# **Enterprise - The Tearaway Page**

Last Modified on 02/26/2025 3:22 pm CST

# What is the tearaway page?

The tearaway page is a way for users take the Enterprise page that is currently in view and view it in a separate window. Since users can only be logged into one Enterprise session at any given time this allows them to have multiple Enterprise windows available to view (and even interact with!) in one session.

How is a page torn away?

A page can be torn away by selecting this icon:

There are two main types of tearaway pages - read-only tearaways and interactive tearaways. This article will cover both.

It's as if users are viewing a "hard copy" or scanned page. The data can be viewed, but cannot be changed/updated from the torn away page.

Example:

#### 1. Order details page:

To view the order details page in a separate window, select the (1.) tearaway page icon.

[ ← → ▼   🏠 🗎	Search for Emplo	oyees, Customers	, Orders, etc.		Q,	SHA			
Packer 0 of 3 position	ota Steel	Co., Pr	imary 95011409				Cold call J Call Harry	leff / re Forklift Op	
o or o position	Silled Of	42330	1. ⊻	iew thi	is page	in a se	eparate w	indow	
<u> </u>		+ 😽 🗣	*ピ	Q 1	+ +		tasks	appointr	
visifile	Order Details	Web Options	ACA Surch	arge					
<ul> <li>details</li> </ul>	customer	informatio	on						
adjustments interest codes	Customer ID	4295011409	0	Wo	rk Site	Eagan Warehouse			
invoice recipients	Worker Comp	3891		-		Eaga	n, MN 551	.21	
po setup required documents	Alt Order ID								
vendors <ul> <li>candidates</li> </ul>	Directions	Door code is 8711						¢	

After selecting to tearaway the order details page, we see two Enterprise windows - the "main" window is on the left, with the torn away read-only page available for reference on the right.

	Search for Employees, Custo	omers. Orders. etc.	SHA	WNA.BRADT: High Tech Staff	ing 🚺 🔿		🜔 Minnes	ota Steel Co. , Packer (Order) - Order 4295055597 M	innesota Steel Co. , Primary	(Read Only) 😑 🗆 🗙
	A = = = + =				-		Order Details	Web Options ACA Surcharge		
Davis A /	ACOSIA		Cold call Jeff	Cold Call C	swen		custome	rinformation	financial details	
Eagan, AK 55121	L SSN: xxx-9657			, cilgiore io	rienne		Customer ID	4795011409 Work Site Eagan Warehouse	Multiplier 1.5 -	Pay Periods 52 -
			► tasks appointe	onte social omai		+ * 0 +	Worker Com	671 John Glenn Bh -	Bill Rate \$20.25	Pay Rate \$13.50
							Alt Order ID	Lagan, Wiki SSI21	Unit Bill Rate \$0.00	Unit Pay Rate \$0.00
visinie ▶ details	Last Name	SSN Una	signed RepName All Reps	<ul> <li>Document Text</li> </ul>	α.	Class Critoria	Directions		OT Factor 1.5000 -	Other Agency Pay \$0.00
documents	First Name		Branch All Brank		Search	clear criteria		Door code is 8711	Overtime Bill \$30.38	Overtime Pay \$20.25
<ul> <li>integrations</li> <li>evaluations</li> </ul>							job infor	mation	Doubletime Bill \$40.50	Doubletime Pay \$27.00
messages		Enhance Searc	th Saved Se	earches			Required	3 Assigned 0	Overtime Plan PlanSTD 👻	GP Percent 23.48%
pay history	Your search retur	ned 110 results.			⊕ ± ⊠		Order Type	TE Temp	Desired GM %	GP Estimate \$760.89
<ul> <li>pay setup tasks</li> </ul>	Drag a column header h	ere to group by that column.				Î	Job Title Description	Packer	contacts	/ = = =
search	ID Last Name	First Name Branch	Phone Is Act	i   Is Assi   Last Message	Zip C   Hi	asR   Cell Ph		Job requirements go here!		
	5412 Abbott	Sam Memp	nis CA (651) 845-4845 🕅	Available	55121	📧 (651) 6				
	5021 Abootorabi	Deborah Memp	nis NE (651) 574-15 🕅	Message	45203	× (651) 8				
	5023 Acosta	Davis Memp	nis SE (651) 233-82 💌	Order Candidate	e 55121	×				
	5035 Arkansas	Frank Memp	nis NE (651) 241-82 🗵	Order Candidat	e 76180	× (651) 2				
	429501 Amen	Christian Memo	No SE (051) 112-1212 (R	Message     Order Candidat	27022					
	5414 Beach	Tracy Memo	No NE (651) 230.82	Contact	55121	(551).4				
	429501 Berston	Norman Memp	nis SE (651) 430-5849 🗰	Order Candidat	e 55109	×				
	5640 Borstsle	Patty Memp	nis NE (651) 456-4566 🗰	WCandidate	55121	× (651) 9				
	12473 Branson	Anders Memp	nis SE (651) 849-18 💌	Interview	32908	× (651) 8				
	429502 Brell	Nicholas Memp	nis SE (321) 456-4654 🕅	Order Candidat	e 32908	🗵 (321) 4				
	5450 Bristoc	Barry Memp	his NE (651) 760-87 🕅	Reactivate	32821	(651) 6				
	5755 Brown	Sherry Memp	his NE (651) 475-94 🕅	Order Candidate	e 55121	(651) 4				
	5799 Cameron	Charles Memp	nis NE (651) 540-95 💌	Submitted	55105					
	429501 Claeys	Nathan Memp	nis NE (616) 450-4951 🕅	Placed	49321					
	429501 Cloward	Kyle Memp	nis SE (215) 498-7544 🕅	Order Candidat	e 84088	(215) 4				
	429501 Currie	Carolyn Memo	NS SE (651) 100-21 (R	Placed	55109					
	429501 Doe	Jane Memp	nis SE (801) 555-1111	Offered	84119	(801) 1				
	429501 Erickson	Jenna Memp	nis SE (320) 215-6328 🕅	Message	56378	×				
	429501 Evans	Burt Memp	nis SE (651) 112-1211 🕅	1st Interview w	/ 55109					
employee	429501 Farmington	Rex Memp	nis SE (566) 653-1233 🕅	Order Candidate	e 56352					
customer	429501 Fields	Megan Memp	nis SW 🛛 🕅	Email	70373	× (763) 5	Dress Code	Jeans (no holes), t-shirts (no large logos), close toed shoes.		
order	429501 Fields	Tyrone Memp	nis SE (912) 456-4585 🕅	Placed	31407	🔀 (912) 4	Safety Notes			
assignment	429501 Flenderson	Marcus Memp	nis SW (545) 555-4896 🕅	Order Candidate	e 55416		Start Date	4/18/2016	other information	
contact	429501 Forklift	Philipe Memp	his NW	Order Candidate	e 55123		Duration	Indef	Status Unfilled	Taken By shawna.bradt
pov / bill	429501 Foster	Zoe Memp	NS SE (651) 155-2212 (K	Order Candidati	e 55121	× (651)1	Est. End Date		Sales Team North Metro	Branch Memphis SE -
pay / bill	429500 Graves	Daniel Memo	NS SE (243) 627-2838	Message	15001	(524) 8	Shift Shut Time	1st	Do Not Auto-Close	Time Clock
reports	12755 Greene	Kelsey Memp	his SE (614) 457-9978	Email	43220	×	Shift Notes	LING TIME 3300 PM	Notes Go to PC	settings to activate Windows.
nrcenter	12492 Greene	Stephanie Memp	nis NE (651) 871-18 🗰	Order Candidat	e 43220	× •	•	Sun 🕱 Mon 🕱 Tues 🕱 Wed 🕱 Thu 🕱 Fri 📰 Sat		
all options	T.					•				
🕘 🔚 😸	😂 😵 🤇		NR NI S	N 📳 🗐		o <mark>⊴</mark> X]]	2			Desktop 🐣 🔺 🔁 🌓

A read only torn away page will always (2.) be marked as such for your reference:

🛨 🕂 🗣 🛧 🗠 🔍 🛧 🔸 🕨 tasks appointments social ema	ail
Petails Web Options ACA Surcharge	
o. , Packer (Order) - Order 4295055597 Minnesota Steel Co. , Primary (Read Only)	- • ×
ons ACA Surcharge	
ation financial details	
9 Work Site Eagan Warehouse Multiplier 1.5 Pay Periods	52 - ay
o. , Packer (Order) - Order 4295055597 Minnesota Steel Co. , Primary (Read Only) ons ACA Surcharge ation financial details Work Site Eagan Warehouse F71 John Glenn Bh	<b>- - &gt;</b>

Users have the ability to work with some types of tearaway pages (e.g. click with mouse, enter text, navigate to other pages), in a similar fashion as their main Enterprise window.

## Examples:

#### 1. Employee search:

When torn away, users can...

- Double click line items to navigate to an employee record
- Right-click line items to (3.) log messages, send mass emails/text messages, preview resumes, change ACA status(es), and/or add selected employee(s) to hot lists
- Edit and re-run the search from the enhance search section
- Run saved searches

s 🥏 🗄 🔤 🔒 🗹 🖬	E₩	+	+ 6	★ Ľ Q 1	► 🔸 🕨 ta	sks	appointr	ments soci	al e	mail				
visifile details documents	Last Name First Name		SSN		Unassigned	Repi	Name All Reps	• Document	t Text - Abb	ott, Sam	Q.	ar Criteria	1	• >
integrations evaluations messages pay history pay setup	Your se	arch	Last Nam First Nam	e	SSN		Unassigned Active	RepName All R Branch All B	ep: v	Docume	int Text	Q Search	Clea	r Criteria
search		ast Nar	Yours	earch retu	Enhar	ilts	Search	Save	d Sea	rches	e	- de 💌		v v
	5021	Abootor	Drag a c	olumn header h	nere to group by t	hat c	olumn.							í
	5023 A 5035 A 429501 A	Acosta Arkansa: Arnett	ID 5412	Last Name Abbott	First Name Sam		Branch Memphis CA	Phone (651) 845-4845	Is Acti	Is Assi	Last Message Available	Zip C	HasR	Cell P (651)
employee	429501 E 5414 E	Bale Beach	5021 5023 5035	Acosta Arkansas	Deboran Davis 3.	•	Memphis NE Messages	(651) 574-15	×	Available	Message	45203 55121 76180	×	(651)
order	429501 E 5640 E	Berston Borstsle	429501 429501	Arnett Bale	Julie Christian		Send Email to Set As Order 0	 Candidate	×	Reactivate	age to Call e e	55121 37922		
contact	12473 E 429502 E	Branson Brell	5414 429501	Beach Berston	Tracy Norman	A. S.	Preview Resur Change ACA S	me tatus	•	Log Mess	age Order Candidate	55121 55109	×	(651)
pay / bill reports	5450 E	Bristoc Brown	5640 12473	Borstsle Branson	Patty Anders		Change ACA R Add Selected	to HotList	×		WCandidate Interview	55121 82908	×	(651). (651).
hrcenter	429501 0	Claeys	429502 5450	Brell Bristoc	Nicholas Barry	+	Navigate to Memphis NE	(651) 760-87	×		Order Candidate Reactivate	82908 32821	×	(321). (651).
	429501	Joward	5755	Brown	Sherry	_	Memphis NE	(651) 475-94	×		Order Candidate	55121		(651)

# 2. Task Manager:

In this example, we've run a search to show (4.) all open tasks assigned to shawna.bradt.

				2 Call Harry	re Forklift Opp	Eligi	ble for rehire	
Task Manager			V	iew this page	n a separate windo	ow		
J			• 🗹	▶ tasks	appointme	nts social e	email	+ 🗸 😋 🔶
4	Status	Open Tasks	- Priority		- D	)ue between		
	Category		👻 Task Type		- C	completed between	III	III
	Assigned To	shawna.bradt	- Branch			ecurity Role		-
	Show Unassigned	×					Q Fin	d Tasks
	4 results	Detailed View 🔻						+ / 🗸 🗟
	Drag a column	header here to group by	that column.					Î
	Task	Description	Contact Info	Due	Assigne	ed To   Complete		
	Call Harry	re Forklift Opp					Assigned To: sh Due: 4/ Priority: No Created: 11	awna.bradt 15/2016 12:00 AM prmal /19/2015 12:00 AM
	Thom	pson, Harold						
	Eligible fo	r rehire					Assigned To: sh Due: 12	awna.bradt 2/10/2016 12:00 AM

Then, when the task manager is torn away users can...

- Double click line items to open the task details
- Right-click line items to (5.) create new tasks, open task details, mark a task as complete, or to assign the task to a different user
- Edit and re-run the search using the search options across the top

	u can Jen	-	cold call Gwen				
9 Call	Harry re Forklift Opp		Eligible for rehire				
	e			Task Manag	ger	-	
2 Q 🛧 🖊 🕨 ta	Status	Open Tasks	- Priority		<ul> <li>Due between</li> </ul>		
	Category		- Task Type		- Completed between		
Status A	Assigned To	shawna.bradt	✓ Branch		<ul> <li>Security Role</li> </ul>		
. Q Branch N	- Show Unassigned	×				Q Find Tasks	
om 🔤 Date 1	4 roculte	Dotailed View	-				
f before 9:00 a.m. Otherwis	4 Tesuits	Detailed view				т //	V 10
	Drag a column i	neader here to gr	oup by that column.				_
	Task	Description	Contact Info	Due	Assigned To Complete		
Message	Call Harry	re Forklift Op	P			Assigned To: shawna.bradt Due: 4/15/2016 12	t 2:00 AM
Hey Harry - it's beer			5.	New Task	Ctrl+N	Priority: Normal Created: 11/19/20151	2:00 AM
II, asked that I call I	Thom	oson Harolo		🖊 Open Task	Space		
Lost the budget, car				Mark as complet	ted Del		
Called Harry and lef	Eligible for	rehire		Assign to	•	Assigned To: shawna.brad Due: 12/10/2016	t 12:00 AM
TT super husy said						Priority: Normal Created: 12/9/2015 1	2:00 AM
Th, Super Busy, Sala	💄 Snell, I	Laurie					
Denser	Cold call Je	٤ff				Assigned To: shawna.brac Due: 4/15/2016 1	it L2:00 AM
Repname						Priority: Normal Created: 4/13/2016 1	2:00 AM
ators I shawna.bradt	<b>Minne</b>	sota Steel C	🚛 Simpson, Jeff (Mir				
	Cold Call G	wen				Assigned To: shawna.brac Due: 4/18/2016 1 Priority: Normal Created: 9/1/2015 12	dt 12:00 AM 1:00 AM
	Scotty	Dog Lamps	🚛 Virani, Gwen (Scot				

### 3. Invoice Register:

When torn away users can...

- (6.) Double-click invoice line items to navigate directly to that invoice's (7.) details page
- Right-click line items to view the invoice, view payments made, merge the invoice, navigate to the customer record, or print the invoice
- Edit and re-run the invoice register search using the search options on the right of the torn away page

,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,					•	🖆 🕨 tasks	appointment	ts social e	email				
payroll and invoicing time entry • check register incomplete transactions • invoice register invoice detail • other	Stearns Traile 645 Goodlook Lane Barrett, MN, 56311	ers (E					Inv	7. Invoice Num Invoice Date Owed \$4,97 oice Register	ber 467 4/15/202 Balance 70.40	70 Weeken 16 Pay Date Amc <b>\$0</b> .	e ount Paid .00		
	Devon, Deitrich     Dominguez, Ge		Drag a	es Lis	t View ⊸ eader he	re to group by that	column.			î	Search Invoice Date	s 1/19/2016	
	<ul> <li>              Adjustment It</li></ul>		Poste	d Inv N K 467 K 467 K 467	um 74 73 72	Date 4/18/2016 4/18/2016 4/18/2016	Customer CommerceWest City of Sarasota Chopper Ink, Inc.	Balance / / \$300.00 \$262.00 \$194.50	Amount \$300.00 \$262.00 \$194.50	Paid \$0.00 \$0.00 \$0.00	To Customer Due Date	4/19/2016	8
employee customer order	Tax Items	6.		K 467 K 467 K 467 K 467 K 467	71 70 Q 69 Q 68	4/15/2016 View Invoice View Payments Merge Invoice	Creative Solutions rns Trailers rns Trailers rns Trailers	\$720.16 \$4,970.40 \$1,901.46 \$1,728.60	\$720.16 \$4,970.40 \$1,901.46 \$1,728.60	\$0.00 \$0.00 \$0.00 \$0.00	Inv Number Inv ID Inv Amount		
assignment contact pay / bill				K 467 K 467 K 467 K 467 K 467	66 <b>6</b> 5 64 63	View Customer Print Invoice(s) 4/15/2016 4/15/2016 4/14/2016	Cups Jerry's Berries Bourban Shipping Balloons Inc.	\$1,769.00 \$2,574.00 \$756.00 (\$141.05) \$5,374.06	\$1,769.00 \$2,574.00 \$756.00 (\$141.05) \$5,374.06	\$0.00 \$0.00 \$0.00 \$0.00 \$0.00	Balance Show per Show on Exclude S	nding invoices ly Overdue invo 30 Balance invo	vices

**Related Articles**