


Tanklogix Portal General Page Helps, Navigation, and Behavior

CONTEXT-SPECIFIC HELP WINDOWS

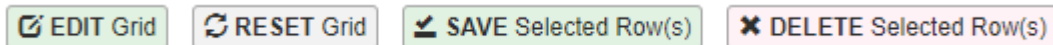
- Context-specific help windows appear throughout the Portal and are represented with a question mark icon like this: 
- You may clear a help window in one of four ways:
 1. Clicking outside of the help window.
 2. Clicking the OK button, where available, at bottom of the help window.
 3. Pressing the escape key on your keyboard.
 4. Allowing the help window to disappear via its own internal timer (all help windows will eventually disappear).

FORM FIELDS

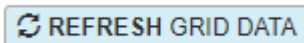
- A single asterisk * on forms controls denotes required fields.
- A Double Asterisk ** on forms controls denotes a system-supplied field. No user interaction is needed.

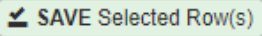

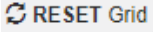
GRID CHARACTERISTICS

- We refer to the following four buttons as **Grid Batch Controls**:



- We refer to the **Refresh Grid Data Button**:



- **EDIT Grid**, **RESET Grid**, and **SAVE Selected Row(s)** buttons, located directly above the data grid, allow you to do multiple-row (bulk) edits for up to 10 rows at a time. This also works for single row editing.
- **Single Row Editing** may also be accomplished with **inline**-editing:
 - Click on a row
 - Change the value in one or more cells
 - Press enter key to save.
 - Press the escape key to abandon the row edit.
 - You may also press  to save a single row in edit mode.
- You may select a row or rows to edit by clicking  button (this will open up to 10 rows at a time in edit mode) or by clicking one-by-one rows directly in the grid. Visually you will see the editable boxes open up with white backgrounds.
-  button abandons edits and refreshes the grid state back to Read-Only mode, whether you are doing multi-row (bulk) edits or a single-row edit.
- If you are using a phone or tablet, you will need to use the Edit Grid, Reset Grid, and Save Selected Row(s) buttons to do your edits. Enter and escape keys may not have context.
- **Column sorting in the grid works only when the grid is in read-only mode.**
 - To return the grid to read-only mode where column sorting works, you may press the
 - REFRESH GRID DATA and COLUMN FILTER link-button in the top-left corner of the grid
 - RESET Grid button on top of the Grid (if button is present)
 - REFRESH GRID DATA button above the grid (if button is present)





- Each of these three controls have different uses, as is explained in the second link on this blog post.

OTHER GRID EDITING INFORMATION (or another angle – another way of explanation)

- This is another way to explain In-Line Edits vs. Batch Editing in the grid, as this will be new to many of you in the Portal, and with the latest updated grid, gone is the pencil icon to edit a grid. We now allow for multi-line editing across most grids on the various portal pages.
- **In-line Editing.** You may click on any row and it opens up in edit mode.
 - Make your edit and while your cursor is still on that line, press enter. The row is saved.
 - Press escape while on that row and you exit out of edit mode.
- **Batch Editing.** You may edit up to 10 rows per batch, in one of the following 3 ways:
 - **1.** Click up to 10 rows (any random order) in the grid, make your edits, and then press the green **SAVE Selected Rows(s)** button.
 - **2.** With the dropdown pagination control set at 10, click on the left top checkbox (directly left of Company ID column) to checkmark all 10 boxes. Make your edits, then press the green **SAVE Selected Rows(s)** button.
 - **3.** With the dropdown pagination control set at 10, click on the green **EDIT Grid** button. This will put all 10 rows into edit mode. Make your edits, then press the green **SAVE Selected Rows(s)** button.
- You may exit out of edit mode by
 - 1. Pressing** the escape key for each row,
 - 2. Unchecking** the left-upper checkbox in Grid header, or
 - 3. Clicking** the **RESET Grid** button.

HELP ICONS

There are four types of help icons on the pages:

-  **Specific Page Help** icon (blue): These will open up a new browser tab at blog.tanklogix.com:
-  **General Page Helps and Tips** icon (orange): These provide helps and tips common to all pages. This will also open up a new browser tab on blog.tanklogix.com.
-  **Portal Change Log** icon (olive-gray): Click here to see what's new: bug fixes, new features, helps, etc. This will also open up a new browser tab on blog.tanklogix.com.
-  **Context-specific** icons (black): These show page-specific and context-specific helps that will pop up as in-page help windows.