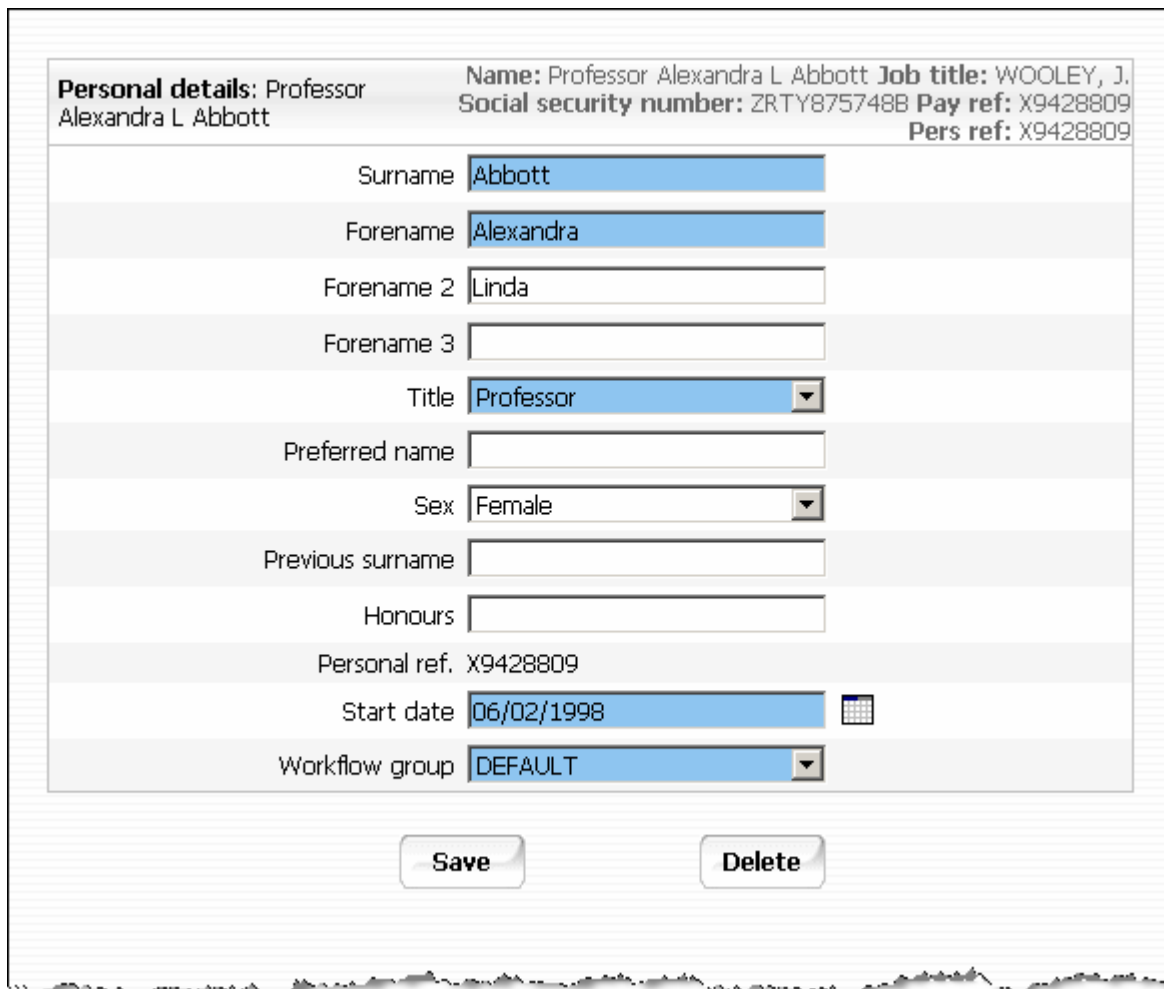


## 4 Display Pane

The Display pane is where you will see most of the displayed results and perform changes to the data.

### 4.1 Basic Page details

The Personal Details page, shown below, shows some of the features available.







<b>Personal details:</b> Professor Alexandra L. Abbott	<b>Name:</b> Professor Alexandra L. Abbott	<b>Job title:</b> WOOLEY, J.
	<b>Social security number:</b> ZRTY875748B	<b>Pay ref:</b> X9428809
		<b>Pers ref:</b> X9428809
Surname	<input type="text" value="Abbott"/>	
Forename	<input type="text" value="Alexandra"/>	
Forename 2	<input type="text" value="Linda"/>	
Forename 3	<input type="text"/>	
Title	<input type="text" value="Professor"/>	
Preferred name	<input type="text"/>	
Sex	<input type="text" value="Female"/>	
Previous surname	<input type="text"/>	
Honours	<input type="text"/>	
Personal ref.	X9428809	
Start date	<input type="text" value="06/02/1998"/>	<input type="button" value="Calendar"/>
Workflow group	<input type="text" value="DEFAULT"/>	

The display pane is used to display the results of your selections. Depending on your selections and your security profile you may also be able to update the displayed information.

## 4.1.1 Standard Field Types

There are a number of different types of field used to display data throughout Trent:

Display Method	Usage
<input checked="" type="checkbox"/> check box (checked)  <input type="checkbox"/> check box (not checked)	<p>A check box is used to denote a condition which can only be true or false. When the box is checked the condition is true.</p> <p>When the box is not checked the condition is false</p>
<input type="text"/> Text box (non mandatory)  <input style="background-color: #ADD8E6;" type="text"/> Text box (mandatory)	<p>A text box is used to display alphanumerical information. If the information is editable you may overtype any existing text to make changes.</p> <p>A mandatory text box is used to display alphabetical information which must be entered before a record can be saved. These are identified by a coloured background.</p>
<input type="text"/> Drop down list  <input style="background-color: #ADD8E6;" type="text"/> Drop down list (mandatory)	<p>A drop down list allows you to select from a predefined list of options. To view the available options click . Drop down lists are used to allow you to select the most appropriate entry from a predefined list of acceptable values.</p> <p>A mandatory drop down list allows you to select from a predefined list of options, and one option must be selected before the record can be saved. To view the options click .</p>
 Search	<p>Initiates a search, used to select the data for the field to the left of the icon.</p>
<div style="background-color: #D3D3D3; padding: 5px;">                     Age (years) 61                      Age (months) 2                      Date 08/07/2012                 </div> Display only fields	<p>The data contained in these fields are edited elsewhere in Trent, or are generated for you using other data. For example these dates for expected retirement are calculated based on the employees date of birth and cannot be directly edited.</p>

Display Method	Usage
<p>Expiry date <input data-bbox="316 416 671 456" type="text"/></p> <p>Date Field</p>	<p>Date fields accept a number of formats. 21<sup>st</sup> August 2006 could be entered as 210806 or 21082006, 21/08/06 or 21/08/2006. The result when saved will be displayed 21/08/2006</p> <p>Entering the day and month only defaults to the current year. Entering the current day only defaults to the current month and year. Entering a two-figure year will default to the current century, therefore any year before the year 2000 must be typed in full.</p> <p>Entering t and pressing the tab key will enter today's date.</p> <p>An alternative method of entering a date is to use the calendar option, which can be found at the end of every date field.</p>
<p> Calendar</p>	<p>Opens a calendar from which the required date can be selected. Used to select a date for the field to the left of the icon.</p>