

# Details Page - Page Layouts

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## Overview

A *Details* page is a landing page for an Entity or Document, for example *Customers* and *Sales Orders* have *Details* pages. You can access the *Details* pages Using the Lists or Recent Records on the side menu.

## Details Page

The *Details* Page is generally divided into a *Top Panel* and *Tabs*. The *Top Panel* will show the general information about the selected record, while *Tabs* contain Properties (like Notes) or "Child Records" shown in a table.

The screenshot displays the OrderTime interface for a Sales Order - 3949. The top navigation bar includes Home, Sales, Purchasing, Production, Warehouse, and Reports. The main content area is titled "Sales Order - 3949" and is divided into a Top Panel and Tabs. The Top Panel contains four sections: General, Bill Address, Ship Address, and Summary. The General section includes fields for No. (3949), Customer (21st Century), Date (7/27/2017), Promise Date (7/27/2017), Customer PO, and Contact. The Bill Address and Ship Address sections both show the same address: FARMERS, 4720 N 36 CT, COLUMBIA, MD 21045. The Summary section shows a Subtotal of 25.00, UPS of 5.00, Discount of -0.00, Out of State (0%) of 0.00, Total Amount of 30.00, Paid Amount of -0.00, and Balance Amount of 30.00. The Tabs section includes Items, Details, Memo & Instructions, Custom, Payment, Ship Docs, Dependency, Attachments, Open Activities, and Activity History. The Items tab is active, showing a table of items with columns for IMAGE, LINE NO., ITEM, DESCRIPTION, QUANTITY, FILLED, UOM, PRICE, EXT., TAX CODE, CLEARED, and ACTIONS. The table contains two items: Item 1 (FF2604) with a description "This is the descripogn for my product" and Item 2 (FLOWER123) with a description "Box of 24 Roses".

IMAGE	LINE NO.	ITEM	DESCRIPTION	QUANTITY	FILLED	UOM	PRICE	EXT.	TAX CODE	CLEARED	ACTIONS
	1	FF2604	This is the descripogn for my product	1.000	0.000	EA	25.00	25.00		<input type="radio"/>	<input type="checkbox"/>
	2	FLOWER123	Box of 24 Roses	1.000	0.000	Box	0.00	0.00	Tax	<input type="radio"/>	<input type="checkbox"/>

## Notes

On certain *Details* pages, you will have the option to add a note to your transaction. Click on the Edit icon next to Notes to generate a note on your transaction.

Create New

Open Full List

Recent Records

- Meryl Rice
- ABCCom
- 1
- 2
- 3
- 2
- 1
- HQ
- Plumbing101

Sales > Customers > Customer

Customer - Meryl Rice EDIT

General

Company Spring Florals  
 Primary Contact Ms. Jen Rice  
 Email flowers@yahoo.com  
 Website

Primary Ship Address

SPRING FLORALS  
 12  
 ALAMO, CA 23232  
 USA

Note EDIT

Sales Order

Addresses Ship Docs>Returns Quotes Contacts



NO.	DATE	PROMISE DATE	CUSTOMER
2	1/29/2018	1/29/2018	xyz90

- If needed, click on Date Stamp to insert current date and name of user writing the note. Click on Save when completed.

Note

Save Date Stamp Delete Cancel

Sales Order #3942 -Customer requests original brake parts for 69 Mustang. Please inspect order prior to shipping

## Tabs

Tabs act as the major source of navigation within *Details* pages. Tabs are found on the bottom half of the page and the available tabs will vary depending on which Details Page you are on.

OrderTime All Orders Demo

Home Sales Purchasing Production Warehouse Reports

Sales > Sales Orders > Sale Order Created By Ian Benoit 7/27/2017 8:40 PM Modified By Ian Benoit 7/27/2017 8:40 PM

Sales Order - 3949 Create PDF EDIT Status Processing

General

No. 3949  
 Customer 21st Century  
 Date 7/27/2017  
 Promise Date 7/27/2017  
 Customer PO  
 Contact

Bill Address

FARMERS  
 4720 W 36 CT  
 COLUMBIA, MD 21045

Ship Address

FARMERS  
 4720 W 36 CT  
 COLUMBIA, MD 21045

Summary Revision: 2

Subtotal	25.00
UPS	5.00Tax
Discount \$	-0.00
Out of State (0 %)	0.00
Total Amount	30.00
Paid Amount	-0.00
BalanceAmount	30.00

Items Details Memo & Instructions Custom Payment Ship Docs Dependency Attachments Open Activities Activity History

Name/Number Search Items

IMAGE	LINE NO.	ITEM	DESCRIPTION	QUANTITY	FILLED	UOM	PRICE	EXT.	TAX CODE	CLEARED	ACTIONS
	1	FF2604	This is the decriptopn for my product	1.000	0.000	EA	25.00	25.00		<input type="radio"/>	<input type="checkbox"/> <input type="checkbox"/>
	2	FLOWER123	Box of 24 Roses	1.000	0.000	Box	0.00	0.00	Tax	<input type="radio"/>	<input type="checkbox"/> <input type="checkbox"/>