

Updating/editing an object (Edit toolbar button).

Before proceeding with the instructions in this OMP page it is crucial to familiarize yourself with the various **sections** of the page (i.e. **toolbar, blue ribbon, table and form**). If you are not yet acquainted with this information, please click [here](#).

The toolbar of the OMP, which generally comprises three distinct levels, displays only one level at any given time. The following is an overview of these levels along with the functions they typically encompass :

- **Level 1 (Add, Refresh)** : This level of the toolbar is active when no specific object is selected or in focus. It features buttons for general actions that are not tied to a specific object. By default, when an OMP is opened, the toolbar is set to Level 1.
- **Level 2 (Edit, Delete, Cancel)** : This level of the toolbar becomes active when a specific object is selected from the **table section**. The buttons that appear at this level, correspond to actions that are directly applied to the selected or focused object.
- **Level 3 (Save, Cancel)** : This level of the toolbar is activated when an object is in the process of being created or edited. It becomes visible either when an object is selected and editing commences, or when the Add toolbar button is clicked to initiate the creation of a new object. The primary function at this level is the Save toolbar button, which finalizes the creation or editing of an object. If you wish to discontinue the creation or editing process, you can use the Cancel toolbar button.

Instructions :

- Open the Object Management Page (OMP). Generally, the OMP for most object types can be accessed from the menu in the homepage. However, the method of launching may differ based on the specific type of object.
- Find and select an object. Click [here](#) to find out how to do this.
- Once focused on a particular object, click the Edit toolbar button. After this step, the following actions will take place :
 - The toolbar transitions to **level 3**. This reveals the buttons that you will use to wrap up the creation or editing processes (i.e Save, Cancel).
 - The fields within the form section are activated. These fields/inputs are intended for specifying the various attributes of the object.
 - The table section is disabled, which means that no other object can be selected.
 - The search input in the Blue ribbon is disabled.

- Proceed through the form inputs, filling out all required inputs and any additional ones you choose to complete. For efficient navigation, use the **Tab** key on your keyboard to move forward from one field to the next, or the **Shift + Tab** key combination to go back to the previous field.
- After entering the necessary information, click the Save toolbar button. If there are any required fields left blank, the system will not save the object. Instead, it will draw attention to and focus on the unfilled required field. However, if all inputs are properly filled, the saving process will be successful. After this step, the following actions will take place :
 - The toolbar will transition to **level 2**. This brings up the buttons that are useful after you've selected or focused on a specific object (i.e Edit, Delete).
 - The form fields become inactive.
 - The table section becomes active.
 - The search input in the Blue ribbon is enabled.

Revision #6

Created 2024-05-12 20:26:06 UTC by Thokozani Msebele

Updated 2024-05-20 21:31:04 UTC by Thokozani Msebele