

eTurns

GXPR Consigned Jobs

[Help documentation](#)

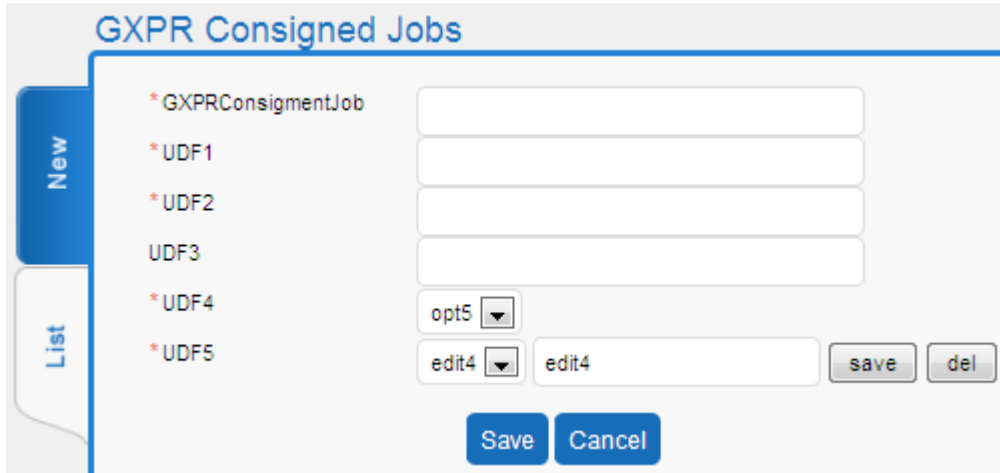
Contents

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:



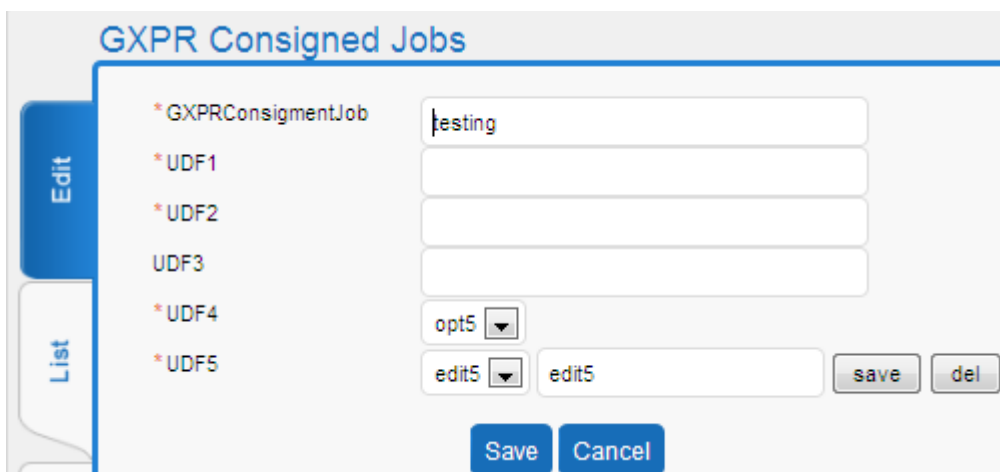
The screenshot shows the 'GXPR Consigned Jobs' form with the 'New' tab selected. The form contains the following fields and controls:

- *GXPRConsignmentJob: Text input field.
- *UDF1: Text input field.
- *UDF2: Text input field.
- UDF3: Text input field.
- *UDF4: Text input field with a dropdown menu showing 'opt5'.
- *UDF5: Text input field with a dropdown menu showing 'edit4' and a text input field containing 'edit4'.
- Buttons: 'save' and 'del' (disabled).
- Buttons: 'Save' and 'Cancel' (active).

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 'GXPR Consigned Jobs' form with the 'Edit' tab selected. The form contains the following fields and controls:

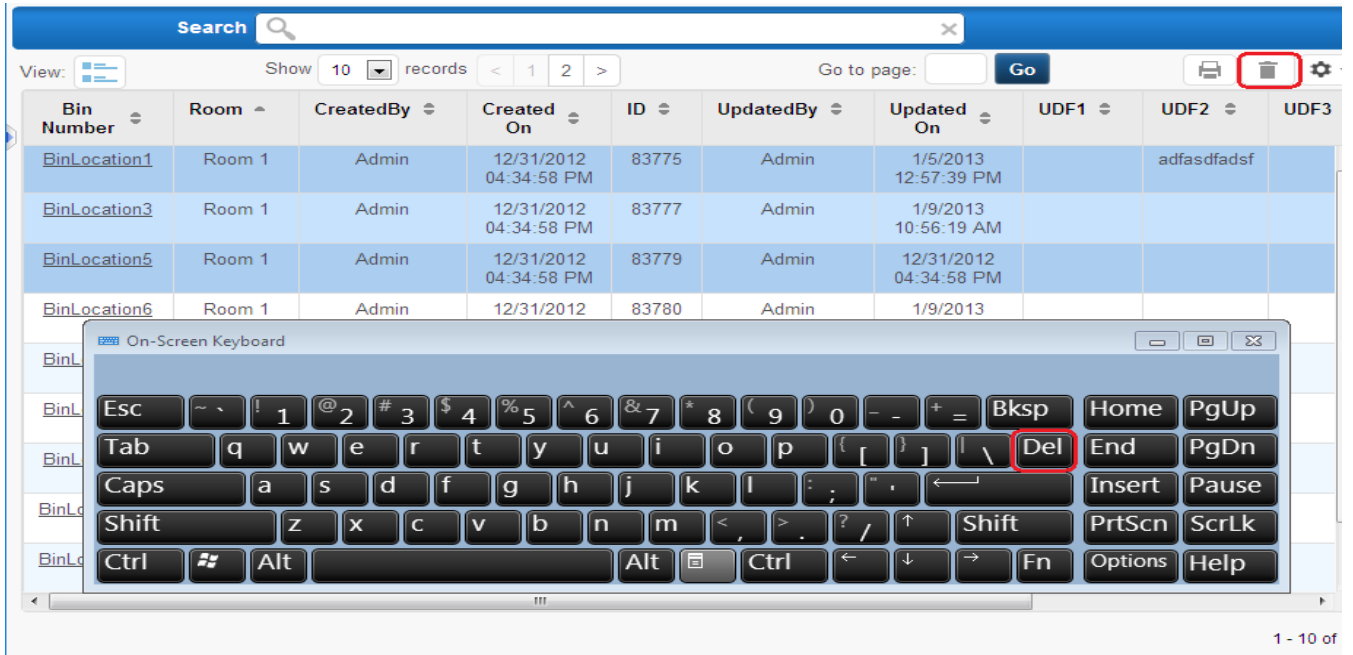
- *GXPRConsignmentJob: Text input field containing 'testing'.
- *UDF1: Text input field.
- *UDF2: Text input field.
- UDF3: Text input field.
- *UDF4: Text input field with a dropdown menu showing 'opt5'.
- *UDF5: Text input field with a dropdown menu showing 'edit5' and a text input field containing 'edit5'.
- Buttons: 'save' and 'del' (disabled).
- Buttons: 'Save' and 'Cancel' (active).

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

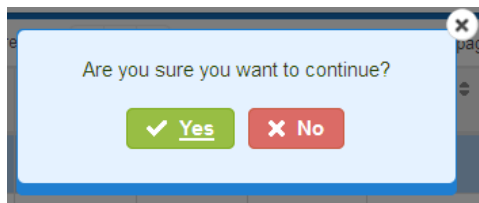
- It enables user to delete the selected or multiple fields. Select the field by clicking on it and then click on Delete icon or press Delete key on your keyboard.



The screenshot shows the eTurns interface with a table of Bin Locations. The table has columns: Bin Number, Room, CreatedBy, Created On, ID, UpdatedBy, Updated On, UDF1, UDF2, and UDF3. The first three rows are highlighted in blue. An On-Screen Keyboard is overlaid on the table, and the 'Del' key is highlighted with a red box. The keyboard also includes keys for Esc, Tab, Caps, Shift, Ctrl, Alt, and various function keys.

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			

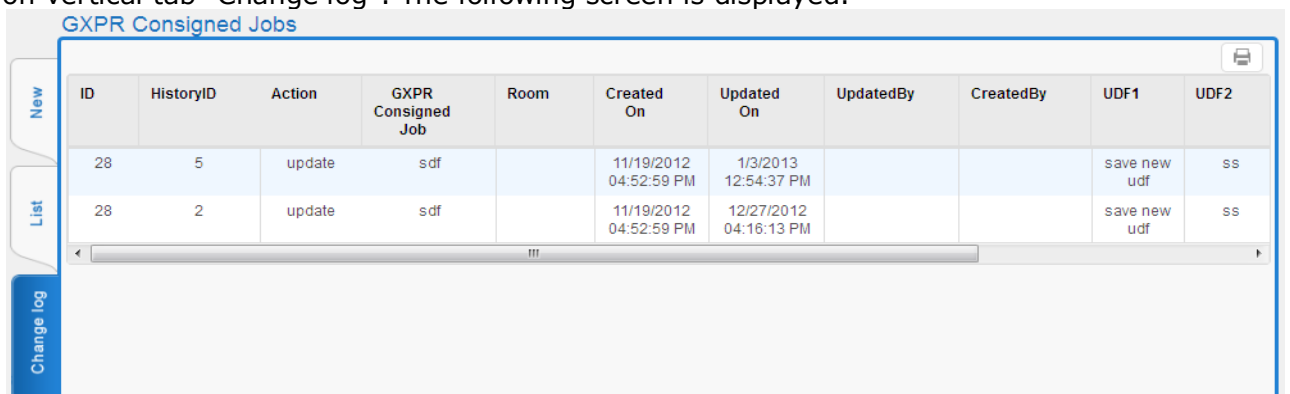
- The following pop-up appears:



- 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 "GXPR Consigned Jobs" screen. On the left, there is a vertical navigation bar with tabs: "New", "List", and "Change log". The "Change log" tab is selected. The main area displays a table with columns: ID, HistoryID, Action, GXPR Consigned Job, Room, Created On, Updated On, UpdatedBy, CreatedBy, UDF1, and UDF2. The table contains two rows of data.

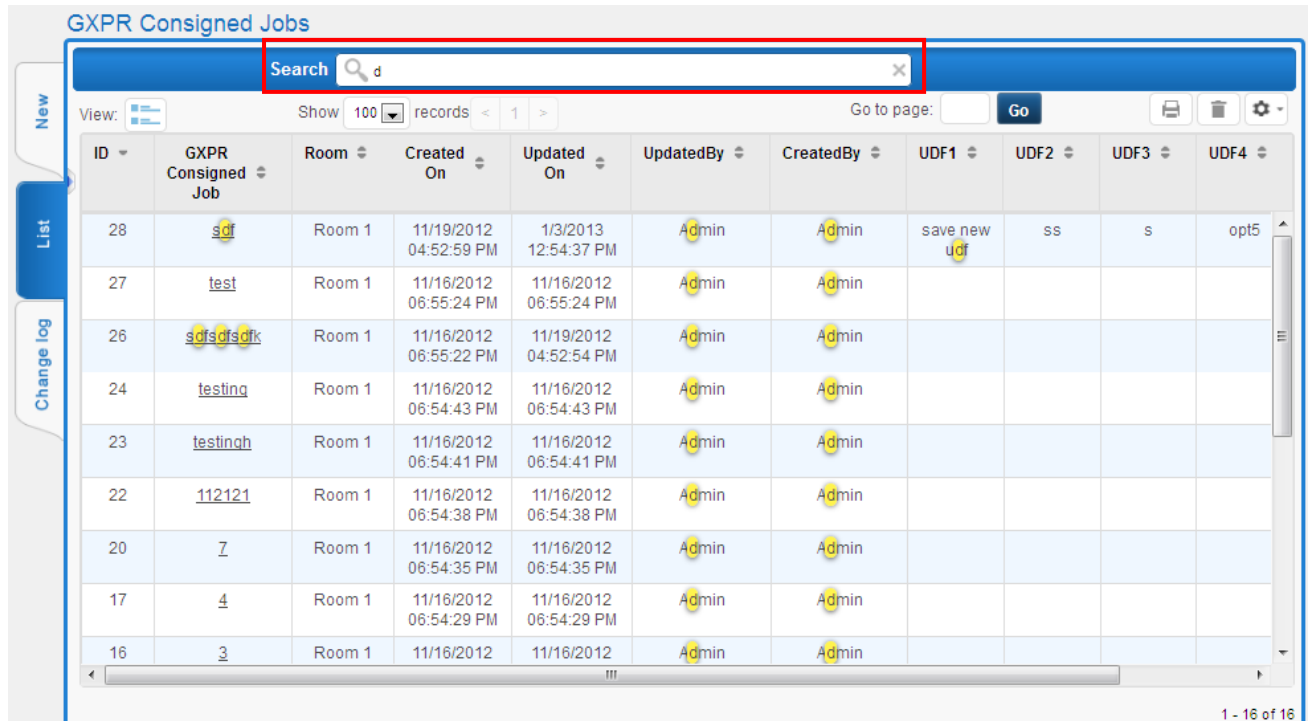
ID	HistoryID	Action	GXPR Consigned Job	Room	Created On	Updated On	UpdatedBy	CreatedBy	UDF1	UDF2
28	5	update	sdf		11/19/2012 04:52:59 PM	1/3/2013 12:54:37 PM			save new udf	ss
28	2	update	sdf		11/19/2012 04:52:59 PM	12/27/2012 04:16:13 PM			save new udf	ss

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 'GXPR Consigned Jobs' interface. At the top, there is a search bar with the text 'Search' and a magnifying glass icon. Below the search bar, there are options for 'View' (List, Grid), 'Show' (100 records), and 'Go to page' (1). The main table displays job records with columns: ID, GXPR Consigned Job, Room, Created On, Updated On, UpdatedBy, CreatedBy, UDF1, UDF2, UDF3, and UDF4. The 'GXPR Consigned Job' column contains various keywords like 'sdf', 'test', 'sdfsdf', 'testing', 'testingh', '112121', 'Z', '4', and '3'. The 'Room' column for all records is 'Room 1'. The 'Created On' and 'Updated On' columns show dates and times. The 'UpdatedBy' and 'CreatedBy' columns show 'Admin'. The 'UDF1' column contains 'save new udf' for ID 28. The 'UDF2' column contains 'ss' for ID 28. The 'UDF3' column contains 's' for ID 28. The 'UDF4' column contains 'opt5' for ID 28. The table is sorted by ID in descending order. A sidebar on the left contains buttons for 'New', 'List', and 'Change log'. The bottom right corner shows '1 - 16 of 16'.

ID	GXPR Consigned Job	Room	Created On	Updated On	UpdatedBy	CreatedBy	UDF1	UDF2	UDF3	UDF4
28	sdf	Room 1	11/19/2012 04:52:59 PM	1/3/2013 12:54:37 PM	Admin	Admin	save new udf	ss	s	opt5
27	test	Room 1	11/16/2012 06:55:24 PM	11/16/2012 06:55:24 PM	Admin	Admin				
26	sdfsdf	Room 1	11/16/2012 06:55:22 PM	11/19/2012 04:52:54 PM	Admin	Admin				
24	testing	Room 1	11/16/2012 06:54:43 PM	11/16/2012 06:54:43 PM	Admin	Admin				
23	testingh	Room 1	11/16/2012 06:54:41 PM	11/16/2012 06:54:41 PM	Admin	Admin				
22	112121	Room 1	11/16/2012 06:54:38 PM	11/16/2012 06:54:38 PM	Admin	Admin				
20	Z	Room 1	11/16/2012 06:54:35 PM	11/16/2012 06:54:35 PM	Admin	Admin				
17	4	Room 1	11/16/2012 06:54:29 PM	11/16/2012 06:54:29 PM	Admin	Admin				
16	3	Room 1	11/16/2012	11/16/2012	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:

GXPB Consigned Jobs

Search

View: Show 100 records < 1 > Go to page: Go

Narrow Search By:

User Created by

User Updated by

Date Created

From

To

Date Updated

From

To

UDF4

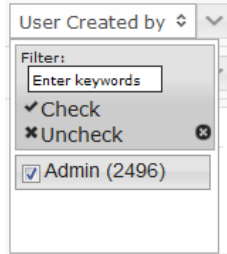
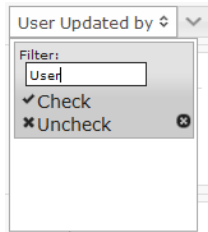
UDF5

ID	GXPB Consigned Job	Room	Created On	Updated On	UpdatedBy	CreatedBy	UDF1	UDF2
28	sdf	Room 1	11/19/2012 04:52:59 PM	1/3/2013 12:54:37 PM	Admin	Admin	save new udf	
27	test	Room 1	11/16/2012 06:55:24 PM	11/16/2012 06:55:24 PM	Admin	Admin		
26	sdfsdfsdsk	Room 1	11/16/2012 06:55:22 PM	11/19/2012 04:52:54 PM	Admin	Admin		
24	testing	Room 1	11/16/2012 06:54:43 PM	11/16/2012 06:54:43 PM	Admin	Admin		
23	testingh	Room 1	11/16/2012 06:54:41 PM	11/16/2012 06:54:41 PM	Admin	Admin		
22	112121	Room 1	11/16/2012 06:54:38 PM	11/16/2012 06:54:38 PM	Admin	Admin		
20	I	Room 1	11/16/2012 06:54:35 PM	11/16/2012 06:54:35 PM	Admin	Admin		
17	4	Room 1	11/16/2012 06:54:29 PM	11/16/2012 06:54:29 PM	Admin	Admin		
16	3	Room 1	11/16/2012	11/16/2012	Admin	Admin		

1 - 16 of 16

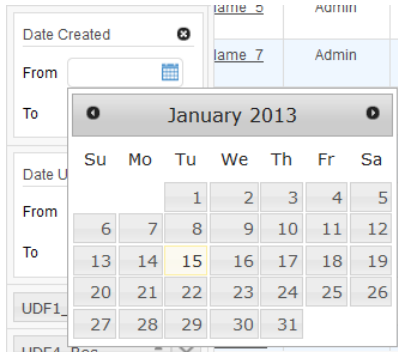
Note:

- 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

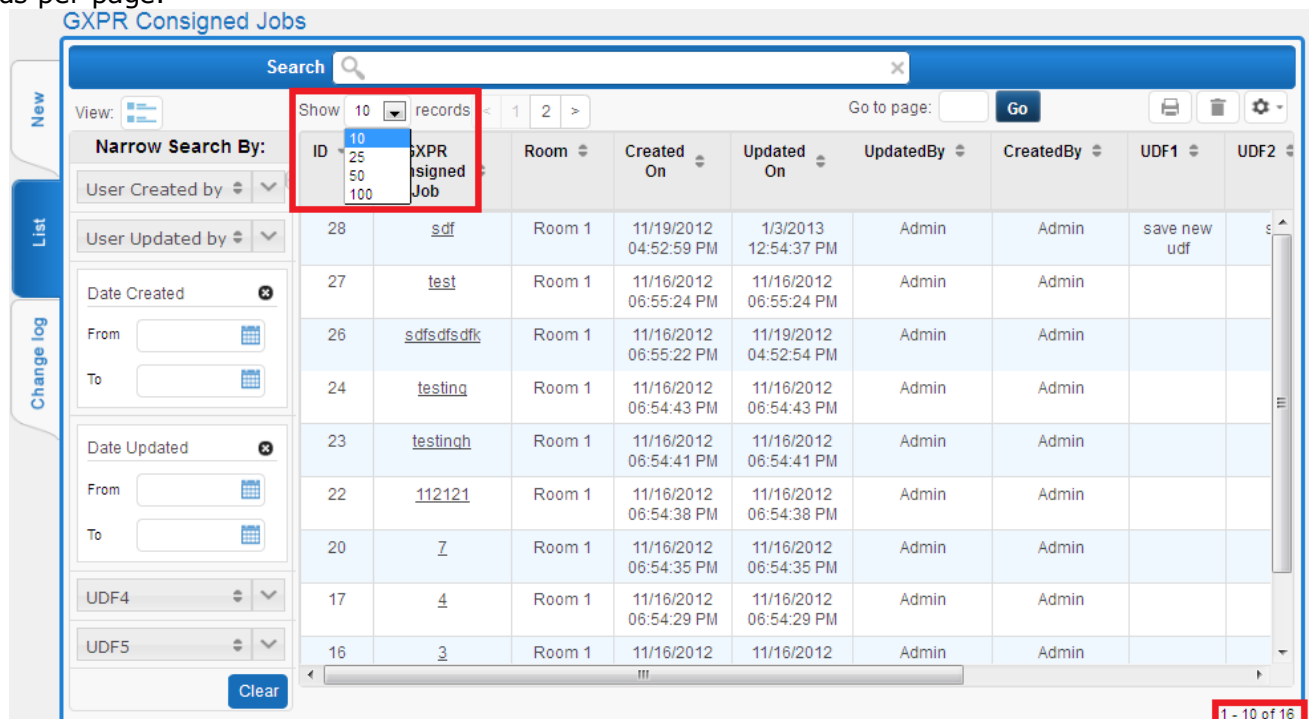
They are used to filter the 'Created On' and 'Updated On' fields respectively. User may enter the date manually or select from the calendar pop-up. Enter 'From-To' time period to be filtered. The module reflects the search results for the selected time period.



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	XPR	Room	Created On	Updated On	UpdatedBy	CreatedBy	UDF1	UDF2
28	sdf	Room 1	11/19/2012 04:52:59 PM	1/3/2013 12:54:37 PM	Admin	Admin	save new udf	
27	test	Room 1	11/16/2012 06:55:24 PM	11/16/2012 06:55:24 PM	Admin	Admin		
26	sdfsdfsdfk	Room 1	11/16/2012 06:55:22 PM	11/19/2012 04:52:54 PM	Admin	Admin		
24	testing	Room 1	11/16/2012 06:54:43 PM	11/16/2012 06:54:43 PM	Admin	Admin		
23	testingh	Room 1	11/16/2012 06:54:41 PM	11/16/2012 06:54:41 PM	Admin	Admin		
22	112121	Room 1	11/16/2012 06:54:38 PM	11/16/2012 06:54:38 PM	Admin	Admin		
20	I	Room 1	11/16/2012 06:54:35 PM	11/16/2012 06:54:35 PM	Admin	Admin		
17	4	Room 1	11/16/2012 06:54:29 PM	11/16/2012 06:54:29 PM	Admin	Admin		
16	3	Room 1	11/16/2012	11/16/2012	Admin	Admin		

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.

GXPR Consigned Jobs

Search

View:

Show 10 records < 1 2 > Go to page: 1 | **Go**

Narrow Search By:

User Created by:

User Updated by:

Date Created: From To

Date Updated: From To

UDF4:

UDF5:

Clear

ID	GXPR Consigned Job	Room	Created On	Updated On	UpdatedBy	CreatedBy	UDF1	UDF2
28	sdf	Room 1	11/19/2012 04:52:59 PM	1/3/2013 12:54:37 PM	Admin	Admin	save new udf	
27	test	Room 1	11/16/2012 06:55:24 PM	11/16/2012 06:55:24 PM	Admin	Admin		
26	sdfsdfsdfk	Room 1	11/16/2012 06:55:22 PM	11/19/2012 04:52:54 PM	Admin	Admin		
24	testing	Room 1	11/16/2012 06:54:43 PM	11/16/2012 06:54:43 PM	Admin	Admin		
23	testinoh	Room 1	11/16/2012 06:54:41 PM	11/16/2012 06:54:41 PM	Admin	Admin		
22	112121	Room 1	11/16/2012 06:54:38 PM	11/16/2012 06:54:38 PM	Admin	Admin		
20	Z	Room 1	11/16/2012 06:54:35 PM	11/16/2012 06:54:35 PM	Admin	Admin		
17	4	Room 1	11/16/2012 06:54:29 PM	11/16/2012 06:54:29 PM	Admin	Admin		
16	3	Room 1	11/16/2012	11/16/2012	Admin	Admin		

1 - 10 of 16

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.

GXPR Consigned Jobs

Search

View:

Show 10 records < 1 2 > Go to page: 1 | **Go**

Narrow Search By:

User Created by:

User Updated by:

Date Created: From To

Date Updated: From To

UDF4:

UDF5:

Clear

ID	GXPR Consigned Job	Room	Created On	Updated On	UpdatedBy	CreatedBy	UDF1	UDF2
28	sdf	Room 1	11/19/2012 04:52:59 PM	1/3/2013 12:54:37 PM	Admin	Admin		
27	test	Room 1	11/16/2012 06:55:24 PM	11/16/2012 06:55:24 PM	Admin	Admin		
26	sdfsdfsdfk	Room 1	11/16/2012 06:55:22 PM	11/19/2012 04:52:54 PM	Admin	Admin		
24	testing	Room 1	11/16/2012 06:54:43 PM	11/16/2012 06:54:43 PM	Admin	Admin		
23	testinoh	Room 1	11/16/2012 06:54:41 PM	11/16/2012 06:54:41 PM	Admin	Admin		
22	112121	Room 1	11/16/2012 06:54:38 PM	11/16/2012 06:54:38 PM	Admin	Admin		
20	Z	Room 1	11/16/2012 06:54:35 PM	11/16/2012 06:54:35 PM	Admin	Admin		
17	4	Room 1	11/16/2012 06:54:29 PM	11/16/2012 06:54:29 PM	Admin	Admin		
16	3	Room 1	11/16/2012	11/16/2012	Admin	Admin		

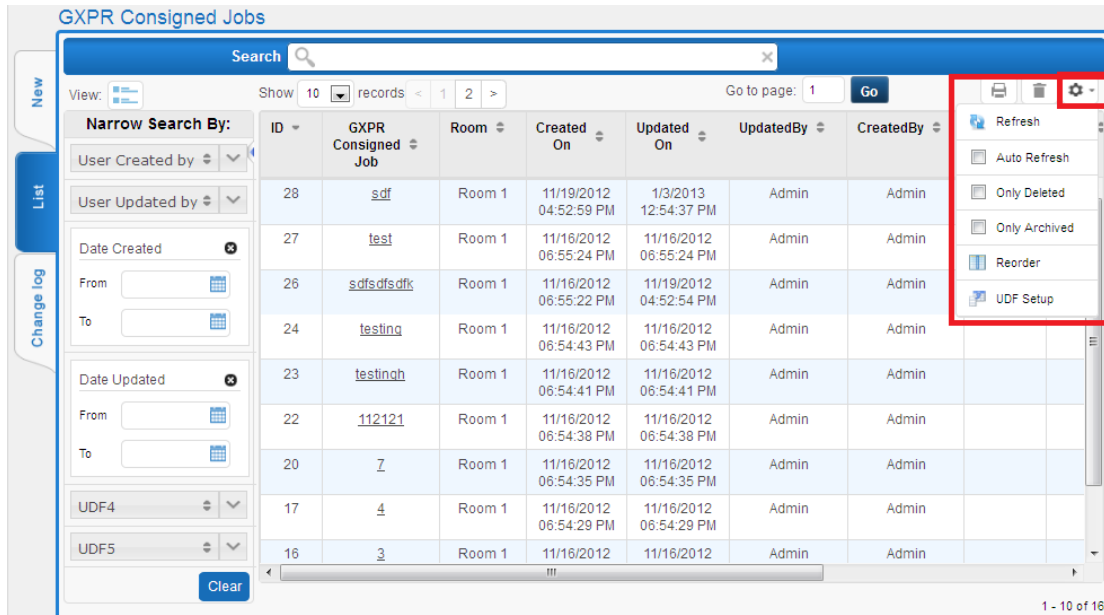
1 - 10 of 16

Export Options:

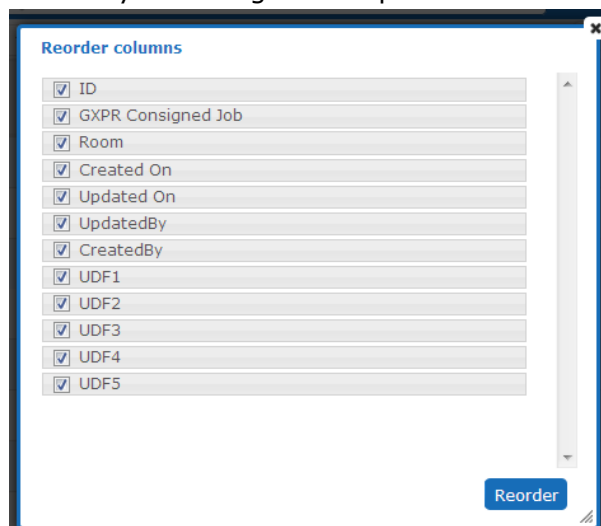
- Print
- Excel
- CSV
- PDF
- Copy

e. Settings functionality

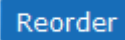
Settings functionality enables user to perform various actions on the module.



- 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