

# RichText

Control in the edit form

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# 1 Basic information

## 1.1 Description of the control

RichText is formatted text that is used to place descriptive information or help in an edit form.

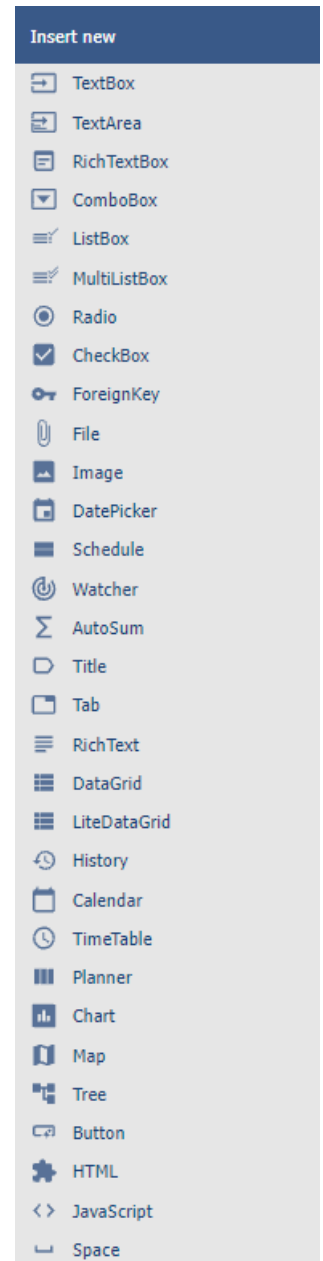
## 1.2 Create a new control

The new rich text can be created as follows from the edit form using the toolbar with controls:

- First, the position in which the new rich text is to be placed is determined by clicking the mouse in the edit form. This will highlight the selected position with a gray horizontal line. Then just click on the item “RichText” in the toolbar of the edit form, fill in the attributes of the new control in the newly opened dialog, and then save. This will insert a new richtext in the pre-selected location of the edit form.
- If the required position is not determined before inserting a new richtext, the new richtext will be inserted at the end of the edit form.

## 1.3 Edit or delete a control

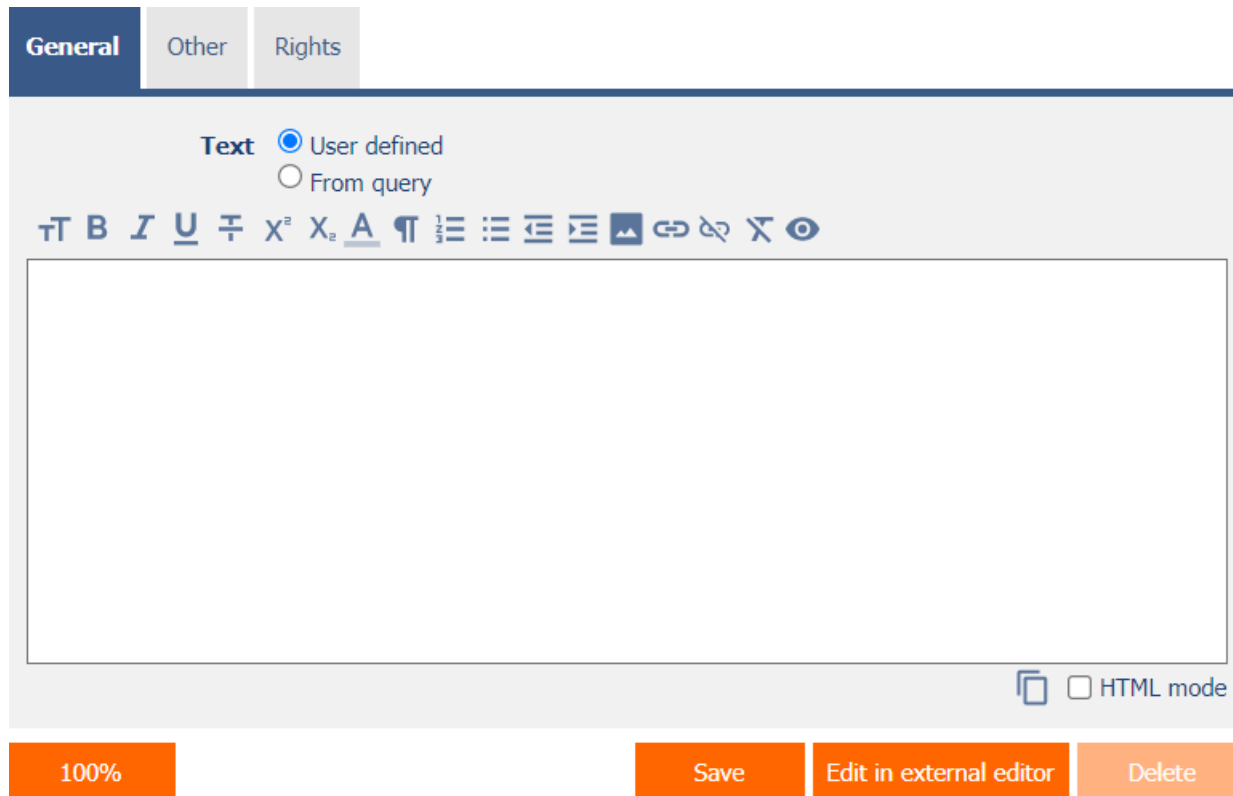
- For each existing control, a pencil icon appears on the left side of the edit form to change or delete the control's settings.
- Individual controls can be moved vertically in the edit form using the Drag&Drop method. Moving consists of grabbing the control, preferably behind its name located in the left column of the edit form, and then dragging it to the desired position in the edit form.
- For security reasons, it is important to have the function of moving controls enabled using the “Drag&Drop” check box located above the toolbar with controls. This field is unchecked each time you log in to the application.



## 2 List of tabs in the control settings dialog

General	Setting general properties
Other	Floating help and report help settings
Rights	Rights settings
Administration	Setting other properties

## 2.1 “General” tab

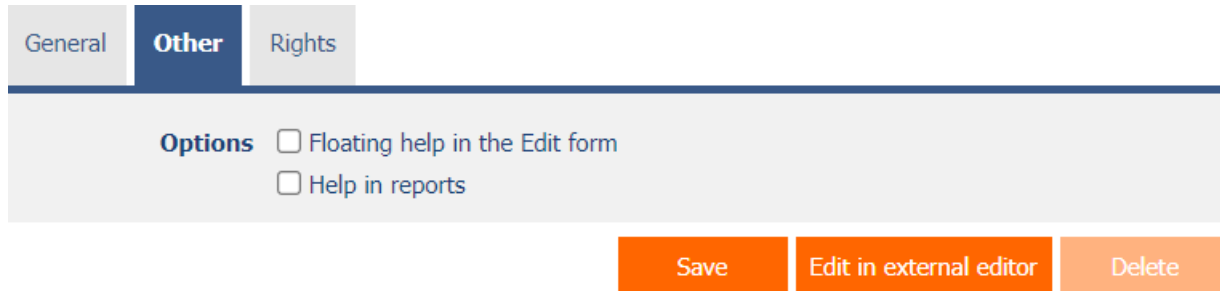


The screenshot shows the 'General' tab of the RichText editor. At the top, there are three tabs: 'General' (selected), 'Other', and 'Rights'. Below the tabs, there is a 'Text' section with two radio buttons: 'User defined' (selected) and 'From query'. Below the radio buttons is a rich text editor toolbar with icons for bold, italic, underline, strikethrough, subscript, superscript, text color, background color, bulleted list, numbered list, indent, outdent, link, unlink, and undo. Below the toolbar is a large empty text area. At the bottom right of the text area, there is a checkbox labeled 'HTML mode' which is currently unchecked. Below the text area, there are four buttons: '100%', 'Save', 'Edit in external editor', and 'Delete'.

### 2.1.1 Text

- Text defines HTML code with formatted text and images.
- The radio text button contains the following two types of text definition:
  - **User defined** – text that defines a manually entered text string in a formatted text editor
  - **From query** – the text that defines the result of the database query

## 2.2 “Other” tab



General **Other** Rights

**Options**  Floating help in the Edit form  
 Help in reports

Save Edit in external editor Delete

### 2.2.1 Options

- **Floating help in the Edit form**
  - Checking this box determines whether the formatted text should be part of the floating help, located in the upper-right corner of the edit form.
- **Help in reports**
  - Checking this box determines whether the formatted text should be part of an application-wide summary help that is available using the “#help#” variable. A detailed description of the variables is given in a separate manual “Variables”.
  - Checking this box determines whether this control should be included in the “Edit Forms (Export)” report. A detailed description of the reports is given in a separate manual “Reports”.

## 2.3 “Rights” tab

General

Other

Rights

**Rights Available**

External Users

Anonymous

»

>

<

«

**Selected**

Users

»

^

v

»

**Replace rights to other controls**

Show...

Save

Edit in external editor

Delete

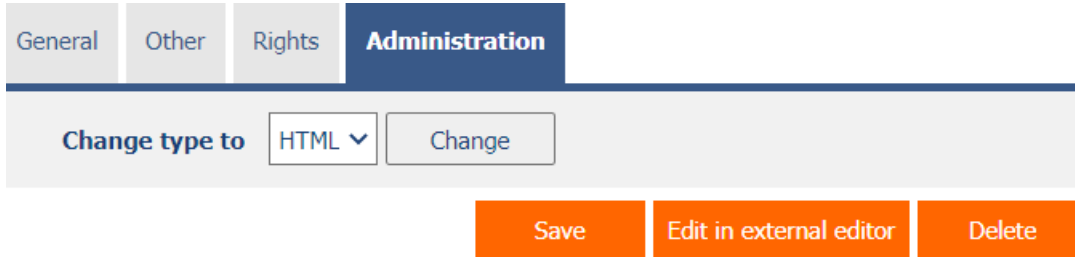
### 2.3.1 Rights

- Rights define a list of user groups and users who have permission to view the control on the edit form.

### 2.3.2 Replace rights to other controls

- The “Replace rights to other controls” function is used to unify the rights within the entire edit form for controls that are related in terms of rights.
- Thanks to the “Show...” link, it is possible to display a list of all controls in the edit form, including setting the rights of these controls. For each control, a check box is displayed that allows you to select the control. When you save a control, the same rights are then set for those selected controls.
- An alternative for unifying rights within the entire edit form is to display the report available from the “Subordinate object rights” tab in the edit form settings.

## 2.4 “Administration” tab



The screenshot shows the 'Administration' tab selected in a navigation menu. Below the menu is a 'Change type to' section with a dropdown menu set to 'HTML' and a 'Change' button. At the bottom of the section are three orange buttons: 'Save', 'Edit in external editor', and 'Delete'.

- The “Administration” tab is only displayed for existing controls.

### 2.4.1 Change type to

- The drop-down list offers the types of controls to which conversion of the control is supported.