

The Tearaway Page

Last Modified on 05/22/2018 11:23 am CDT

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: 

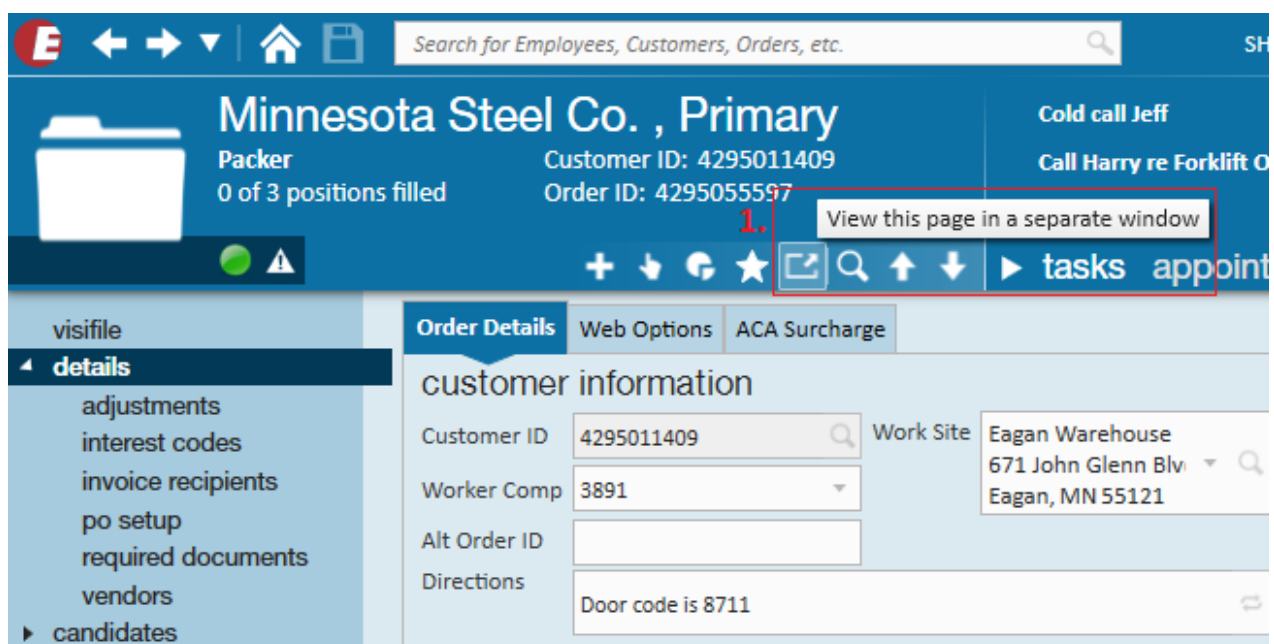
There are two main types of tearaway pages - [read-only tearaways](#) and [interactive tearaways](#). This article will cover both.

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:

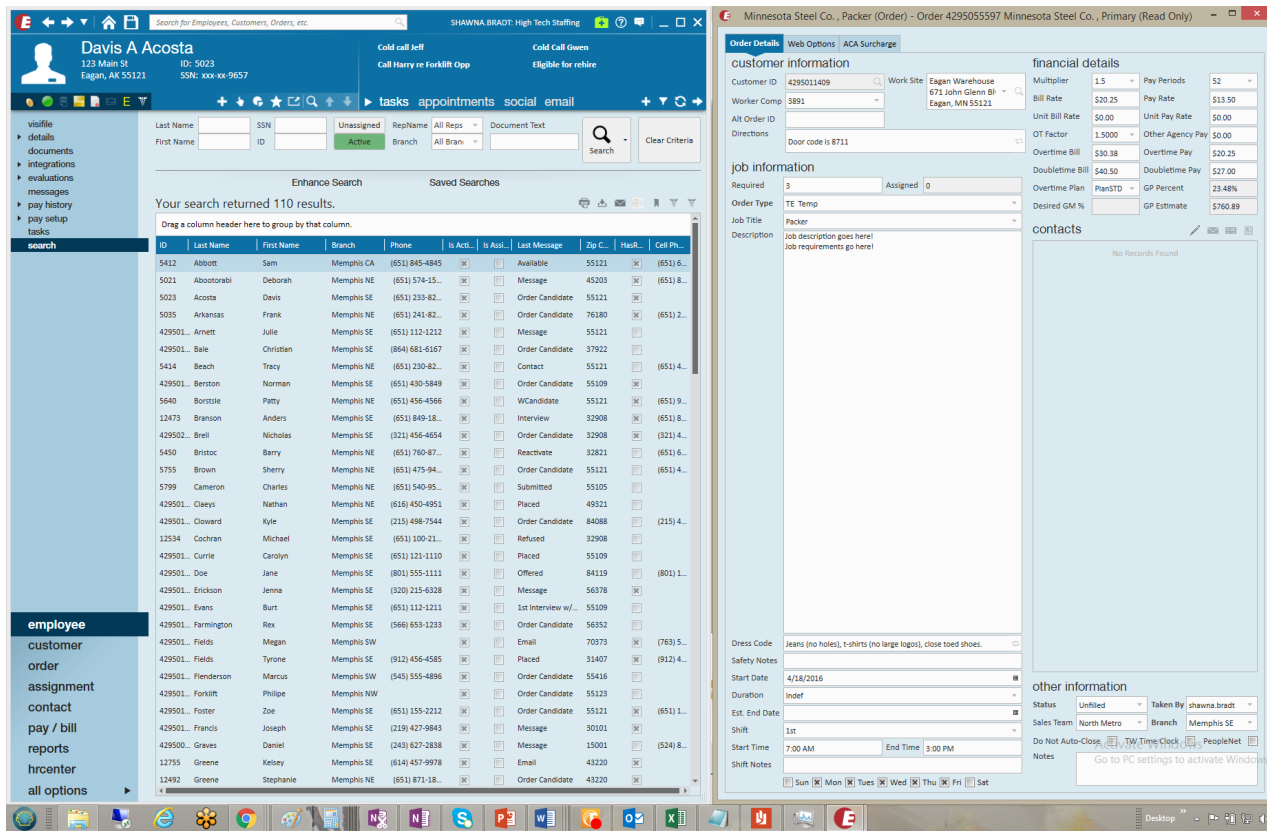
To view the order details page in a separate window, select the (1.) tearaway page icon.



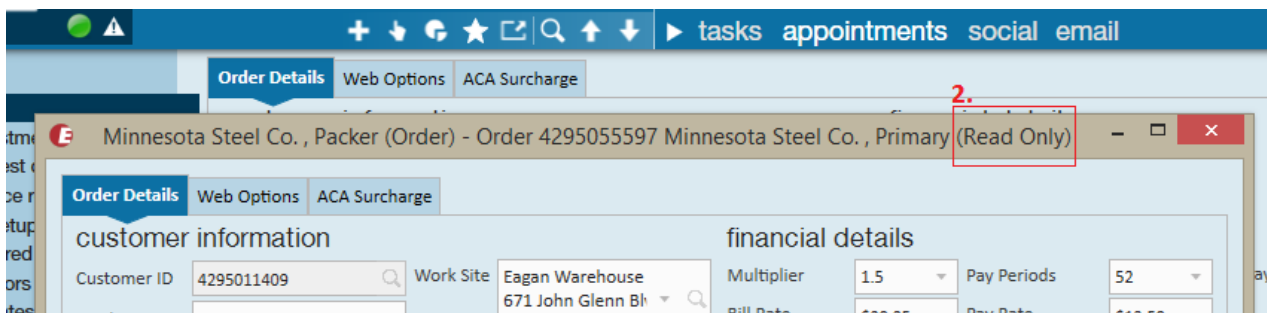
The screenshot displays the Minnesota Steel Co. Primary interface. At the top, there is a search bar and navigation icons. The main header shows the company name and user information. Below this, the 'Order Details' section is active, displaying customer information. A red box highlights the tearaway icon (a square with a diagonal line) in the top right corner of the page content area, with a tooltip that says "View this page in a separate window". A red number "1." is placed next to the icon.

Customer ID	Order ID	Work Site
4295011409	4295055597	Eagan Warehouse 671 John Glenn Blv Eagan, MN 55121

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.



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



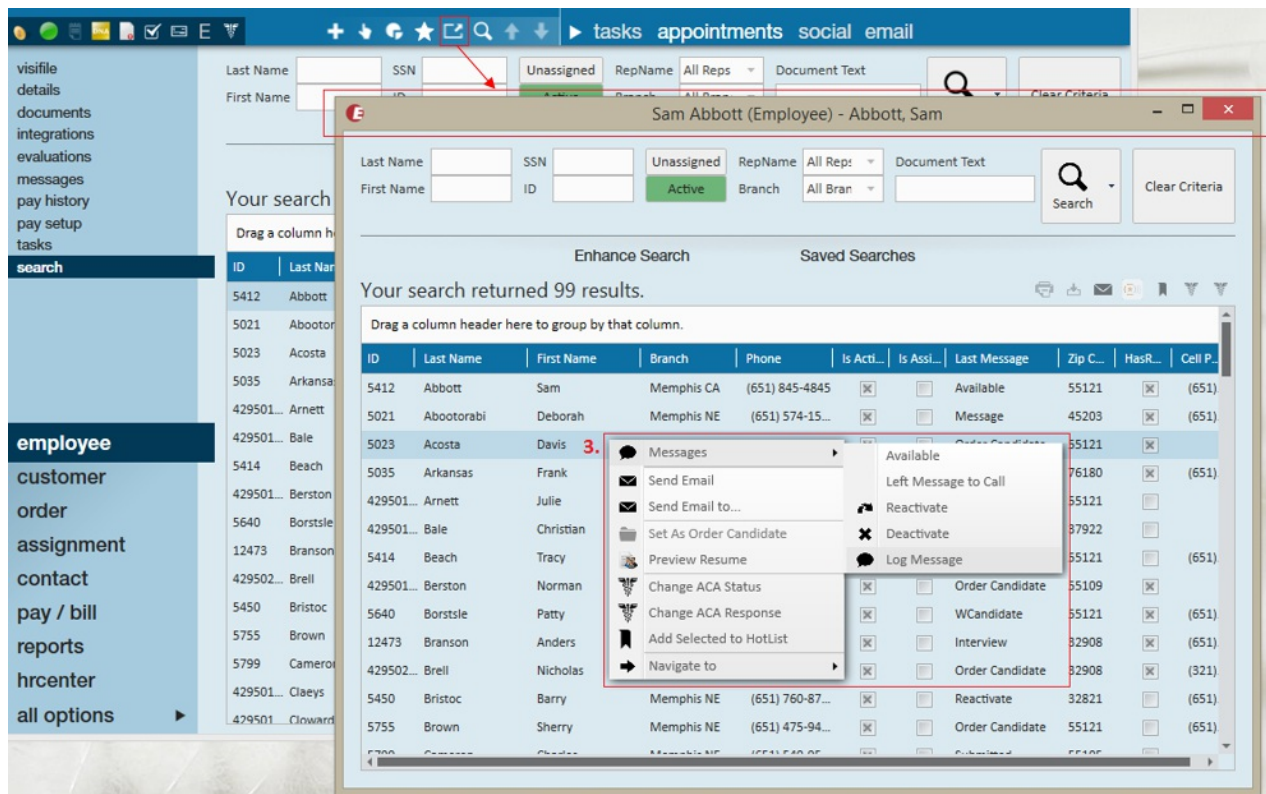
Users have the ability to work with some types of tearaway pages (e.g. click with mouse, enter text, navigate to other pages), in a similar fashion as their main Enterprise window.

Examples:

1. Employee search:

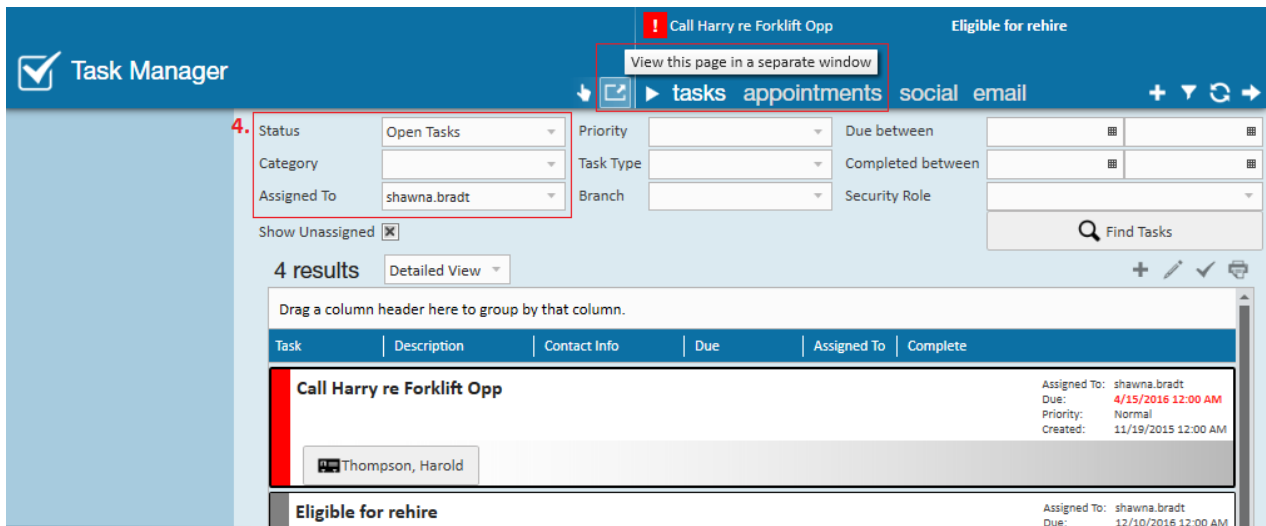
When torn away, users can...

- 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



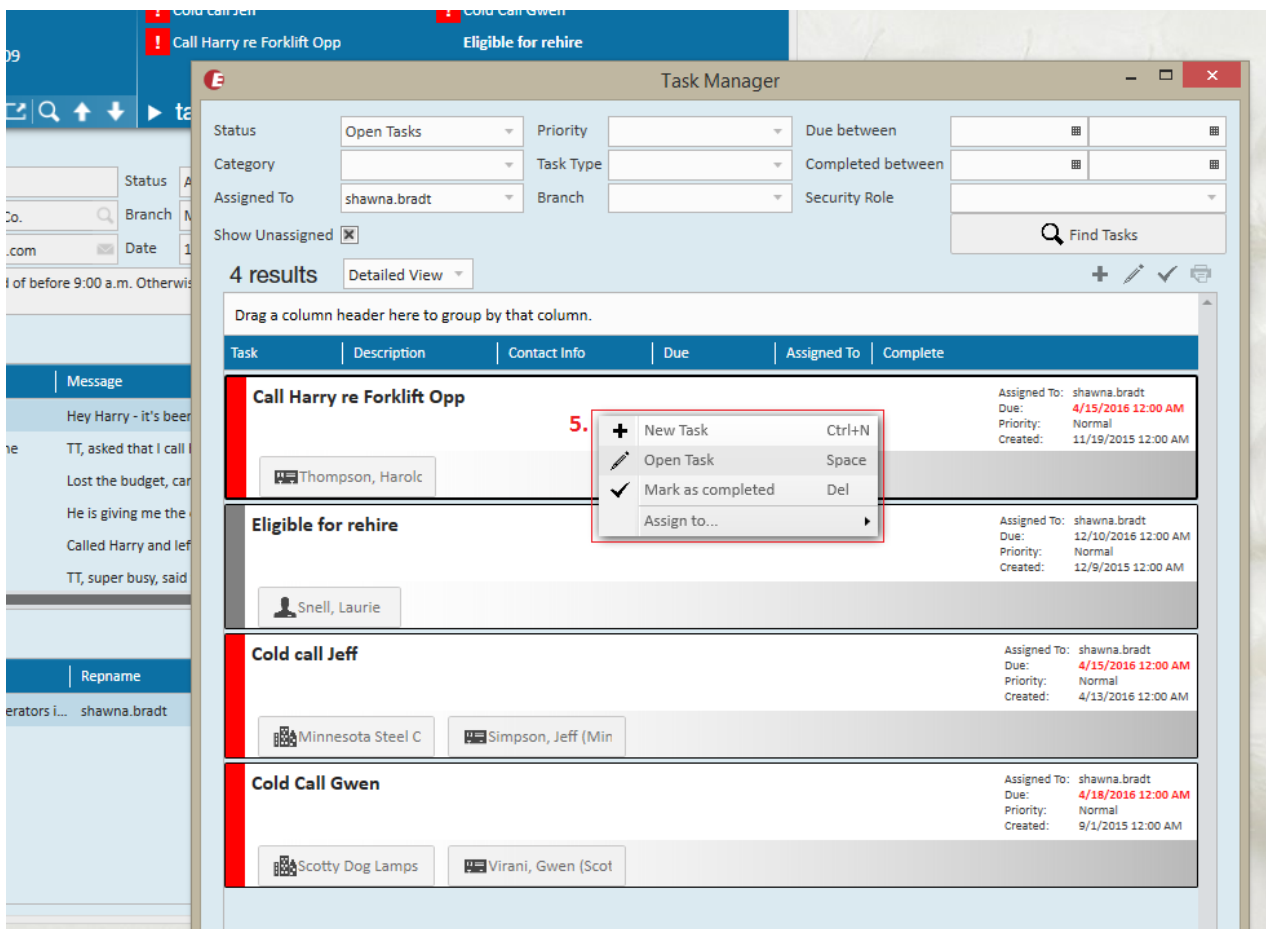
2. Task Manager:

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



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



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

The screenshot displays a software interface with a sidebar on the left containing navigation options like 'payroll and invoicing', 'check register', and 'invoice register'. The main area shows a window titled 'Stearns Trailers' with a list of invoices. A red box labeled '6.' highlights a row for invoice number 46770. A context menu is open over this row, with options like 'View Invoice', 'View Payments', and 'Merge Invoice'. A red arrow labeled '7.' points from the 'View Invoice' option to a detailed invoice summary window. This summary window shows 'Invoice Number 46770', 'Invoice Date 4/15/2016', and 'Weekend Bill 4/10/2016'. It also displays 'Owed Balance \$4,970.40' and 'Amount Paid \$0.00'. To the right of the invoice list is a 'search' panel with filters for 'Invoice Dates' (From: 1/19/2016, To: 4/19/2016) and checkboxes for 'Show pending invoices', 'Show only Overdue invoices', and 'Exclude \$0 Balance invoices'.

Posted	Inv Num	Date	Customer	Balance	Amount	Paid
▶	46774	4/18/2016	CommerceWest	\$300.00	\$300.00	\$0.00
▶	46773	4/18/2016	City of Sarasota	\$262.00	\$262.00	\$0.00
▶	46772	4/18/2016	Chopper Ink, Inc.	\$194.50	\$194.50	\$0.00
▶	46771	4/15/2016	Creative Solutions	\$720.16	\$720.16	\$0.00
▶	46770	4/15/2016	Stearns Trailers	\$4,970.40	\$4,970.40	\$0.00
▶	46769	4/15/2016	Stearns Trailers	\$1,901.46	\$1,901.46	\$0.00
▶	46768	4/15/2016	Stearns Trailers	\$1,728.60	\$1,728.60	\$0.00
▶	46767	4/15/2016	Stearns Trailers	\$1,769.00	\$1,769.00	\$0.00
▶	46766	4/15/2016	Cups	\$2,574.00	\$2,574.00	\$0.00
▶	46765	4/15/2016	Jerry's Berries	\$756.00	\$756.00	\$0.00
▶	46764	4/15/2016	Bourban Shipping	(\$141.05)	(\$141.05)	\$0.00
▶	46763	4/14/2016	Balloons Inc.	\$5,374.06	\$5,374.06	\$0.00

Related Articles