## {{Screen}}

[Intro to {{Screen}}]

In order to create or edit {{subjects}} you must access the {{Screen}} screen by clicking the {{Menu}} menu in the left side menu bar. You can view a listing of the {{subjects}} in the screen as shown below.

[Screenshot of {{Screen}} screen with arrow pointing to add button]

The listing contains information on the {{subjects}} divided into columns (headings) and rows. Each column on a row displays one specific detail about a specific {{subject}}. An explanation of these different headings is given below.

[Explanation of the columns in the listing]

### Adding {{indef-article}} {{subject}}

To add {{indef-article}} {{subject}} to the list, you must click the {{add button}} button [pic of add button] as shown in the figure above. Upon clicking, the add form opens up and appears as shown below.

[Screenshot of {{subject}}’s add form]

This is where you can fill various details of the {{subject}}. An explanation of the details to be filled is given below.

[Explanation of the fields in the add form]

After entering the details, click the {{save button}} button at the bottom of the add form to save the details. If there are no data-entry errors, the system responds with the success message. However, if there are data-entry errors, it shows the errors.{errors\_in\_red: The errors are shown in red just below the data-entry fields.:errors\_in\_red} You need to correct the errors and click the {{save button}} button again. You can also click the {{close button}} button  at the top right-corner of the form at any point during the data-entry to close the form without adding the {{subject}}.

### Searching out a specific {{subject}}’s details

Many times there will be a need to see a specific {{subject}}’s details. This need could arise for just gathering information or editing the details. This is where the search feature will come to your aid. To search for a specific {{subject}}, you must enter the text that you want to search for in the search box located just above the listing of {{subjects}} in the {{Screen}} screen as shown below.

[Screenshot of {{Screen}} screen with arrow pointing to search box with some text]

Without any search text, the listing shows all the {{subjects}}. But, since the number of {{subjects}} can be large (with or without the search text), the listing is divided into “pages”.{default\_page\_length: By default the number of {{subjects}} shown in one page is {{default\_page\_length}}. This number can be changed by setting the value in the “Show entries” drop-down located just above the listing.:default\_page\_length} You can use the pagination controls just below the listing to browse through these pages. To browse through successive pages by clicking Next and the previous pages by clicking Previous. You can browse to a specific page, you can click on the page number. Since the number of pages can also be large, only a few page numbers are displayed.

As you type in the search text, the system filters the list – keeping only those {{subjects}} that contain any detail matching the search text. The list of {{subjects}} is still grouped into pages as before.{sort\_available: To further aid your ability to search out a {{subject}} from the list, the system provides sort functionality on the columns of the list. By default the list is sorted in ascending order on one of the columns. If you click any of the column headings, the entire list will get sorted in ascending or descending[[1]](#footnote-1) order on that specific column.:sort\_available}

### Editing {{indef-article}} {{subject}}

To edit the details of {{indef-article}} {{subject}} you must search it out first as described in the previous section. Once you have located the specific row displaying the details of that {{subject}}, click the edit icon [pic of edit icon].{quick\_activate\_deactivate: You can activate and deactivate {{indef-article}} {{subject}} by just clicking on the slide switch  at the end of the row in the {{subjects}} listing screen.:quick\_activate\_deactivate} The edit form opens up with the details of the {{subject}} prefilled as shown in the figure below. You can change the details as necessary and click the {{save button}} button to save the changes. You can also click the {{close button}} button  at the top right-corner of the form at any point during the data-entry to close the form without saving the changes.

[Screenshot of {{subject}}’s edit form]

[Explanation of extra fields in the edit form (if any)]

1. Clicking repeatedly on the same column heading switches the sorting order on that column between ascending and descending. [↑](#footnote-ref-1)