

eTurns

# Projects

[Help documentation](#)

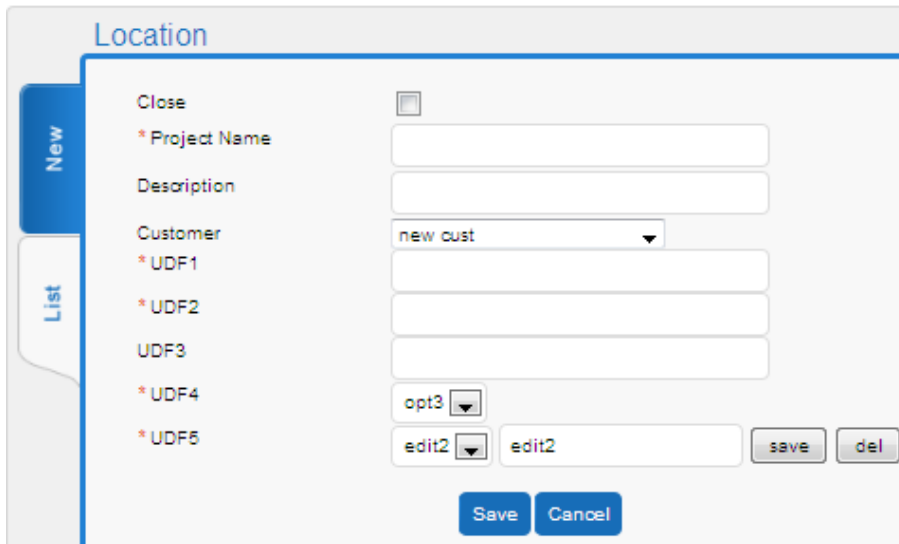
## Contents

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 .....	6
e. Settings functionality .....	7
3. Miscellaneous .....	8

## 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:

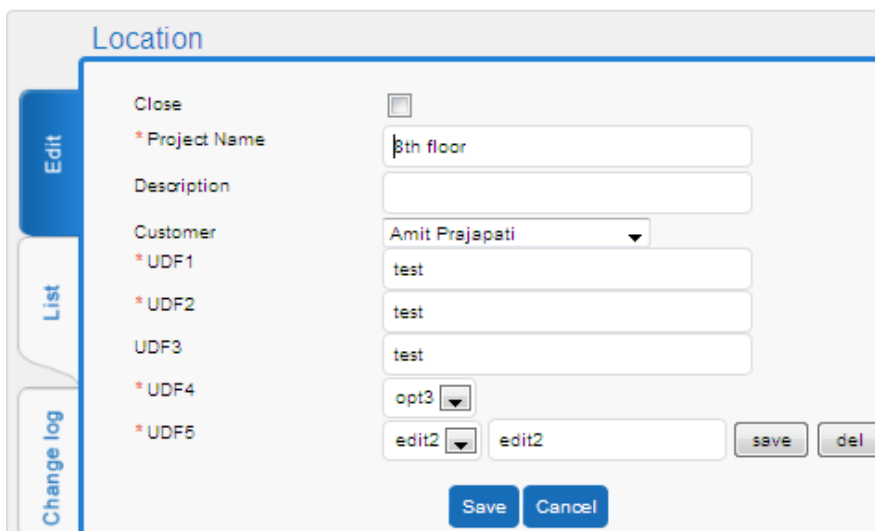


The screenshot shows a web application window titled "Location". On the left, there is a vertical navigation bar with three tabs: "New" (selected), "List", and "Change log". The main content area contains a form with the following fields: "Close" (checkbox), "\* Project Name" (text input), "Description" (text input), "Customer" (dropdown menu showing "new cust"), "\* UDF1" (text input), "\* UDF2" (text input), "UDF3" (text input), "\* UDF4" (dropdown menu showing "opt3"), and "\* UDF5" (dropdown menu showing "edit2"). At the bottom right of the form are "save" and "del" buttons. At the bottom center are "Save" and "Cancel" buttons.

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:



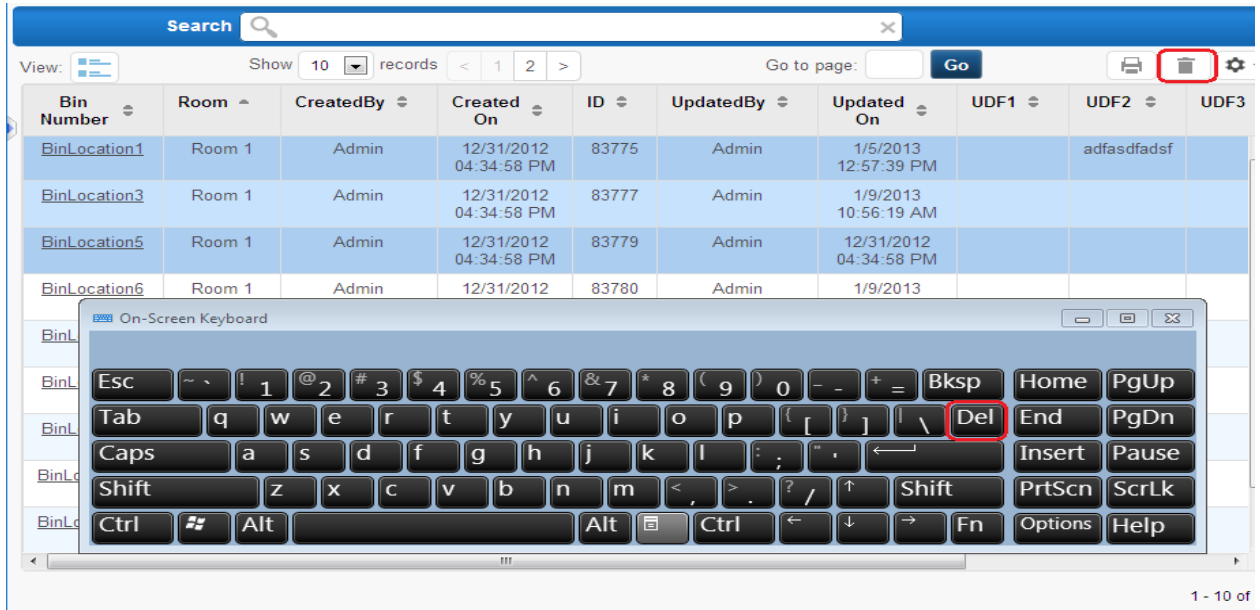
The screenshot shows the same "Location" form, but the "Edit" tab is selected in the vertical navigation bar. The form fields are populated with existing data: "Project Name" is "8th floor", "Customer" is "Amit Prajapati", "UDF1" is "test", "UDF2" is "test", "UDF3" is "test", "UDF4" is "opt3", and "UDF5" is "edit2". The "save" and "del" buttons are still present at the bottom right, and the "Save" and "Cancel" buttons are at the bottom center.

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

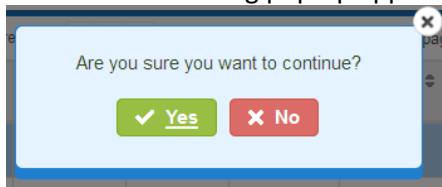
**Note:** The fields marked star are compulsory to enter.

### 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.



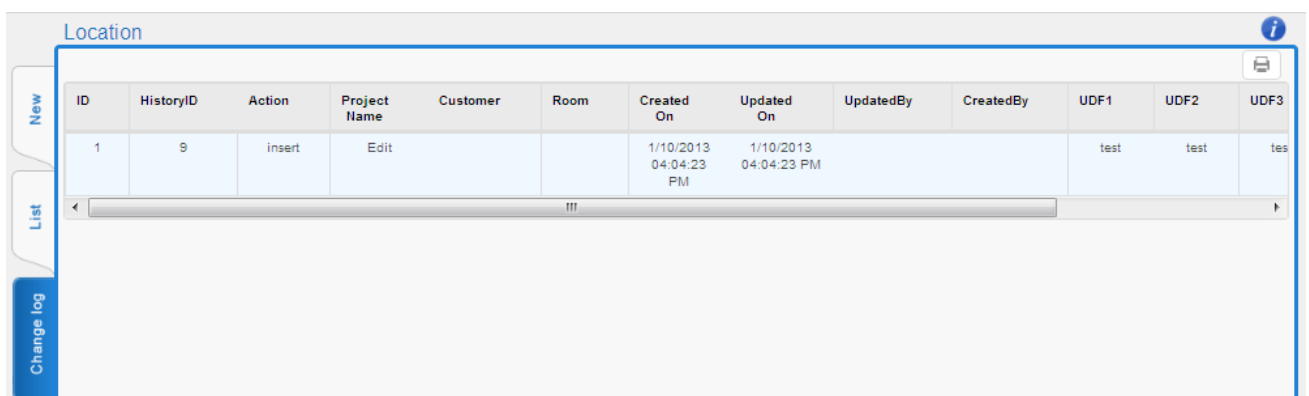
- The following pop-up appears:



- 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:

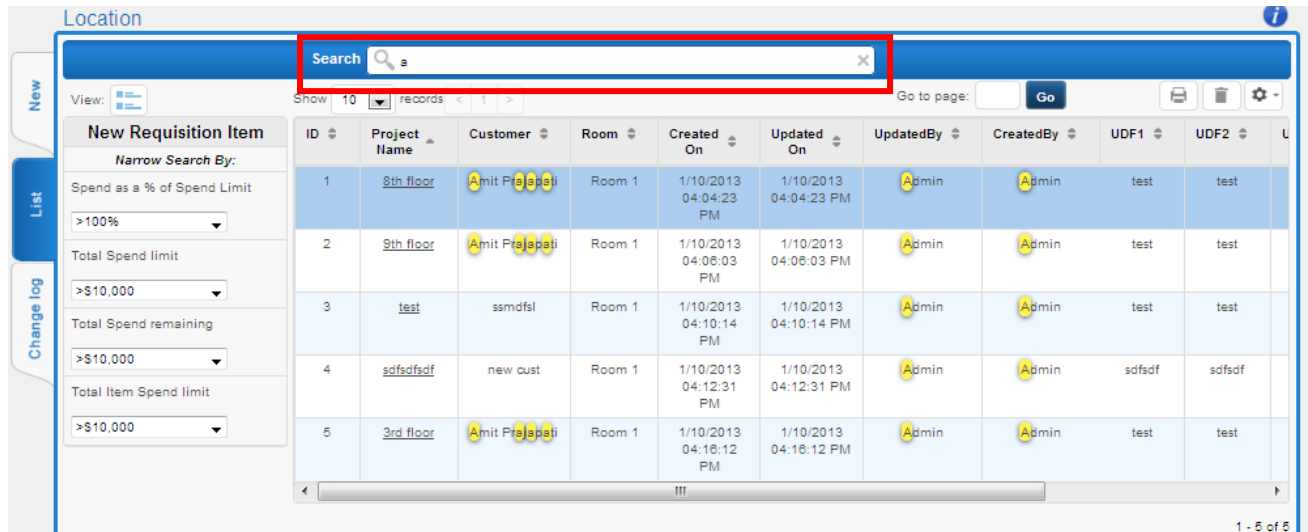


## 2. General features

### 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.



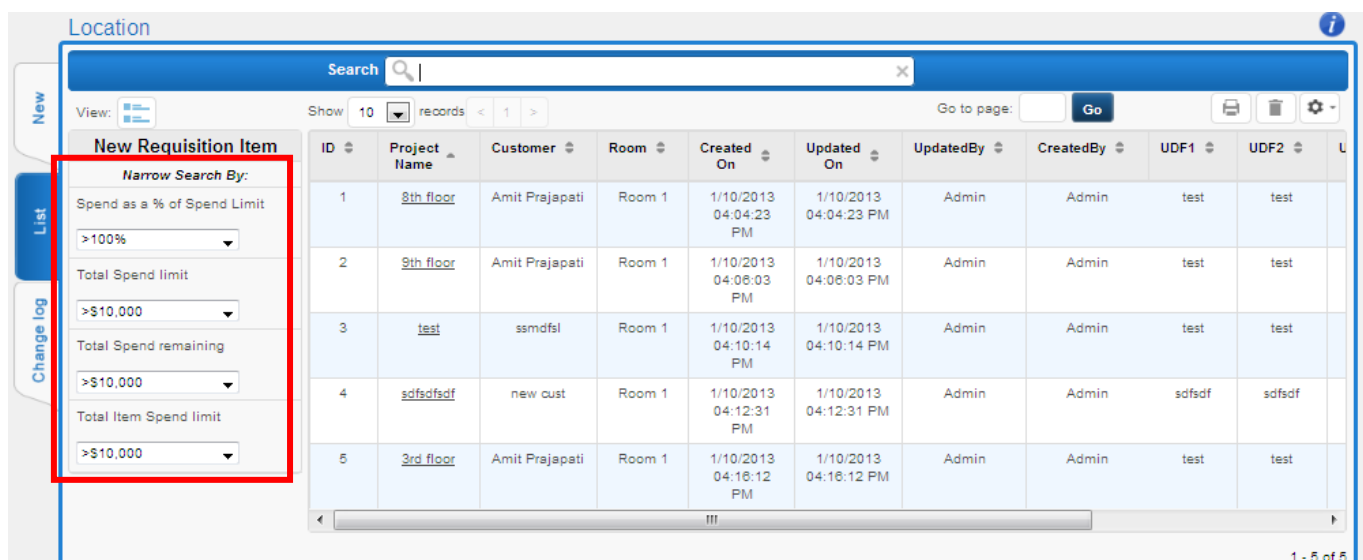
ID	Project Name	Customer	Room	Created On	Updated On	UpdatedBy	CreatedBy	UDF1	UDF2
1	8th floor	Amit Prajapati	Room 1	1/10/2013 04:04:23 PM	1/10/2013 04:04:23 PM	Admin	Admin	test	test
2	9th floor	Amit Prajapati	Room 1	1/10/2013 04:06:03 PM	1/10/2013 04:06:03 PM	Admin	Admin	test	test
3	test	ssmdfsl	Room 1	1/10/2013 04:10:14 PM	1/10/2013 04:10:14 PM	Admin	Admin	test	test
4	sdfsdf	new cust	Room 1	1/10/2013 04:12:31 PM	1/10/2013 04:12:31 PM	Admin	Admin	sdfsdf	sdfsdf
5	3rd floor	Amit Prajapati	Room 1	1/10/2013 04:16:12 PM	1/10/2013 04:16:12 PM	Admin	Admin	test	test

**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.

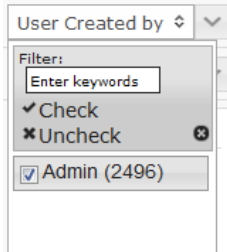
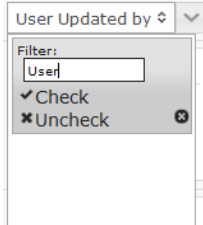

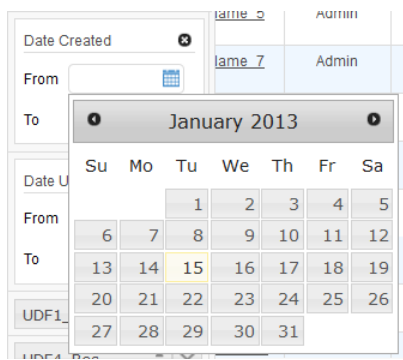

- To open Narrow search, click on the small Triangular icon on the top left corner of the screen.
- The following screen appears:



ID	Project Name	Customer	Room	Created On	Updated On	UpdatedBy	CreatedBy	UDF1	UDF2
1	8th floor	Amit Prajapati	Room 1	1/10/2013 04:04:23 PM	1/10/2013 04:04:23 PM	Admin	Admin	test	test
2	9th floor	Amit Prajapati	Room 1	1/10/2013 04:06:03 PM	1/10/2013 04:06:03 PM	Admin	Admin	test	test
3	test	ssmdfsl	Room 1	1/10/2013 04:10:14 PM	1/10/2013 04:10:14 PM	Admin	Admin	test	test
4	sdfsdf	new cust	Room 1	1/10/2013 04:12:31 PM	1/10/2013 04:12:31 PM	Admin	Admin	sdfsdf	sdfsdf
5	3rd floor	Amit Prajapati	Room 1	1/10/2013 04:16:12 PM	1/10/2013 04:16:12 PM	Admin	Admin	test	test

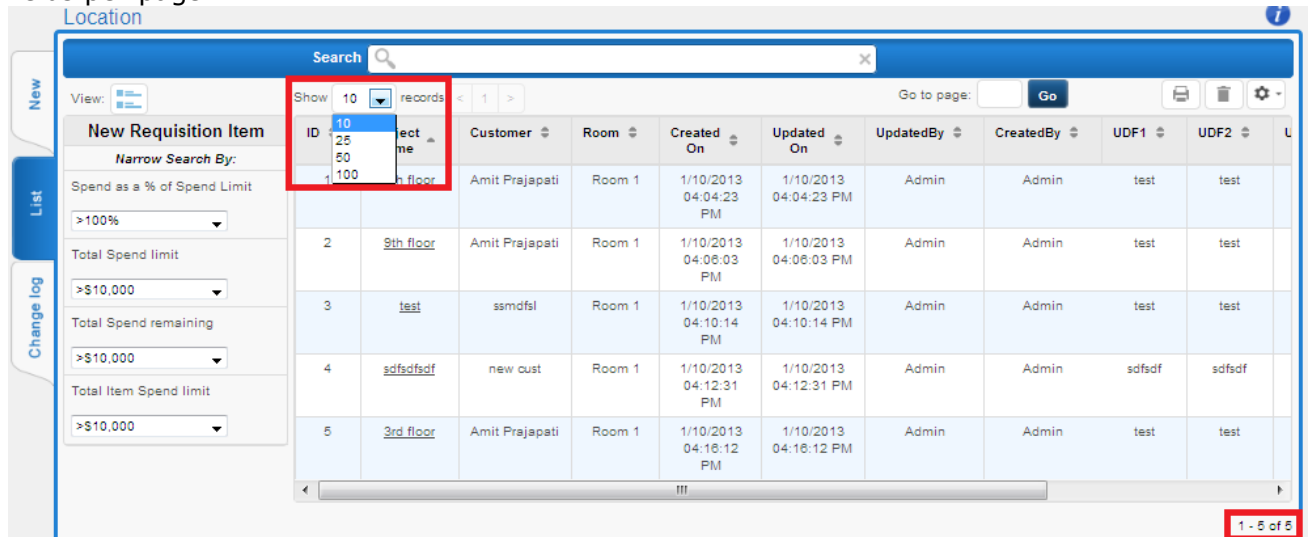
**Note:**

- 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 .</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.

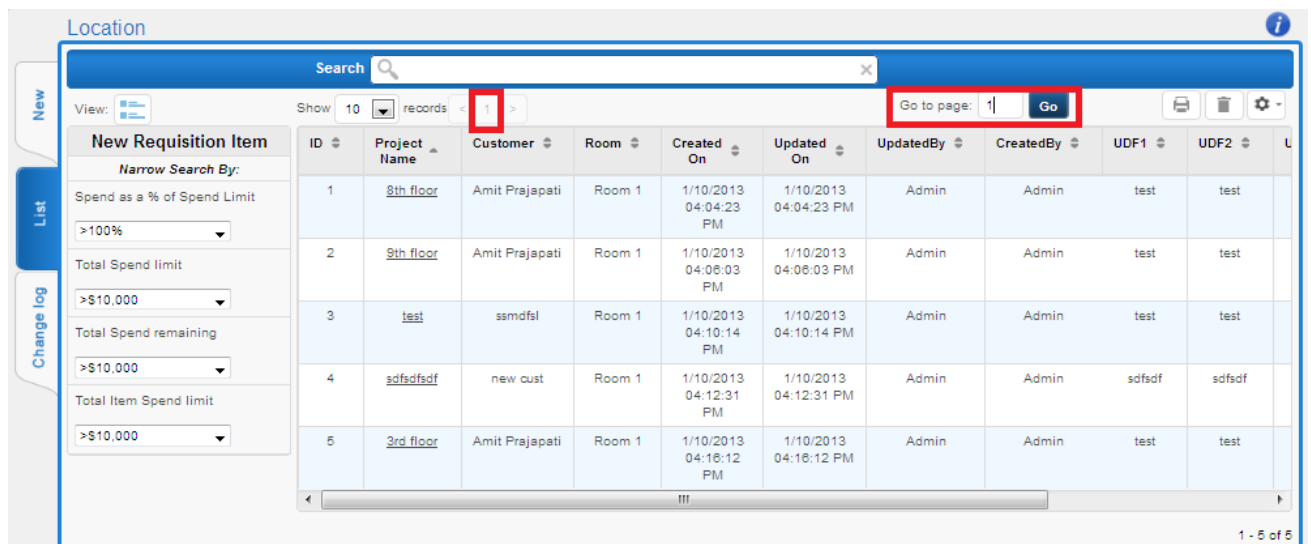


ID	Project Name	Customer	Room	Created On	Updated On	UpdatedBy	CreatedBy	UDF1	UDF2
1	8th floor	Amit Prajapati	Room 1	1/10/2013 04:04:23 PM	1/10/2013 04:04:23 PM	Admin	Admin	test	test
2	9th floor	Amit Prajapati	Room 1	1/10/2013 04:06:03 PM	1/10/2013 04:06:03 PM	Admin	Admin	test	test
3	test	ssmdfsl	Room 1	1/10/2013 04:10:14 PM	1/10/2013 04:10:14 PM	Admin	Admin	test	test
4	sdfdsdf	new cust	Room 1	1/10/2013 04:12:31 PM	1/10/2013 04:12:31 PM	Admin	Admin	sdfdsf	sdfdsf
5	3rd floor	Amit Prajapati	Room 1	1/10/2013 04:16:12 PM	1/10/2013 04:16:12 PM	Admin	Admin	test	test

**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.



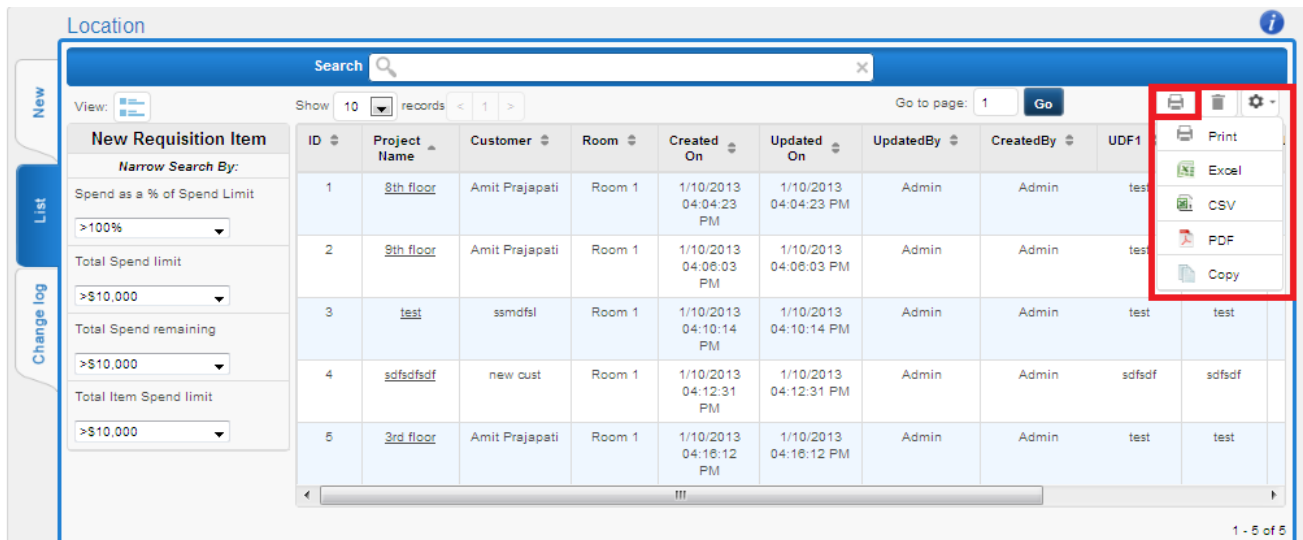
ID	Project Name	Customer	Room	Created On	Updated On	UpdatedBy	CreatedBy	UDF1	UDF2
1	8th floor	Amit Prajapati	Room 1	1/10/2013 04:04:23 PM	1/10/2013 04:04:23 PM	Admin	Admin	test	test
2	9th floor	Amit Prajapati	Room 1	1/10/2013 04:06:03 PM	1/10/2013 04:06:03 PM	Admin	Admin	test	test
3	test	ssmdfsl	Room 1	1/10/2013 04:10:14 PM	1/10/2013 04:10:14 PM	Admin	Admin	test	test
4	sdfdsdf	new cust	Room 1	1/10/2013 04:12:31 PM	1/10/2013 04:12:31 PM	Admin	Admin	sdfdsf	sdfdsf
5	3rd floor	Amit Prajapati	Room 1	1/10/2013 04:16:12 PM	1/10/2013 04:16:12 PM	Admin	Admin	test	test

## 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.

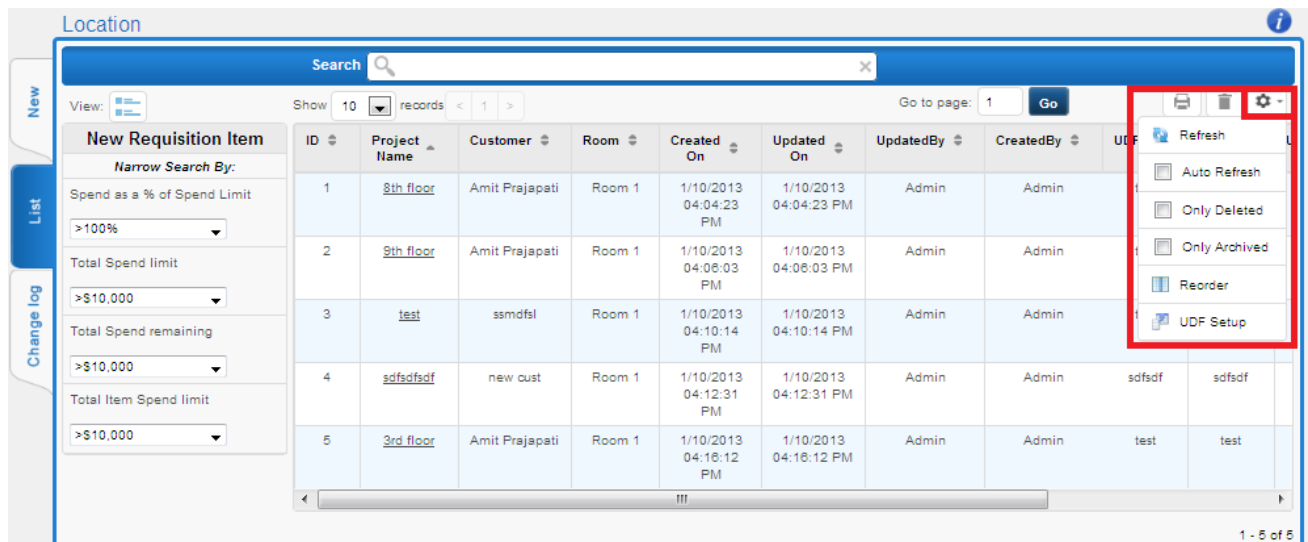


The screenshot shows the 'Location' module interface. On the left, there's a sidebar with 'New', 'List', and 'Change log' buttons. The main area has a search bar and a table of requisition items. The table has columns: ID, Project Name, Customer, Room, Created On, Updated On, UpdatedBy, CreatedBy, and UDF1. A red box highlights the top-right corner of the table, containing icons for Print, Excel, CSV, PDF, and Copy.

ID	Project Name	Customer	Room	Created On	Updated On	UpdatedBy	CreatedBy	UDF1
1	8th floor	Amit Prajapati	Room 1	1/10/2013 04:04:23 PM	1/10/2013 04:04:23 PM	Admin	Admin	test
2	9th floor	Amit Prajapati	Room 1	1/10/2013 04:06:03 PM	1/10/2013 04:06:03 PM	Admin	Admin	test
3	test	ssmdfsl	Room 1	1/10/2013 04:10:14 PM	1/10/2013 04:10:14 PM	Admin	Admin	test
4	sdfdsdf	new cust	Room 1	1/10/2013 04:12:31 PM	1/10/2013 04:12:31 PM	Admin	Admin	sdfdsf
5	3rd floor	Amit Prajapati	Room 1	1/10/2013 04:16:12 PM	1/10/2013 04:16:12 PM	Admin	Admin	test

### e. Settings functionality

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



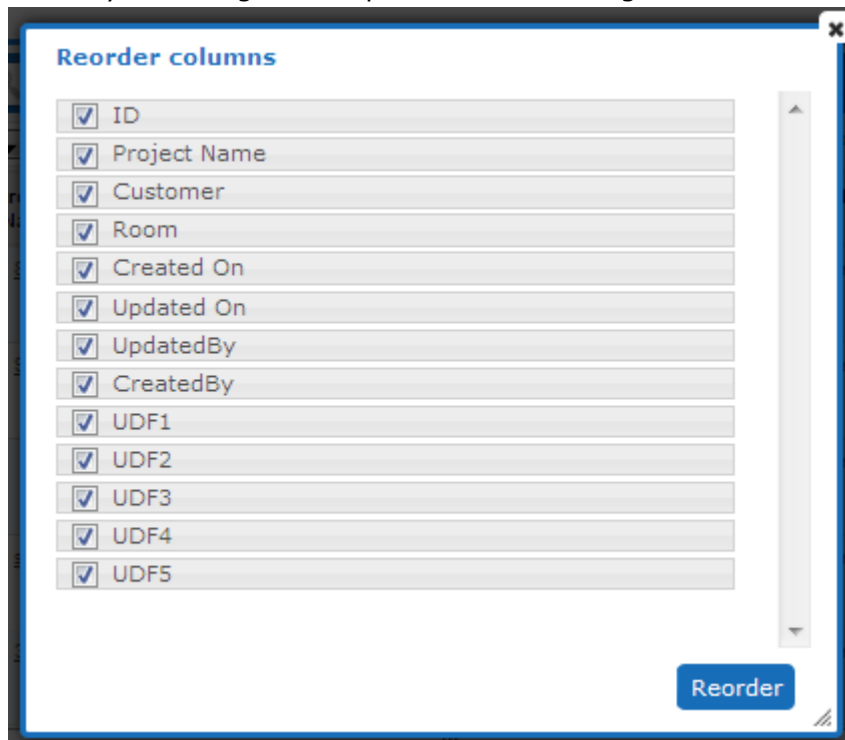
The screenshot shows the 'Location' module interface. On the left, there's a sidebar with 'New', 'List', and 'Change log' buttons. The main area has a search bar and a table of requisition items. The table has columns: ID, Project Name, Customer, Room, Created On, Updated On, UpdatedBy, CreatedBy, and UDF1. A red box highlights the top-right corner of the table, containing icons for Refresh, Auto Refresh, Only Deleted, Only Archived, Reorder, and UDF Setup.

ID	Project Name	Customer	Room	Created On	Updated On	UpdatedBy	CreatedBy	UDF1
1	8th floor	Amit Prajapati	Room 1	1/10/2013 04:04:23 PM	1/10/2013 04:04:23 PM	Admin	Admin	test
2	9th floor	Amit Prajapati	Room 1	1/10/2013 04:06:03 PM	1/10/2013 04:06:03 PM	Admin	Admin	test
3	test	ssmdfsl	Room 1	1/10/2013 04:10:14 PM	1/10/2013 04:10:14 PM	Admin	Admin	test
4	sdfdsdf	new cust	Room 1	1/10/2013 04:12:31 PM	1/10/2013 04:12:31 PM	Admin	Admin	sdfdsf
5	3rd floor	Amit Prajapati	Room 1	1/10/2013 04:16:12 PM	1/10/2013 04:16:12 PM	Admin	Admin	test


- 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 room 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