

# The Communications Edit Form

Some versions of the Orixa Appinclude built in systems for management of communications such as emails and letters.

If your App includes these, details of how to use them are laid out below.

Developers can extend your App to add these features to it if they are not present by simply adding scripts to the BusinessObjects system-table.

The screenshot shows the 'Communications data' form in a software application. It features a top toolbar (1), a header section with fields for DateSent, Title, OrganisationsID, StatusID, StaffID, and WhoTo (2). Below this is a large text area for PlainContent and HTMLContent (3). A 'Link Record' section (4) is located below the content area. At the bottom, there is a 'FileAttachments' section (5) with an 'Add' button and a list of attachments. The form also includes a 'DateCreated' field and checkboxes for 'Important', 'Outgoing', 'Sent', and 'Complete'.

Communications Edit Form

1. The Main Menu, which is detailed below.
2. Edit-fields for key data relating to each communication: who it is being sent to, who it is from, its status, title, cc-list etc.
3. The content area of the communication.
4. Key system fields for the communication, including a "link record" if this communication is linked to some other part of the system such as a Sales Invoice data-record, or Inspection data-record.
5. File Attachments, showing files linked to the email, and sent with it.

## The Communications Edit Form Main Toolbar



Communications Edit Form Toolbar

### The standard navigation, insert, post and delete buttons

These menu-buttons are standard across the whole system, and their use is detailed elsewhere in the Help.

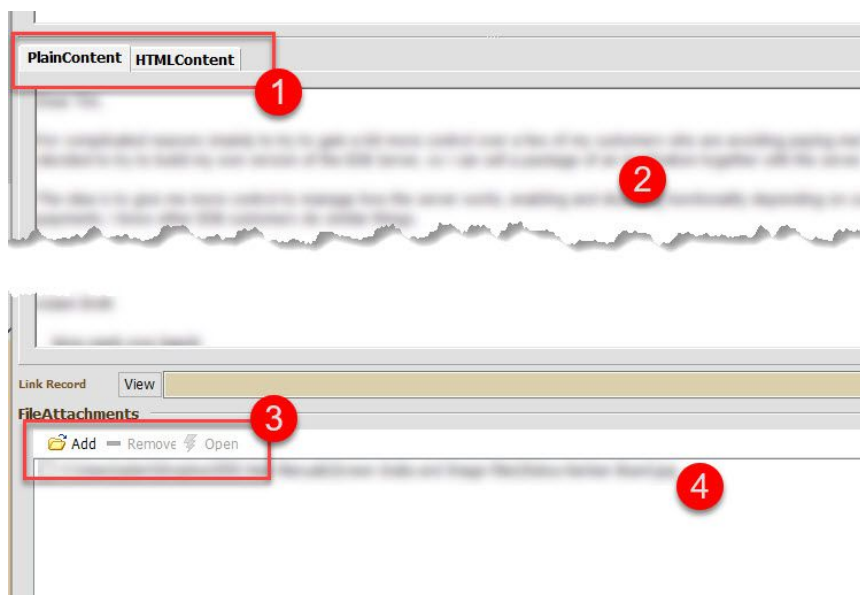


Communications Edit Form Toolbar Actions

### The Action, Print and Send Email buttons

1. Actions: Click to execute actions such as linking the current communication to another record in the database.
2. Print: Click to print the current communication.
3. Add / View Links: This allows you to link this email to any other record in your App, depending on the settings for Linkages.
4. Send Email: Click to see a selection of mail-related options including "Add Attachment", "Send Email" etc.

## Plain Content and HTML Content



Communications Edit Form Content Management

1. The Communications Edit Form includes the ability to display both the "plain text" copy of any email, and the "HTML content", each are displayed in separate tabs in the edit form. HTML Content can include web-links, images, bold font etc., Plain Content can only include text.
2. If an email includes "web content" it will be displayed here. Note that to increase the security of operation of the system web content is stripped of risky elements that might infect your system with a virus when they are downloaded.
3. Add / Remove / Open file attachments: Click here to process any on-disk files linked to the communication.
4. All File Attachments will be listed in this area of the screen.

