

4.2 ENTERING AND EDITING OBJECT PROPERTIES

You can enter or edit object properties in the editor. Object properties are:

- attributes
- relationships
- aggregated objects

While working in the editor, the names of attributes, whose values *must* be entered (i.e. mandatory fields), if you want to save the object, are displayed in light blue.

The entry fields which, depending on the object status, *cannot* be filled in, are greyed-out. The entry fields, where you can enter values by selecting them from drop-down lists, and entry fields for defining relationships are also greyed-out.

Procedure

1. Find and select the object.
2. Select the **Object / Edit** method.

The object editor will open.



Tip:

The quickest way to open the object editor is to press <Ctrl> + <E> after you have selected an object on the workspace.

3. Enter or edit the attribute values (see chapter 4.2.1).

After you enter the attribute value, move to the next field by pressing <Tab>. You can also select the field for entering the attribute value if you click on it.

4. Define object relationships (see chapter 4.2.2).
5. Create or edit aggregated objects (see chapter 4.2.3).
6. Save the object (see chapter 4.2.4).

The editor window will close.

Options

The editor window will also open, if you:

- select the method for creating an object (see chapter 4.1)
- click the **Edit** button in the editor for the main object to change the properties of the aggregated object

4.2.1 Attributes

In the editor, you can define attribute values by:

- entering them into entry fields
- entering them into windows for entering attribute value
- entering them into windows for entering values of repeatable attributes
- selecting them from drop-down lists
- selecting them from code lists
- using checkboxes
- using radio buttons

4.2.1.1 Entering the value into entry fields

Procedure

1. Click on the entry field next to the name of the attribute.
2. Enter the desired value.

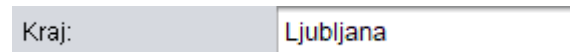
A screenshot of a software interface showing a label 'Kraj:' followed by a text input field containing the value 'Ljubljana'.

Figure 4.2-1: Entry field



Example:

In the **Partner** editor, click on the entry field next to "City" and enter desired value.



Note:

Some attribute values (e.g. dates) require formatted data entry (see chapter 6.2).

4.2.1.2 Entering the attribute value into the windows for entering values

Procedure

1. Click the button with the attribute name (see *Figure 4.2-2*).
The window with the attribute name will open (see *Figure 4.2-4*).
2. Enter the value.
3. Click the **OK** button.

The window with the attribute name will close. Part of the value entered is visible in the field next to the button with the attribute name.


A screenshot of a software interface showing a button labeled 'Opomba' next to an empty text input field.

Figure 4.2-2: Button with attribute name

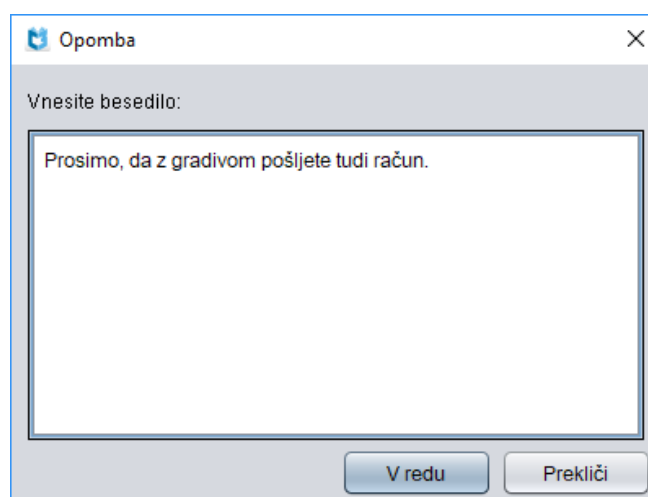


Figure 4.2-3: Window for entering attribute value



Example:

In the **Order** editor, click the **Order note** button, type the desired text into the window with the attribute name and save.

4.2.1.3 Entering the attribute value into the windows for entering values of repeatable attributes

Any number of values can be entered to the windows for entering values of repeatable attributes.

Procedure

1. Click the button with the attribute name (see *Figure 4.2-2*).
The window with the attribute name will open (see *Figure 4.2-4*).
2. Enter values of individual attributes under "New value".
3. Click the **Add** button. The entered value will be added to the list with the attribute name displayed under number one (i.e. the value of the first attribute in a sequence of attributes).
4. To **add** values for the new attribute, repeat steps 2 and 3.
5. To **edit** the values of an individual attribute, highlight the desired value in the list, enter the new value under "New value" and click the **Replace** button.
6. To **remove** one of the attributes, highlight it in the list, and click the **Remove** button.
7. You can rearrange the attributes in the list. To move an attribute one place up, highlight it in the list and click the **Up** button. To move an attribute one place down, highlight it in the list and click the **Down** button.

8. Click the **OK** button.

The window with the name of the attribute will close. Part of the value entered is visible in the field next to the button with the attribute name. The values of individual attributes are separated by a slash ("/").

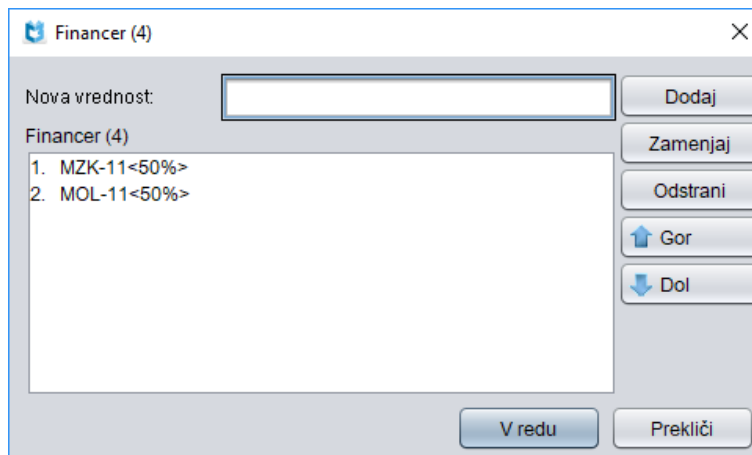


Figure 4.2-4: Window for entering values of repeatable attributes

4.2.1.4 Selecting the value from drop-down lists

Procedure

1. To open the drop-down list, click in the field containing the arrow "▼".

If the data is not obligatory, the first line in the drop-down list will be empty.

2. Select the appropriate value.

There are two ways of doing it:

- select the value using the arrow keys (<up>, <down>, <Home>, <End>, <PgUp>, <PgDn>) and then press the space bar
- point the mouse pointer to the desired value and click

The drop-down list will close automatically.

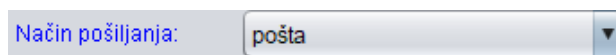


Figure 4.2-5: Field for display and selection of values from a drop-down list



Tip:

The quickest way to select a value from the drop-down list is to type the first letter of the value you want and press the space bar.



Note:

To remove the transferred value from the field, select the first, i.e. empty line from the drop-down list.

4.2.1.5 Selecting the value from code lists

For attributes, which require a coded entry, their values can be defined by:

- selection from code list
- entry of code or value into the entry field in front of the icon for displaying code list

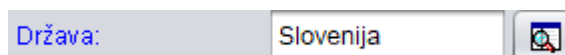



Figure 4.2-6: Field for entering coded values and icon for code list display

Procedure

1. Enter the code or the first part of the code and click  next to the entry field for attributes. Click the icon first if you want the code list to open first. If you want to open the code list using only the keys, press <Tab> and then press the space bar.

2. Find and select the appropriate value from the list.

This can be done in three different ways:

- point the mouse pointer to the desired value and click
- select the value using the arrow keys (<up>, <down>, <Home>, <End>, <PgUp>, <PgDn>) and then press the space bar
- find the value by using the buttons **Find** and **Find next** (see chapter 4.2.1.5.1)

3. Click the **OK** button.

The selected value will be transferred to the entry field in front of the icon for code list display.



Tip:

The quickest way to select a value from the code list is to point the mouse pointer to the desired value and then double-click.

Options

For attributes, which require a coded entry, you can define their value by entering the code or value into the entry field in front of the icon for code list display.



Note:

In such cases, it is sometimes possible to type a value into the entry field, which is not defined in the code list. You can only do so if the local code list is used and if it is defined in the configuration file of the home library.

4.2.1.5.1 Finding values in the code list

Procedure

1. Click the **Find** button in the window with the name of the code list.
The window for entering search terms will open.
2. Enter the value, which you wish to find. It is sufficient to enter only a part of the value you are looking for.



Note:

When entering a part of the value you are looking for, do not use the truncation symbol "", because the programme will search for the exact string of characters entered.*

3. To perform the search, click the **OK** button.

The first found value in the code list will be highlighted. If it is not the value you are looking for, find the next one(s) by clicking the **Find next** button.

When the last value you are looking for is automatically found in the code list, after you click the **Find next** button, the following question will appear: "Do you wish to continue searching at the beginning?" After you click the **Yes** button, the window containing the message will close and the first value you are looking for will again be highlighted in the code list. By clicking the **Find next** button you can continue viewing other found values.

4.2.1.6 Selecting the value with checkboxes

Click the checkbox () to select or deselect it. If there is a tick inside the box (), the option is selected, if the box is empty, the option is not selected. Checkboxes represent options which are not interdependent, so you can select more than one option at the same time.

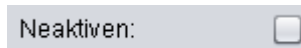


Figure 4.2-7: Checkbox

4.2.1.7 Selecting the value with radio buttons

Click the radio button () to select or deselect it. If there is a dot inside the field (), the option is selected, if the field is empty, the option is not selected. Radio buttons represent options which exclude each other, so you can only select one option at a time.

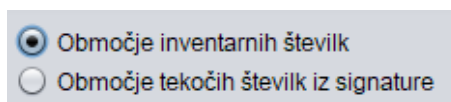


Figure 4.2-8: Radio buttons

4.2.2 Object relationships

An object can be related to one or more objects.




Example:

You send an order to your supplier. Because the information about the supplier is saved as an object in the **Partner** class, you have to relate the object from the **Order** class to the object from the **Partner** class.

Related objects are independent and can also exist on their own in a database.

Relationships are *always defined* in the editor for the selected object. You can *change* their properties after you have selected them in the browser through searching or relationships.

In the editor for the selected object, related objects are displayed in two different ways:

- as a button, in cases where the selected object can only be related to one object from another class; the button displays the  icon in front of the object's name
- as a list, when the selected object can be related to more objects from another class

4.2.2.1 Relationships with one object

4.2.2.1.1 Defining a relationship

Procedure

1. In the editor for the selected object, click the button which represents a relationship.

The search window for the class, from which you wish to select an object, will open.

2. Find and select the object, which you wish to relate to the object you are currently editing (see chapter 4.3.1).

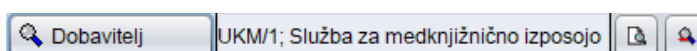


Figure 4.2-9: Button with the name of the related object




Example:

In the **ILL request** editor click the **Supplier** button, find a partner, which also acts as a supplier in the **Search – Partner** search window, and select it.


4.2.2.1.2 Defining a relationship using the icon for entering or deleting a relationship

Procedure

1. Click  next to the entry field with the name of the button, which represents a relationship.
The window for entering or deleting the relationship will open.
2. Enter the object ID, i.e. the attribute value, which uniformly identifies the object.
3. Click the **OK** button.


4.2.2.1.3 Deleting a relationship using the icon for entering or deleting a relationship

Procedure

1. Click  next to the entry field with the name of the button, which represents a relationship.
The window for entering or deleting the relationship will open.
2. Delete the object ID, i.e. the attribute value, which uniformly identifies the object.
3. Click the **OK** button.

4.2.2.1.4 Viewing a related object

Procedure

1. Click  next to the entry field with the name of the button, which represents a relationship.
The viewer for the related object will open (see chapter 4.4).

4.2.2.2 Relationships with more objects

4.2.2.2.1 Defining a relationship

Procedure

1. In the editor for the selected object, click the **Add** button.
The search window for the class, from which you wish to select an object, will open.

2. Find and select the object, which you wish to relate to the object you are currently editing. You can select one individual object or more objects at once (see chapter 4.3.1).

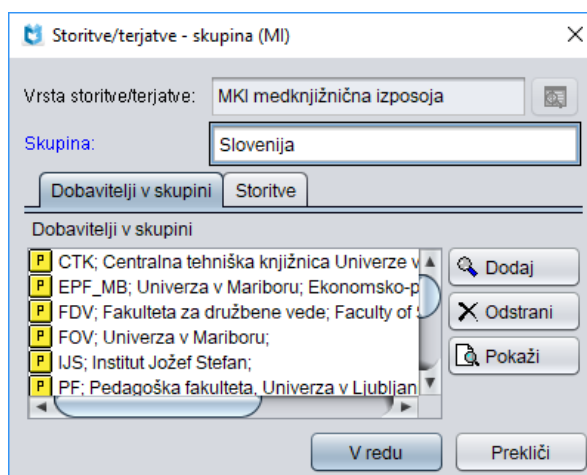


Figure 4.2-10: List of related objects in the editor for the main object



Example:

To add a new partner to one of the groups of suppliers in the price list, click the **Add** button in the **Services/debts – group (ILL)/Suppliers in group** editor, then find and select the partner in the **Search – Partner** search window.

4.2.2.2.2 Removing a relationship

Procedure

1. In the list of objects, related to the object being edited, click the object to select it.
2. Click the **Remove** button.

4.2.2.2.3 Viewing a related object

Procedure

1. In the list of objects, related to the object being edited, click the object to select it.
2. Click the **Show** button.

The viewer for the related object will open (see chapter 4.4).

4.2.3 Aggregated objects

An object may contain one or more objects from other classes.




Example:

An order contains several items. The data about the items is saved as objects in the **Order item** class. Because an individual item cannot exist on its own in a database (i.e. not without an order), it can only represent an aggregated object of the object from the **Order** class.

Aggregated objects are *always created* in the editor for the selected object. You can *change* their properties after you have selected them:

- in the browser by searching or through relationships
- in the editor for the selected (main) object

In the editor for the selected object, aggregated objects are displayed in two different ways:

- as a button, when the selected object can only contain one object from another class; the button displays the  icon in front of the object's name
- as a list, when the selected object can contain more objects from another class

4.2.3.1 Creating an aggregated object

4.2.3.1.1 Creating an aggregated object and editing its properties

Procedure

1. In the editor for the selected object, click the button which represents an aggregated object.

The editor for the aggregated object will open. The main object will be saved to the database automatically.

2. Enter or edit the properties of the aggregated object.
3. Click the **OK** button.

The editor for the main object will open.

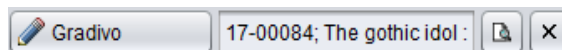


Figure 4.2-11: Button with the name of the aggregated object




Example:

In the **ILL Request** editor, click the **Material** button, then enter and save the material's bibliographic data in the **Material** editor.


4.2.3.1.2 Deleting an aggregated object

Procedure

1. Click  next to the entry field with the name of the button, which represents an aggregated object.

4.2.3.1.3 Viewing an aggregated object

Procedure

1. Click  next to the entry field with the name of the button, which represents an aggregated object.

The viewer for the aggregated object will open (see chapter 4.4).

4.2.3.2 Creating more aggregated objects

4.2.3.2.1 Creating an aggregated object

Procedure

1. In the editor for the main object, click the **New object** button.

The editor for the aggregated object will open. The main object will be saved to the database automatically.



Note:

Sometimes you have to select an individual class in order to open the editor for the aggregated object.

2. Enter the properties of the aggregated object.
3. Click the **OK** button.

The editor for the main object will open.



Figure 4.2-12: List of aggregated objects in the editor for the main object



Example:

To enter information about partner's contacts, click the **New object** button in the **Partner/Roles and contacts** editor, select the contact person or department, enter the data about the aggregated object and save it.

4.2.3.2.2 Editing properties of an aggregated object

Procedure

1. In the editor for the main object, click the object from the list of aggregated objects to select it. The data which identifies the object will become highlighted.

2. Click the **Edit** button.

The editor for the aggregated object will open. The main object will be saved to the database automatically.

3. Edit the properties of the aggregated object.

4. Click the **OK** button.

The editor for the main object will open.

Options

You can also edit the properties of an aggregated object by doing one of the following:

- find and select the aggregated object from the class in which it was saved
- select the aggregated object from the list of objects, which are related to the main object

Select the **Object / Edit** method.

4.2.3.2.3 Deleting an aggregated object

Procedure

1. In the editor for the main object, click the object from the list of aggregated objects to select it. The data which identifies the object will become highlighted.

2. Click the **Delete** button.

4.2.3.2.4 Viewing an aggregated object

Procedure

1. In the editor for the main object, click the object from the list of aggregated objects to select it. The data which identifies the object will become highlighted.

2. Click the **Show** button.

The viewer for the aggregated object will open (see chapter 4.4).

4.2.4 Saving an object

Once you enter or edit the object properties in the editor, you have to save the object in the database.

Procedure

1. In the editor for the selected object, click the **OK** button.

The editor will close. The object will automatically contain the username of the user who made the entry or the change, and the time and date of the entry or change made.

The main object will also be saved to the database automatically, if you:

- define the object relationship
- enter or edit properties of the aggregated object

If you do not wish to save the object, click the **Cancel** button. The editor will close and the object properties, which you entered after your last save, will not be saved in the database.