## {{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 with each column and row displaying one specific detail and 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}}You need to correct the errors and click the {{save button}} button again. You can also click on the {{close button}} button 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 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 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. You can browse through successive pages by clicking Next and the previous pages by clicking Previous.

### 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 on the edit icon [pic of edit icon]. 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 on the {{save button}} button to save the changes. You can also click on the {{close button}} button at any point during the data-entry to close the form without saving the changes.

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

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