



## Item Add/Delete/Rename Screen

This application screens server three purposes:

- Add an Item of the current Item Type.
- Delete one or more Items of the current Item Type
- Rename an Item of the current Item Type.


Note: Item Names can be over 500 characters long, but for simplicity to aid understanding of the operation of the screens, we have shown Items with rather short names.

When creating or renaming an Item, you must enter a Name as the unique identifier.

If the number of items selected to be displayed exceeds your installation site maximum, then the following screen will appear:

**Items of Type PERSON (Active)**

**Note: Too Many Items Selected**  
**Total Number of Items: 12**  
**The Viewing Limit is: 5 Items**



**Item Name Filter Selection**

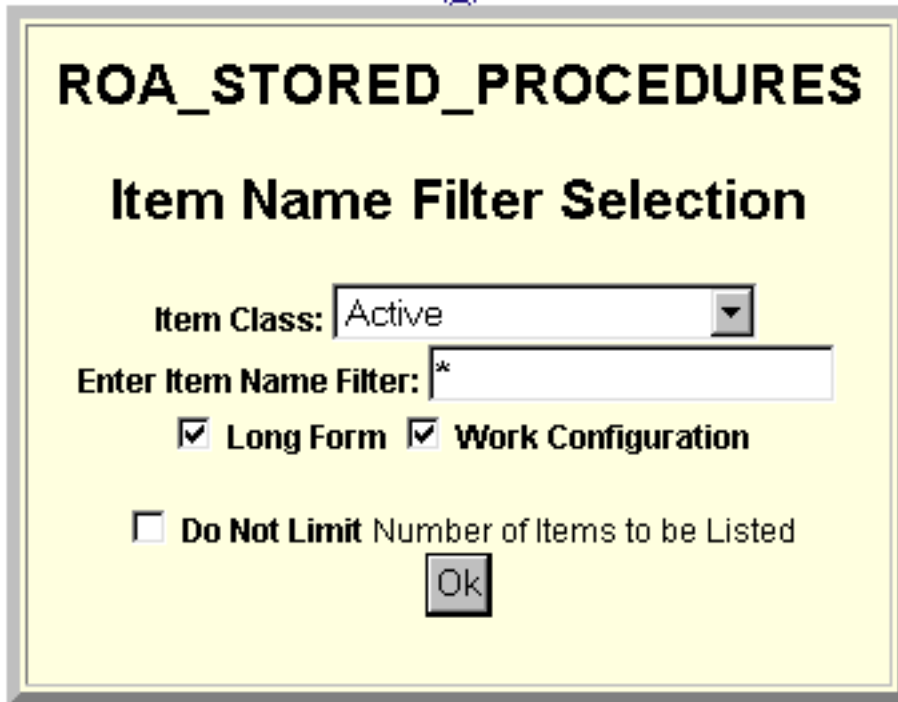
Enter Item Name Filter:

**Do Not Limit Number of Items to be Listed**

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You have two options: 1) Enter a different wildcard to further refine the list and reduce the number of selected Items, or 2) Click the button to display all the selected Items anyway. [Click here](#) to display the wildcard syntax.

## The Filter Screen



The screenshot shows a dialog box titled "ROA\_STORED\_PROCEDURES" with the subtitle "Item Name Filter Selection". It contains the following elements:

- Item Class:** A dropdown menu currently set to "Active".
- Enter Item Name Filter:** A text input field containing an asterisk (\*).
- Long Form**
- Work Configuration**
- Do Not Limit** Number of Items to be Listed
- Ok** button

The **Item Class** lets you select only Items like Active, Inactive, etc.

The **Item Name Filter** lets you reduce the number of Items that are returned in the next screen.

**Long Form** will add more information to the right of the Item Name in the next screen

**Work Configuration** will only display Items that are in your work configuration. If you are in a project or a hierarchical subject area, Items in prior configurations will also be displayed by default.

**Do Not Limit** tells the next screen to display regardless how many Items match the filter.

## Adding A New Item




**Add an Item of Type: CONTRACTS**

**New Item Name:**  
  
(Upper Case Names Only)

**Item Definition: (mandatory)**  
  
(This is a default definition should you not have a definition available)

The Item name can be over 500 characters in length, containing many unusual characters and spaces. You then receive the following screen:

**Add Successful**

Press BACK to add another Item  
Or  to edit this New Item.

If an Item by that name already exists, the following would be displayed:

**There is already an item by that name**

RoAccess will automatically convert spaces in an Item Name to underscores. Rochade does not allow spaces in an Item Name. Also, there are some other characters which

Do NOT use these characters in an Item Name: like comma, parenthesis, ^, colon, @ and \*.

## Deleting an Item



The Delete Item Screen appears Below:

**Delete Items of Type: ROA\_STORED\_PROCEDURES**

All "ROA\_STORED\_PROCEDURES" Items Matching Filter

LOAD\_STEP\_01  
LOAD\_STEP\_02

*Multiple Items* ←

DESELECT ALL    SELECT ALL

**Select Item(s) to Delete**

Remove Link References to this Item

Delete Item(s) from Database

You can delete multiple items at one time. Just click one or more of the Items in the list box.

If the Items are in namespaces, you will see the complete parented name, containing all the parents of the Item up to the top of the NameSpace which contains it.

**Delete Items of Type: ROA\_STORED\_PROCEDURES**

All "ROA\_STORED\_PROCEDURES" Items Matching Filter

LOAD\_STEP\_02

DESELECT ALL    SELECT ALL

**Select Item(s) to Delete**

Remove Link References to this Item  
 Drop

Delete Item(s) from Database

The list of Items is presented in a list box at the top. You click one or more to delete.

**Remove Link References to this Item:** If you check this option, then when this Item is deleted, all links from other Items to this Item will also be deleted, removing all traces of this Item. If you do not check the box, then the Item is deleted (hidden or dropped) but the links will still exist, so the Item will be in an inactive state.

**Drop:** This option check box appears when it is appropriate. If you are in a Project or a Hierarchical Subject Area and you have selected the "**Work Configuration**" option on the prior screen, Drop will appear. A "Drop" completely removes an Item from the repository. Sometimes a delete operation may "hide" the Item, giving it the appearance of being deleted, but it isn't, because it exists in HIDE mode in your configuration. DROP will completely get rid of it. You need to decide which you want.

The reason the Drop box appears only when you have selected Work Configuration in the prior screen is that otherwise the list of Items can contain Items that are not in the work configuration but are from prior configurations in your configuration path. A DROP is not allowed unless an Item exists in your work configuration. Hence when you specify Work Configuration in the prior screen, you then can get the DROP option on the Delete screen.

## Rename an Item



**Rename Item of Type: ROA\_STORED\_PROCEDURES**

**All "ROA\_STORED\_PROCEDURES" Items Matching Filter**

LOAD\_STEP\_01  
LOAD\_STEP\_02

**New Item Name:**

LOAD\_STEP\_01A

(Upper Case Names Only)

Rename Item

You select the Item you want to rename from the list box. You then enter the new name for the Item, which can be over 500 characters long.

