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# Forms

You enter information into BOS using **forms**. These are windows that contain **fields** and **buttons**, as shown in Figure 3 below.

Figure 3 Example form

The screenshot shows a software window titled "Organisations (Edit Mode)". The form contains several fields and buttons. Callouts point to specific elements: "Data entry field" points to the "Company Name" field; "Display-only field" points to the "Org Code" field; "Dropdown list" points to the "Country" field; and "Buttons" points to the "Save Record" and "Scrap" buttons at the bottom. The form fields include: Type (Customer), Company Name (Wishwood), Head Office Address (Wishwood Baberwell Ltd, Mill Street), Town or City (Ceddon), County or Region (Devon), Post Code (EX17 1HS), Country (GB), Main Phone (01363 723101), Main Fax (01363 723555), Main Email, and Discount (0). There is also a "Departments" section with a "Clearance Lines" table containing "CLEU" and "REU".

You enter the information into the appropriate fields – for example, in the form above the Company Name field allows you to type in the name by which the company is normally known. However, some fields may show information that the system already holds and cannot be changed on this form.

Fields that you use to enter information are called **data entry fields**, and fields that you cannot change are called **display-only fields**. The information in the field is often called a **data value**.

You use buttons to make the system do something – for example, you click on the **Save record** button to make the system accept the information you have entered and update the system records.

## Using fields to enter data values

Data entry fields on a form may be **optional** or **mandatory**. Mandatory fields must be completed before you will be allowed to save the form, but optional fields can be left blank if you do not have a value to enter.

In order to enter information into a field, or edit a value that is already there, you must first have the cursor on the field. When the form opens the cursor will be positioned on the field BOS expects or requires you to edit first. The normal way of moving from field to field is to press the **Tab** key after entering a value; this takes you on to the next field. However, you can usually pick an individual field to edit by clicking on it with the mouse.

Later sections in this guide list the fields on each form, and give details of what you need to enter in each field.

## Dropdown lists

Not all fields need you to type the data in using the keyboard – some let you choose a value from a **dropdown** list. Click on the arrow at the right of the field, and then click on the value you want to enter.

Alternatively you can type all or part of the value into the field. If you type the first part of the value and click on the button, the dropdown list opens at the first value that starts in this way. This is helpful when you need to choose from long lists of values, such as Styles.

## Typing into fields

When you are typing a code containing letters, numbers and symbols, make sure that you enter it exactly as it is written. The punctuation must be exact (for instance, the system cannot recognise **W6468/8W** as the same code as **W6468\8W**) and some codes are case sensitive (for instance, the system will not always recognise **XYZ** as the same code as **Xyz**).

You can edit your typing using the usual methods: **Backspace** to delete previous character, **Delete** to delete the character under the cursor or selected text, **CTRL-X** to cut selection to clipboard, **CTRL-V** to paste and so on. In addition, the **Edit** menu offers Undo/Redo options depending on the context. For example, **Undo Typing** undoes the characters you typed (including use of the backspace key) since you moved to the field.

## Buttons

The button's action is indicated by its label. Common actions include:

- |                    |  |
|--------------------|--|
| <b>Save record</b> | Saves the form. Click on this button when you have completed the form. The system records are updated with the values from the form.<br><br>You will not be allowed to save the record until you have completed all mandatory fields.                        |
| <b>Scrap</b>       | Scraps the changes you have made on the form. Click on this button if you have made a mistake and want to do something else or start again. In a form designed for editing data, all the fields will return to their original values, as held on the system. |
| <b>Close</b>       | Closes the form and takes you back to where you came from.   |
| <b>Clear</b>       | Removes entries in fields.   |
| <b>Cancel</b>      | Marks a Story, Style, Lay or Contract as Cancelled. This does not delete the record from the system.   |

## Enter key

The effect of pressing the **Enter** key depends on what form is displayed and where the cursor is. Sometimes pressing **Enter** after entering a value will take you on to the next field in the same way as the **Tab** key. On some forms, pressing the **Enter** key has the same effect as clicking on the highlighted button.

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## Find... forms

Sometimes you need to view or edit information that is already on the system. In these cases, BOS usually displays a **Find ...** form that lets you see records that correspond to certain criteria, and select the record you want to display.

To use a **Find ...** form:

- 1 If you want to narrow your search, choose selection criteria from those offered. For example, if you want to see all Stories for a particular customer, you would select the customer as a search criterion. You can use wildcard criteria – for example **W\*** or **W** matches all fields beginning with **W**. To see all records, leave all the search criteria fields blank.
- 2 Click on the **Show** button
- 3 BOS displays a summary of the records that match your criteria.
- 4 To view or edit a record, click on the small **Goto** button next to the record you want to open.

Figure 4 Example Find... form

Story	Name	Customer	Location	Date
237	Spotty & Stipe 2	Tesco	Wardour St	2 Mo
236	Spotty & Stipe	Tesco	Wardour St	2 Mo
195	Digger dog	Tesco	Wardour St	6 Mo
188	Teddy's tea time	Tesco	Wardour St	8 Mo
187	Flowers	Tesco	Wardour St	2 Mo
177	Flower & Mouse	Tesco	Wardour St	2 Mo
169	Chubby Monkey 2	Tesco	Wardour St	8 Mo
168	Chubby Monkey 1	Tesco	Wardour St	6 Mo
167	Pt. 1 Flower & Mouse	Tesco	Wardour St	8 Mo
166	Tea's Flower & Mouse	Tesco	Wardour St	8 Mo
165	Baby Bear Lapsite	Tesco	Wardour St	2 Mo
164	Tea's tea time	Tesco	Wardour St	2 Mo
150	Sam Elephant	Tesco	Wardour St	6 Mo

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## Leaving the system

When you have finished using the system, choose **File - Exit** from the menu.

**Caution:** Do not use the top right-hand corner 'close window' button to close BOS, as this will miss out on the Exit functions that close the system down tidily.