

Data Edit Forms: Viewing, Inserting and Editing Data in Business Objects

All data in your App will be edited in a standard editing window, similar to the one shown in the images in this document.

These edit windows have a large number of common features, which are explained in this Help-item, and which are intended to make the system easier to use.

Standardization of data-editing means that once users have used one part of the system they can easily use other parts, minimizing training requirements.

Help relating to specific data-edit windows are shown elsewhere in the Help System.

How Data is managed in the Edit Form

Edit Forms are "asynchronous". This means they show correct data at the time the Edit Form was created, and for the instance of the database they are connected to. If the database is updated while the Edit Form is open, then the contents of the database may differ from the contents the user sees on the screen.

Users can always "Refresh" lists to ensure they are up-to-date. Because and system may consist of several different "instances" of data in different computers and servers it is always possible that the copy of the record you are viewing is not exactly the same as the one visible everywhere in the system.

The system will **not** block two users opening the same record at the same time. However once one user starts to Edit a record, changing its values no other user can edit this record until the first user has "Posted" (Saved) the data to the database. Users can be confused by this, but it is straightforward and easy to explain.

- [1. The main features of Edit Forms: customized controls to enable effective data-entry](#)
- [2. The "People" and "Organisations" BusinessObjects](#)
- [3. Built-in data-entities: Comments, FileNotes, Images, Addresses, EmailAddresses and Phones](#)
- [4. The "Addresses" Edit Form](#)
- [5. The "Comments" and "FileNotes" Edit Forms](#)
- [6. The "Images" Edit Form](#)
- [7. The "Phones" Edit Form](#)
- [8. The "Email Addresses" Edit Form](#)
- [9. The "Communications" Edit Form](#)
- [10. The "Types" Edit Form](#)
- [11. The "Status" Edit Form](#)
- [12. HTML Editor: User Interface to hold formatted text, images and tables](#)
- [13. The Orixia "Memo" window for editing and viewing long sections of text](#)
- [14. The Orixia Token Edit Control](#)
- [15. Spreadsheet Editor: User Interface to hold Excel-spreadsheet-like data](#)