Daily Activity Worksurface

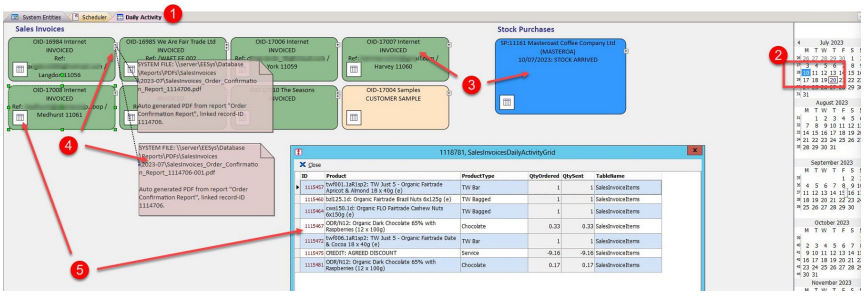
> **EESys includes a new feature which creates a "day view" of Sales and Purchases that the user can navigate by date. It includes a few features which make visually useful, allowing useres to see the "state" of a day at a glance.**

Worksurfaces are a general feature of Orixa Apps. More general information about how they work can be found here:

[Worksurfaces: Panels that show interlinked data in an intuitive way]

Please consult the above link to start to understand how Worksurfaces work.

The EESys Daily Activity WorkSurface



EESys Daily Activity Worksurface

The Daily Activity Worksurface appears as a new tab in the main application window.

1. Click the "Daily Activity" tab to view it.
2. Click on a date from the Date Navigator to see data for that day.
3. "Sales Invoices" and "Stock Purchases" for that date will be displayed. **Double-clicking** on any item will show the associated edit-form.
4. If PDF files, Images or Comments have been linked to any item, these are shown as "+" links on the right-hand side of the item. Click on the "+" to open up a summary of it. Double click on the open summary to view it's edit form.
5. Each item also includes a "grid view" button. Click on this to access a view of the individual product purchases or sales associated with the item.

Useful features of the Worksurface

If you **right-click** on the worksurface, this will open a menu, with some useful commands. From this menu you can "Add Sales Invoice" or "Add Stock Purchase", or "Refresh Data" to update the list of records. There are other commands, please review these yourself.