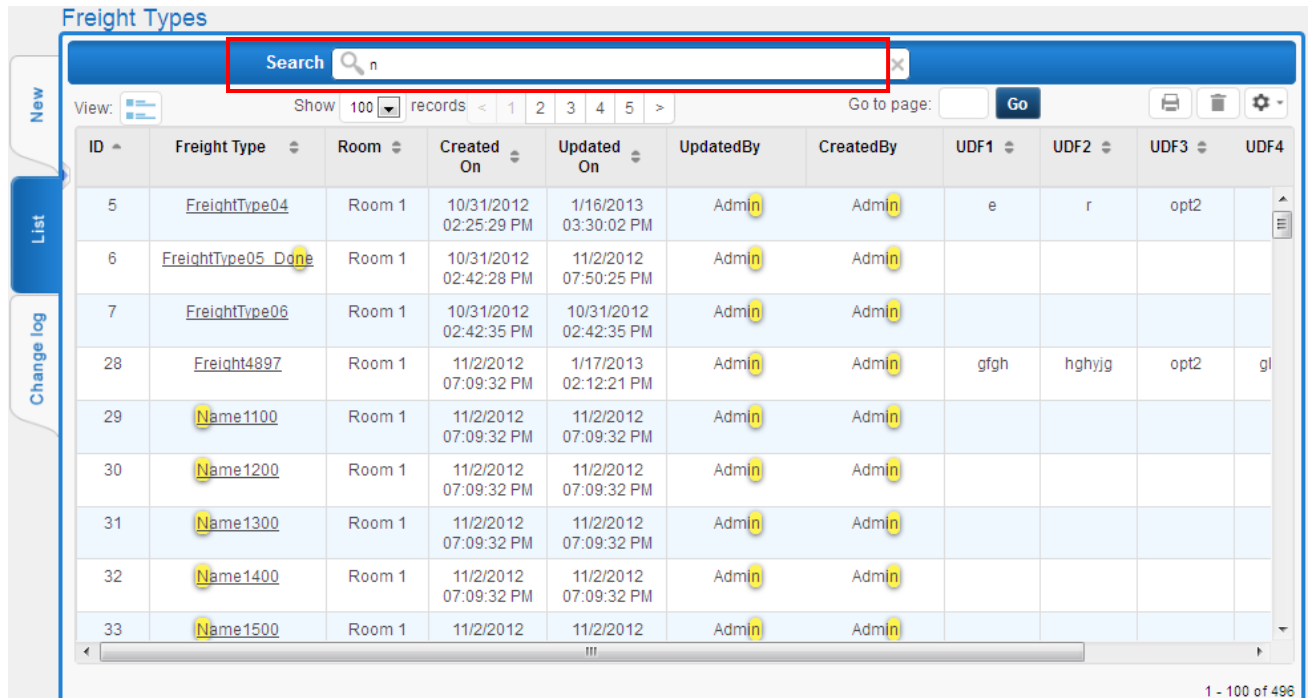
Freight Types										
ID	HistoryID	Action	Freight Type	Room	Created On	Updated On	UpdatedBy	CreatedBy	UDF1	UDF2
5	48	update	FreightType04		10/31/2012 02:25:29 PM	1/16/2013 03:30:02 PM			e	r
5	38	update	FreightType04		10/31/2012 02:25:29 PM	1/2/2013 05:48:48 PM			e	r
5	32	update	FreightType04		10/31/2012 02:25:29 PM	1/1/2013 02:55:12 PM			e	r

## 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	Freight Type	Room	Created On	Updated On	UpdatedBy	CreatedBy	UDF1	UDF2	UDF3	UDF4
5	<u>FreightType04</u>	Room 1	10/31/2012 02:25:29 PM	1/16/2013 03:30:02 PM	Admin	Admin	e	r	opt2	
6	<u>FreightType05</u> Done	Room 1	10/31/2012 02:42:28 PM	11/2/2012 07:50:25 PM	Admin	Admin				
7	<u>FreightType06</u>	Room 1	10/31/2012 02:42:35 PM	10/31/2012 02:42:35 PM	Admin	Admin				
28	<u>Freight4897</u>	Room 1	11/2/2012 07:09:32 PM	1/17/2013 02:12:21 PM	Admin	Admin	gfgh	hghyhg	opt2	gl
29	<u>Name1100</u>	Room 1	11/2/2012 07:09:32 PM	11/2/2012 07:09:32 PM	Admin	Admin				
30	<u>Name1200</u>	Room 1	11/2/2012 07:09:32 PM	11/2/2012 07:09:32 PM	Admin	Admin				
31	<u>Name1300</u>	Room 1	11/2/2012 07:09:32 PM	11/2/2012 07:09:32 PM	Admin	Admin				
32	<u>Name1400</u>	Room 1	11/2/2012 07:09:32 PM	11/2/2012 07:09:32 PM	Admin	Admin				
33	<u>Name1500</u>	Room 1	11/2/2012	11/2/2012	Admin	Admin				

**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:

Freight Types

Search

View:   Show 100 records < 1 2 3 4 5 > Go to page:  Go

**Narrow Search By:**

User Created by

User Updated by

Date Created

From

To

Date Updated

From

To

UDF3

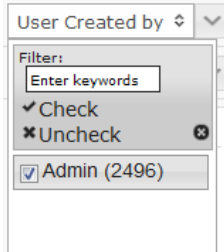
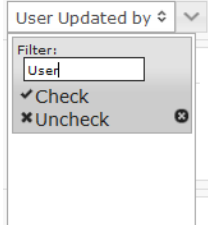
UDF5

ID	Freight Type	Room	Created On	Updated On	UpdatedBy	CreatedBy	UDF1	UDF2
5	<a href="#">FreightType04</a>	Room 1	10/31/2012 02:25:29 PM	1/16/2013 03:30:02 PM	Admin	Admin	e	
6	<a href="#">FreightType05_Done</a>	Room 1	10/31/2012 02:42:28 PM	11/2/2012 07:50:25 PM	Admin	Admin		
7	<a href="#">FreightType06</a>	Room 1	10/31/2012 02:42:35 PM	10/31/2012 02:42:35 PM	Admin	Admin		
28	<a href="#">Freight4897</a>	Room 1	11/2/2012 07:09:32 PM	11/7/2013 02:12:21 PM	Admin	Admin	gfgh	
29	<a href="#">Name1100</a>	Room 1	11/2/2012 07:09:32 PM	11/2/2012 07:09:32 PM	Admin	Admin		
30	<a href="#">Name1200</a>	Room 1	11/2/2012 07:09:32 PM	11/2/2012 07:09:32 PM	Admin	Admin		
31	<a href="#">Name1300</a>	Room 1	11/2/2012 07:09:32 PM	11/2/2012 07:09:32 PM	Admin	Admin		
32	<a href="#">Name1400</a>	Room 1	11/2/2012 07:09:32 PM	11/2/2012 07:09:32 PM	Admin	Admin		
33	<a href="#">Name1500</a>	Room 1	11/2/2012 07:09:32 PM	11/2/2012 07:09:32 PM	Admin	Admin		

1 - 100 of 496

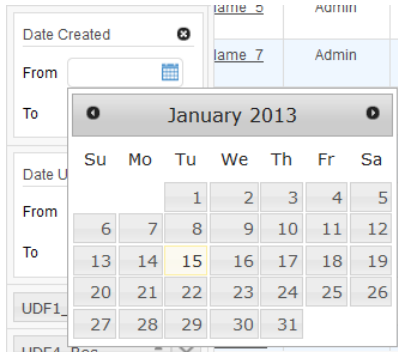
**Note:**

- 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 <input type="button" value="x"/>.</p>

Date Created and Date Updated

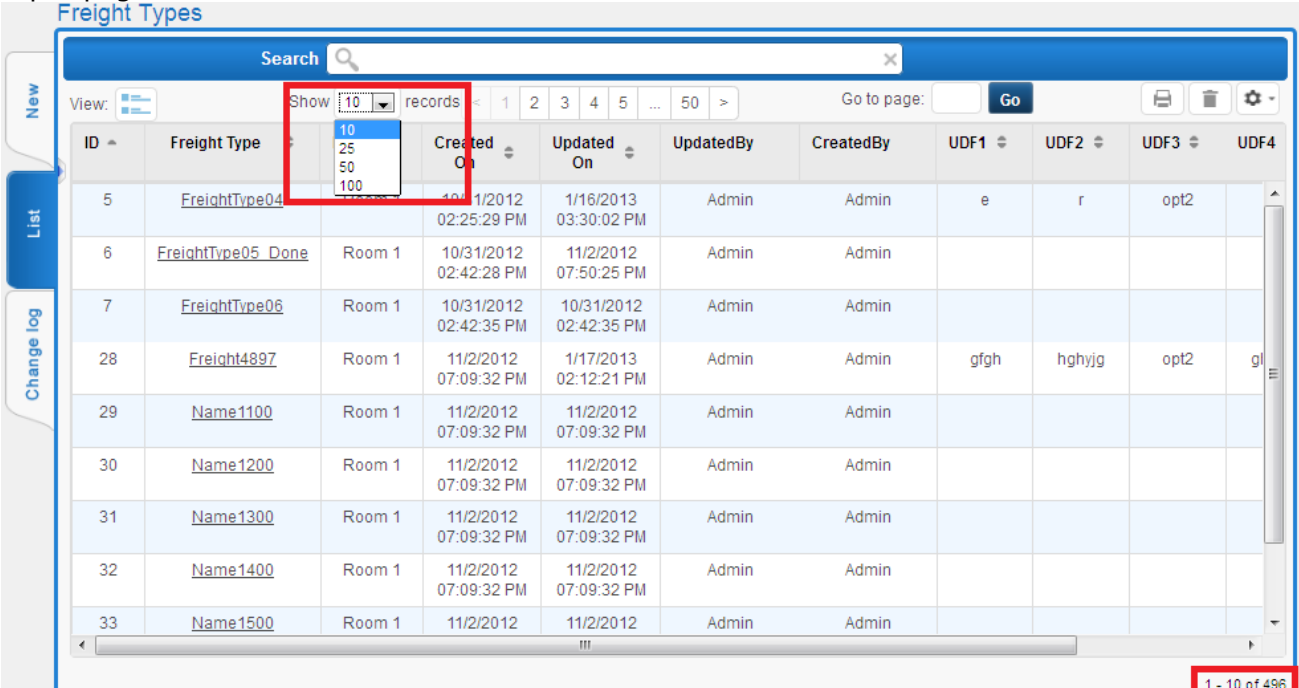
They are used to filter the 'Created On' and 'Updated On' fields respectively. User may enter the date manually or select from the calendar pop-up. Enter 'From-To' time period to be filtered. The module reflects the search results for the selected time period.



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.



**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.

Freight Types

Search

View:  Show 10 records < 1 ... 2 3 4 5 6 ... 50 > Go to page: 4 Go

ID	Freight Type	Room	Created On	Updated On	UpdatedBy	CreatedBy	UDF1	UDF2	UDF3	UDF4
57	<a href="#">Name3900</a>	Room 1	11/2/2012 07:09:32 PM	11/2/2012 07:09:32 PM	Admin	Admin				
58	<a href="#">Name4000</a>	Room 1	11/2/2012 07:09:32 PM	11/2/2012 07:09:32 PM	Admin	Admin				
59	<a href="#">Name4100</a>	Room 1	11/2/2012 07:09:32 PM	11/2/2012 07:09:32 PM	Admin	Admin				
60	<a href="#">Name4200</a>	Room 1	11/2/2012 07:09:32 PM	11/2/2012 07:09:32 PM	Admin	Admin				
61	<a href="#">Name4300</a>	Room 1	11/2/2012 07:09:32 PM	11/2/2012 07:09:32 PM	Admin	Admin				
62	<a href="#">Name4400</a>	Room 1	11/2/2012 07:09:32 PM	11/2/2012 07:09:32 PM	Admin	Admin				
63	<a href="#">Name4500</a>	Room 1	11/2/2012 07:09:32 PM	11/2/2012 07:09:32 PM	Admin	Admin				
64	<a href="#">Name4600</a>	Room 1	11/2/2012 07:09:32 PM	11/2/2012 07:09:32 PM	Admin	Admin				
65	<a href="#">Name4700</a>	Room 1	11/2/2012	11/2/2012	Admin	Admin				

31 - 40 of 496

#### 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.

Freight Types

Search

View:  Show 10 records < 1 ... 2 3 4 5 6 ... 50 > Go to page: 4 Go

ID	Freight Type	Room	Created On	Updated On	UpdatedBy	CreatedBy	UDF1	UDF2
57	<a href="#">Name3900</a>	Room 1	11/2/2012 07:09:32 PM	11/2/2012 07:09:32 PM	Admin	Admin		
58	<a href="#">Name4000</a>	Room 1	11/2/2012 07:09:32 PM	11/2/2012 07:09:32 PM	Admin	Admin		
59	<a href="#">Name4100</a>	Room 1	11/2/2012 07:09:32 PM	11/2/2012 07:09:32 PM	Admin	Admin		
60	<a href="#">Name4200</a>	Room 1	11/2/2012 07:09:32 PM	11/2/2012 07:09:32 PM	Admin	Admin		
61	<a href="#">Name4300</a>	Room 1	11/2/2012 07:09:32 PM	11/2/2012 07:09:32 PM	Admin	Admin		
62	<a href="#">Name4400</a>	Room 1	11/2/2012 07:09:32 PM	11/2/2012 07:09:32 PM	Admin	Admin		
63	<a href="#">Name4500</a>	Room 1	11/2/2012 07:09:32 PM	11/2/2012 07:09:32 PM	Admin	Admin		
64	<a href="#">Name4600</a>	Room 1	11/2/2012 07:09:32 PM	11/2/2012 07:09:32 PM	Admin	Admin		
65	<a href="#">Name4700</a>	Room 1	11/2/2012	11/2/2012	Admin	Admin		

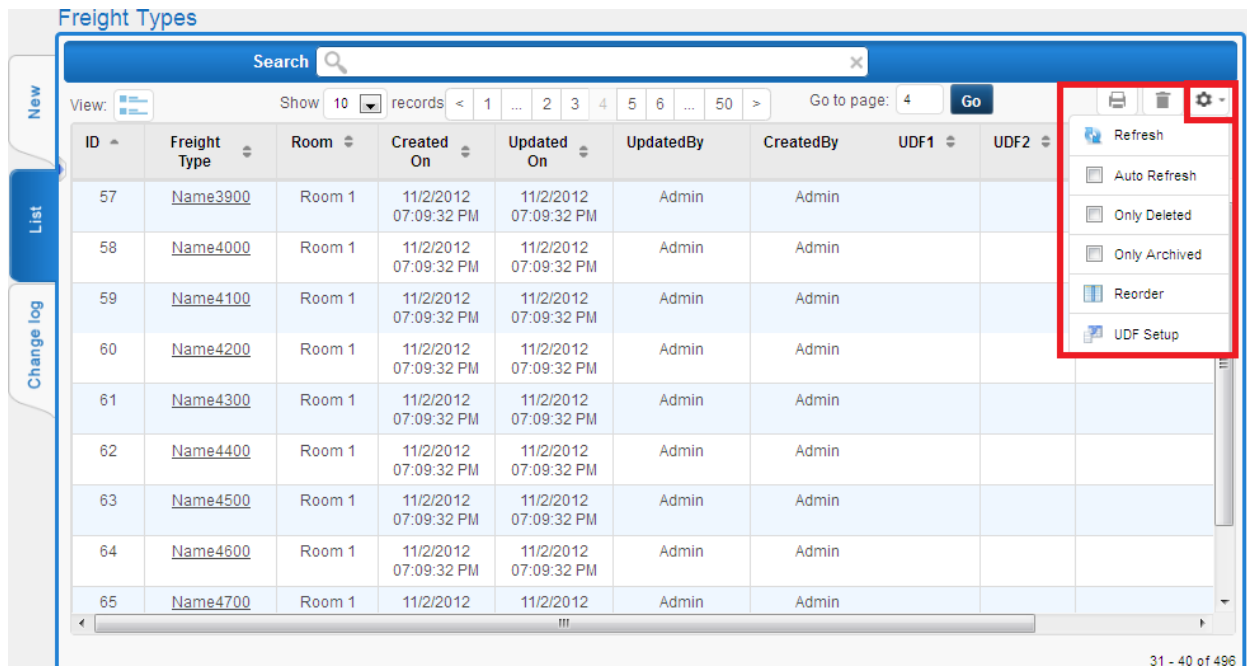
31 - 40 of 496

Print  
Excel  
CSV  
PDF  
Copy



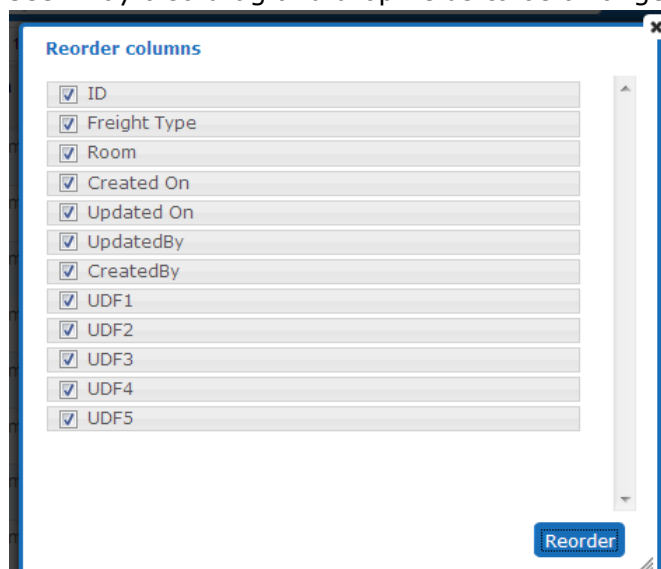
### e. Settings functionality

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



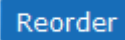
The screenshot shows the 'Freight Types' module interface. It includes a search bar, a table with columns: ID, Freight Type, Room, Created On, Updated On, UpdatedBy, CreatedBy, UDF1, and UDF2. The table contains 10 rows of data. On the right side, there is a settings menu with the following options: Refresh, Auto Refresh, Only Deleted, Only Archived, Reorder, and UDF Setup. The 'Refresh' option is highlighted with a red box.

- 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, Freight Type, Room, Created On, Updated On, UpdatedBy, CreatedBy, UDF1, UDF2, UDF3, UDF4, and UDF5. All checkboxes are checked. At the bottom right, there is a 'Reorder' button.

- 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