

eTurns

Rooms

[Help documentation](#)

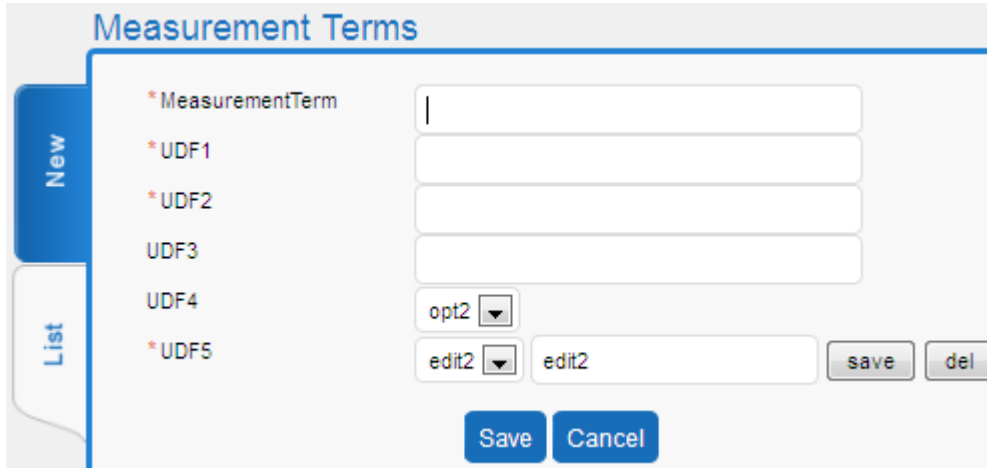
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1. Editing features

a. New

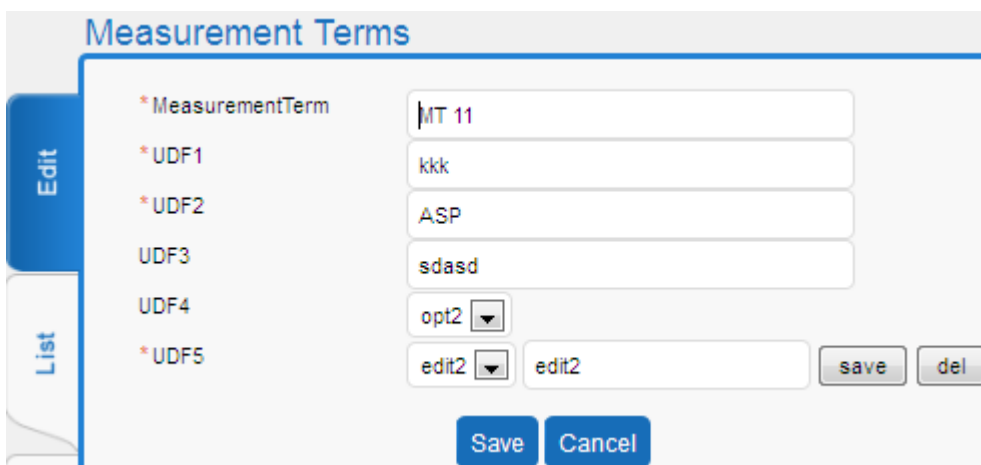
It enables the user to create a new field, depending on the authority level. The user can either click on vertical tab "New" on the screen or right click and select 'New' from the list. The following screen is displayed:



- User can save records hitting "Enter" key of the key board or clicking "Save" button. Clicking "Cancel" button will redirect user to "History" tab.
- The screen consists of various headings with multiple fields.
- The Headings are listed as: General details, Replenishing details, Contact details, Taxation Trending details, Other details, Transfer details and Next Transaction Number.

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:

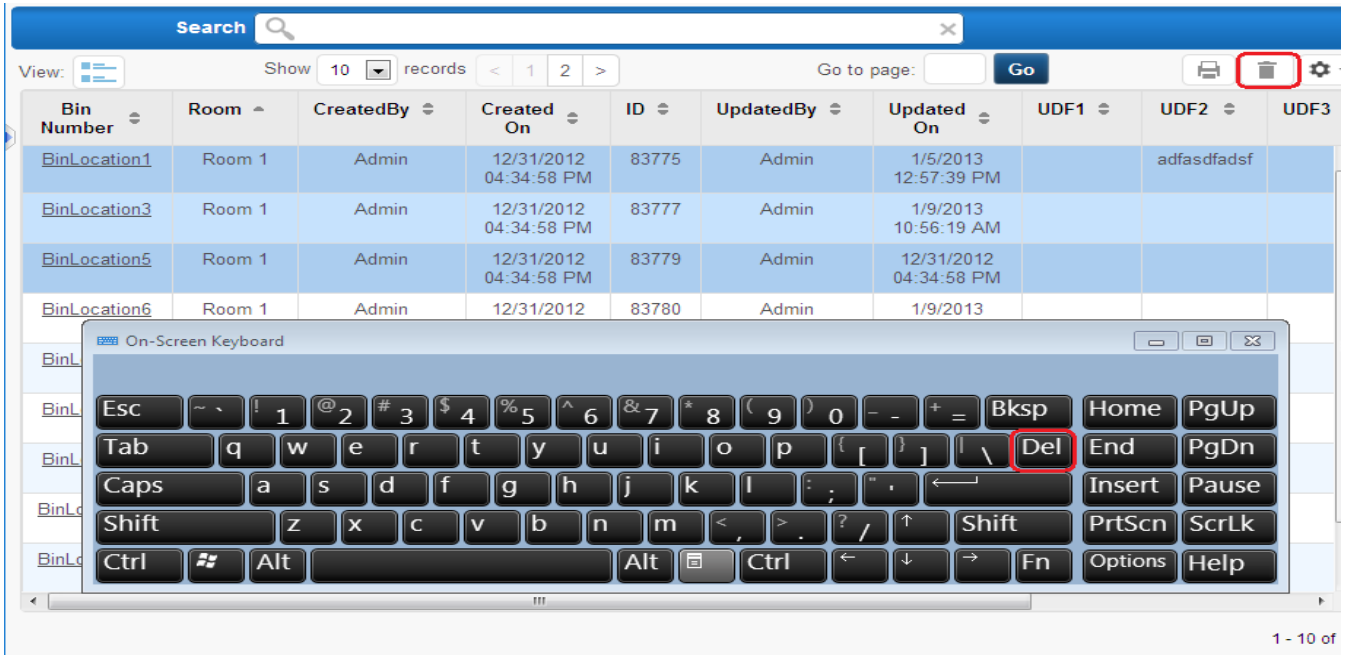


User can save records hitting "Enter" key of the key board or clicking "Save" button. Clicking "Cancel" button will redirect user to "History" tab.

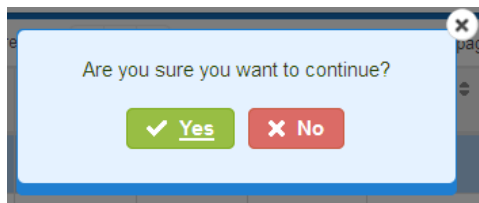
Note: The fields marked star are compulsory to enter.

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.



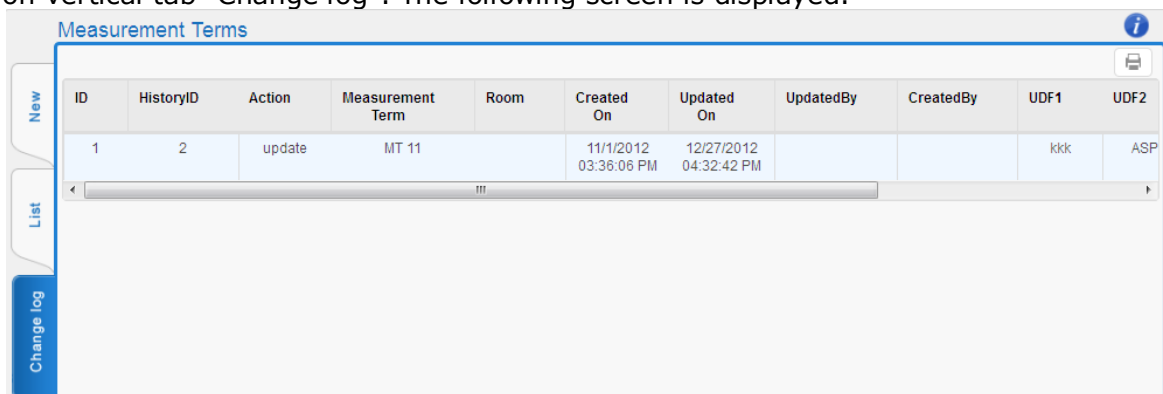
- The following pop-up appears:



- 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:

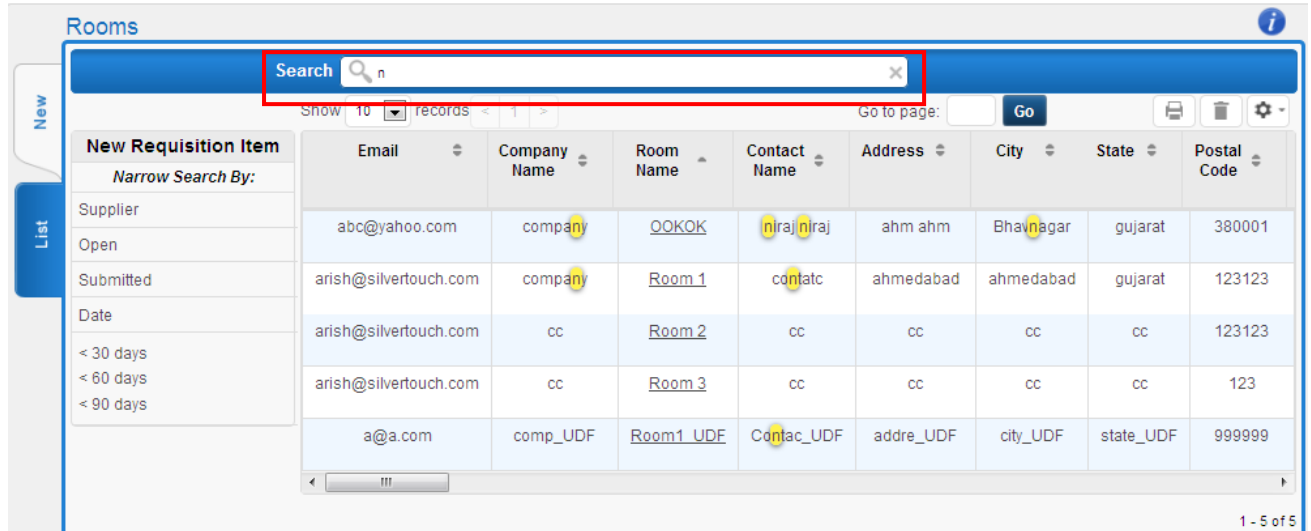


2. General features

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.




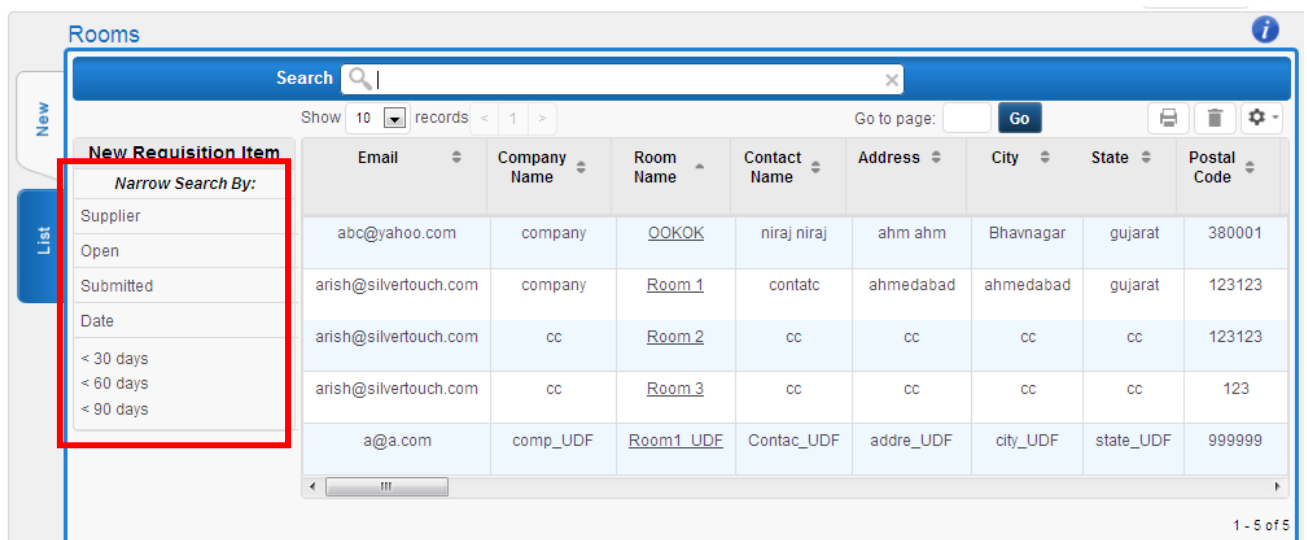
The screenshot shows the 'Rooms' application interface. At the top, there is a search bar with the text 'Search' and a magnifying glass icon. Below the search bar, there is a table with columns: Email, Company Name, Room Name, Contact Name, Address, City, State, and Postal Code. The table contains several rows of data. The 'Company Name' and 'Contact Name' fields in the first row are highlighted in yellow, indicating a search match. The search bar is highlighted with a red box.

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.

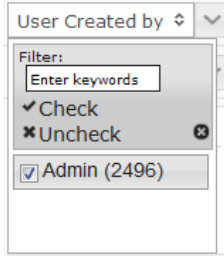
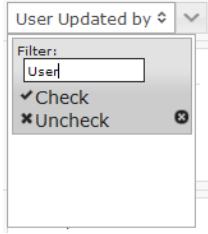

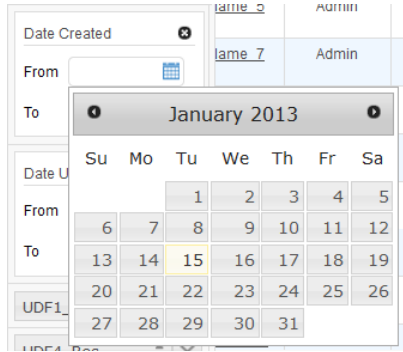

- To open Narrow search, click on the small Triangular icon  on the top left corner of the screen.
- The following screen appears:



The screenshot shows the 'Rooms' application interface with the 'Narrow Search By' dropdown menu open. The dropdown menu is located on the left side of the screen and contains the following options: Supplier, Open, Submitted, Date, < 30 days, < 60 days, and < 90 days. The search bar at the top is empty. The table below shows the same data as the previous screenshot.

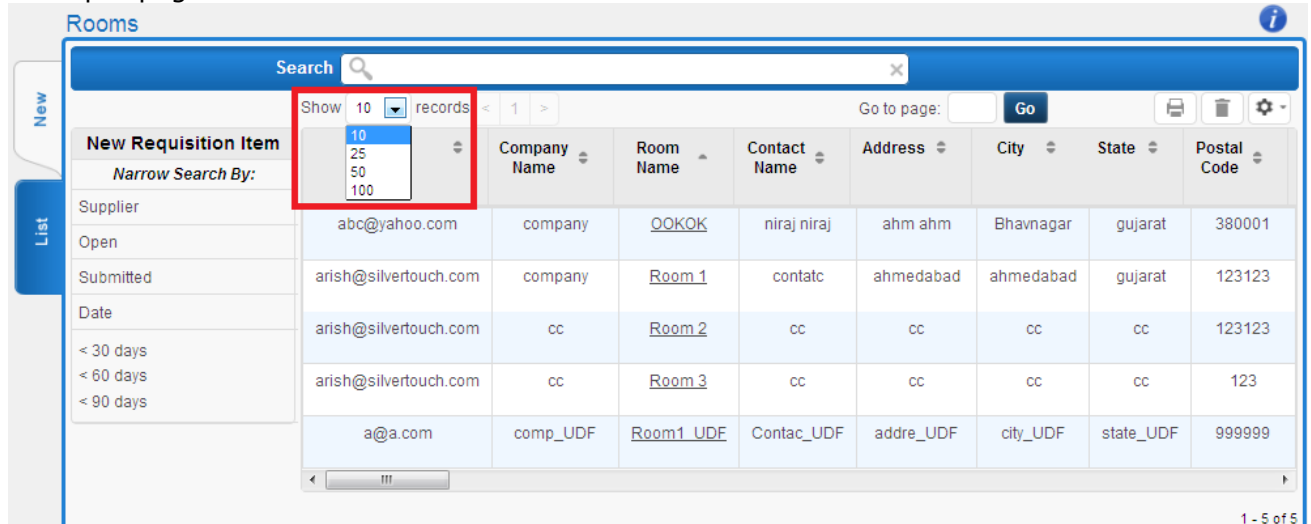
Note:

- 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	<p>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.</p>  <p>Note: To clear the entire selection, click .</p>

b. Show records Functionality

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

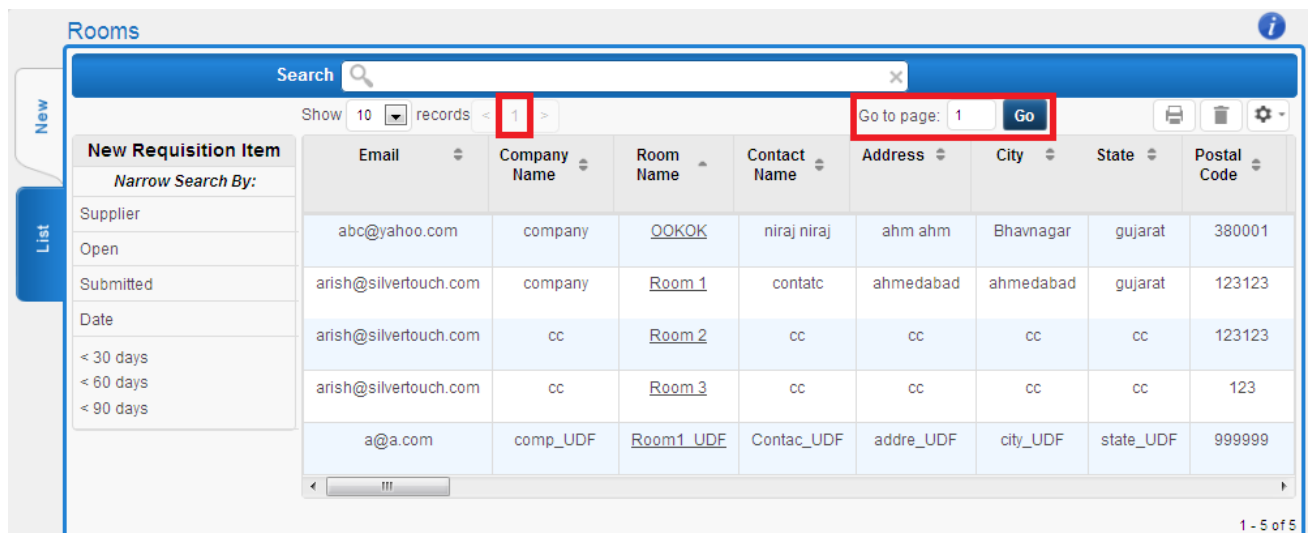


Company Name	Room Name	Contact Name	Address	City	State	Postal Code
abc@yahoo.com	company	QOKOK	niraj niraj	ahm ahm	Bhavnagar	gujarat
arish@silvertouch.com	company	Room 1	contatc	ahmedabad	ahmedabad	gujarat
arish@silvertouch.com	cc	Room 2	cc	cc	cc	123123
arish@silvertouch.com	cc	Room 3	cc	cc	cc	123
a@a.com	comp_UDF	Room1_UDF	Contac_UDF	addre_UDF	city_UDF	state_UDF
						999999

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.



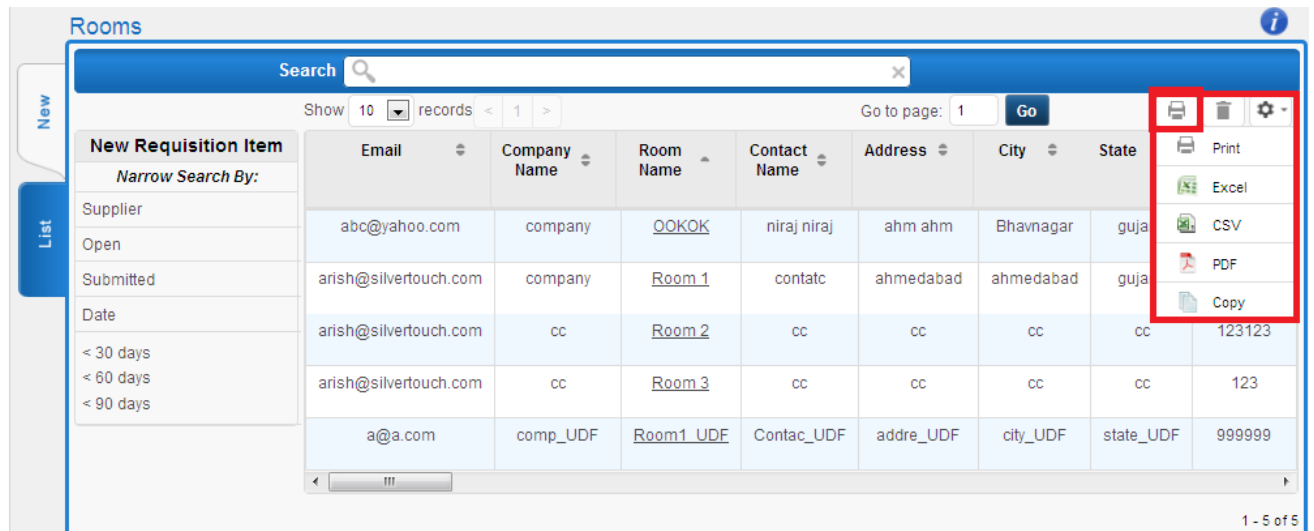
Email	Company Name	Room Name	Contact Name	Address	City	State	Postal Code
abc@yahoo.com	company	QOKOK	niraj niraj	ahm ahm	Bhavnagar	gujarat	380001
arish@silvertouch.com	company	Room 1	contatc	ahmedabad	ahmedabad	gujarat	123123
arish@silvertouch.com	cc	Room 2	cc	cc	cc	cc	123123
arish@silvertouch.com	cc	Room 3	cc	cc	cc	cc	123
a@a.com	comp_UDF	Room1_UDF	Contac_UDF	addre_UDF	city_UDF	state_UDF	999999

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.

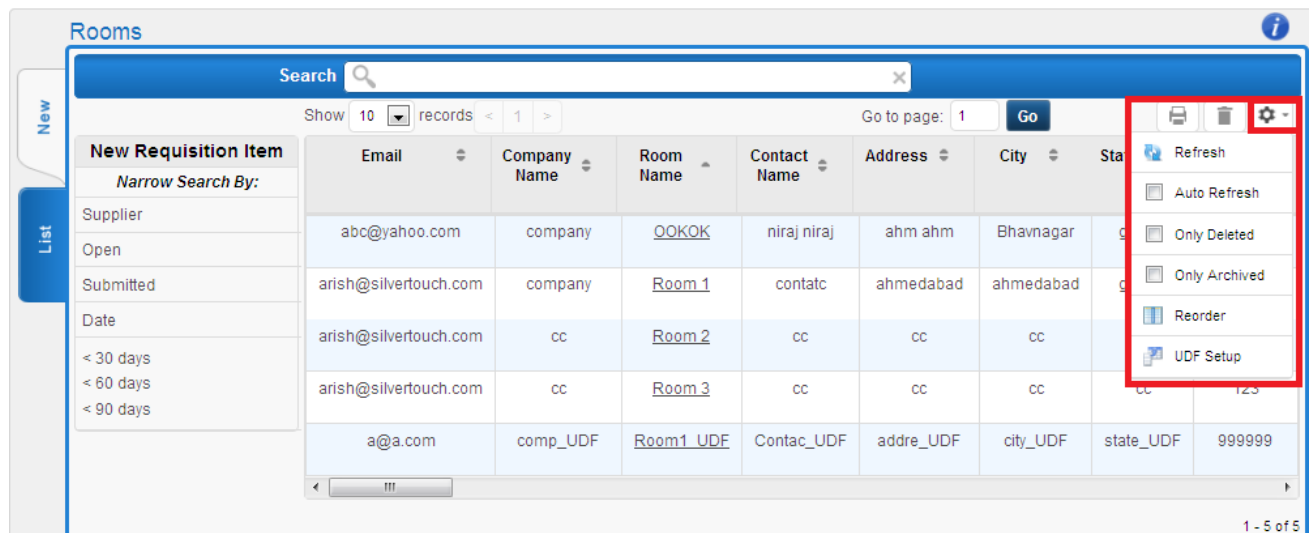
- d) PDF: It converts the page to PDF document.
- e) Copy: It copies the page to Clipboard.



The screenshot shows the 'Rooms' module interface. On the left, there is a sidebar with 'New' and 'List' tabs. Under 'List', there are search filters: 'New Requisition Item', 'Narrow Search By:', 'Supplier', 'Open', 'Submitted', 'Date', and a range of days (< 30 days, < 60 days, < 90 days). The main area displays a table with columns: Email, Company Name, Room Name, Contact Name, Address, City, State, and a final column with values like 123123, 123, and 999999. At the top right, a red box highlights a set of icons: Print, Excel, CSV, PDF, and Copy.

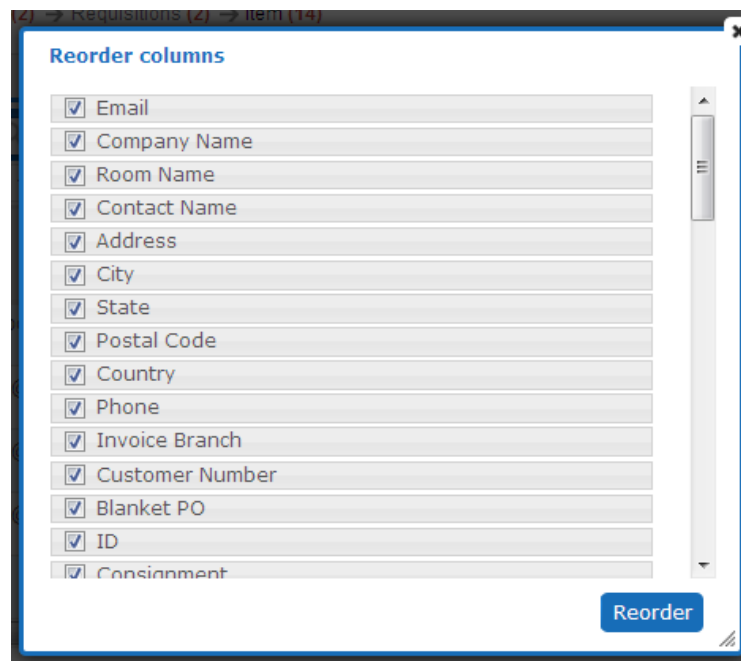
e. Settings functionality

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




The screenshot shows the 'Rooms' module interface, similar to the previous one. A red box highlights a different set of icons in the top right corner: Refresh, Auto Refresh, Only Deleted, Only Archived, Reorder, and UDF Setup.

- a) Refresh: This option refreshes the module and displays the latest changes implemented.
- b) Auto Refresh: This option automatically refreshes the screen in specified time.
- c) 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.
- d) 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.
- e) 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