

Colour User Guide

Colour Actions

Add Colour

To start this action, click the **Add Colour** button above the Colour listing.

Creates a new Colour.

When this action starts a form is displayed to enter the details of the Colour.

Each field customises or controls some aspect of the Colour display or behaviour.



Some fields are required and must be entered before the Colour can be added, the required fields are .

Although some fields are not required, it is best practice to populate these, including .

Most fields are optional, and are often prefilled with a good default so these may not need to be changed. These optional fields allow further customisation.

Alongside most fields is a small ? icon with further help for each field. This information is included at the end of this document.

View


To start this action, select the Colour you need to work on, and click the  **View** button in the  More Menu on that row.

Display the selected Colour.

This action displays the Colour similarly as for an Edit Action, except none of the fields are editable.

Useful for reviewing records without making any changes.

Edit

To start this action, select the Colour you need to work on, and click the  button on that row.

Edits an existing Colour.



When this action starts a form is displayed with the existing Colour and any previous information entered.

Each field customises or controls some aspect of the Colour display or behaviour.

When editing it is advisable to only change what is needed and most fields may not need to be changed. These other fields allow further customisation.

Alongside most fields is a small ? icon with further help for each field. This information is included at the end of this document.



Copy

To start this action, select the Colour you need to work on, and click the  **Copy** button in the  More Menu on that row.

Copies an existing Colour.

The selected Colour is copied and the word (Copy) will be added to the name of the new Copy

Delete


To start this action, either select the Colour to work on and click the  button on that row. Or CTRL+click to select multiple Colours and click the  button above the Colour listing.

Deletes an existing Colour.

When this action starts a screen is displayed to check for Confirmation before the Action continues.

On this screen a list of warnings may be provided to show the impact of deleting this Colour.

Search

To start this action, click the  button above the Colour listing.

Allows a Search of Colours.

This allows a simple text search across all Colours.

To search a specific field select the field from the drop down list

Adv. Search

To start this action, click the  **Adv. Search** button above the Colour listing in the  More Menu.

Allows an Advanced Search of Colours.

The Advanced Search opens a new section at the bottom of the Colours and allows several distinct features:

- Multiple Search Lines : allows Colour matches to be identified where more than one search criteria is required
- Nested Searches : allows a combination of AND and OR logic to find results
- Saved Filters : allows a search to be saved as a Filter
- Export : allows the results of the search to be exported and worked on separately

Refresh



To start this action, click the  Refresh button above the Colour listing in the  More Menu.

Refresh the list of Colours.

Allows the list of records to be refreshed.

Although the records in the system will automatically update if a another Admin is using the system at the same time, the Refresh button allows the list to be manually updated.

Export to List

To start this action, click the  Export to List button above the Colour listing in the  More Menu.

Export the Colour results shown to a List.

An Export List can be downloaded as a CSV file, or through any number of customised Export Templates.

Export to List will begin the process of Exporting the Colours shown.

Once the data is exported it is available to download as a CSV file with all columns.

A list of Export Templates for Colours will be shown, select the Export Template to Print, Export to Document, Export to CSV or Email.

Before using a template an opportunity to amend the template is provided.

See Export Templates for more information on Managing Export Templates.



Export All

To start this action, click the  Export All button above the Colour listing in the  More Menu.

Export all the Colours to a List.

Exactly as for "Export to List" except rather than just Exporting the Colour results shown, all Colours will be expored.



Export Item

To start this action, select the Colour you need to work on, and click the  Export Item button in the  More Menu on that row.

Export only the selected Colour to a List.

Exactly as for "Export to List" except rather than just Exporting the Colour results shown, only the selected Colour is exported.

Choose Columns

To start this action, click the  Choose Columns button above the Colour listing in the  More Menu.

Changes the Columns shown in the Colour Listing.



The Choose Columns screen shows the Selected Columns on the left, and the Colour Columns available on the right.

Drag and Drop column names between the two columns.

Alternatively double click on a column name to move it from one list to the other.

On the left the Selected Columns can be dragged up and down to change the ordering in the Colour Listing.

Manage Filters

To start this action, click the  Manage Filters button above the Colour listing in the  More Menu.

Creates custom Filters for Colours.

A Filter is a saved Advanced Search. Multiple Filters can be created for Colours.

These Filters appear at the top of the Colour listing.

When the Filter is selected the results are restricted to only include those which match the Filter.

The Manage Filters action shows a list of existing Filters for Colours where these can be managed.

Colour Field Reference

