

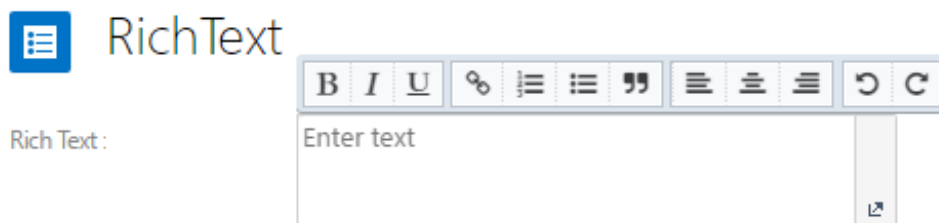
Rich Text

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The Rich text field type provides the ability for users to enter and record special formatted content.

Rich text supports the following formatting:

1. Paragraph
 1. Bullet list
 2. Numbered list
 3. Text alignment - supporting left, right and centre
2. Font
 1. Bold text
 2. Italics text
 3. Underlined text
3. Quotes
4. Links
 1. URL - default to be opened in a new tab
5. Undo / Redo



Rich text behaviour on forms:

- Rich text formatting is done in edit mode and same is viewed in view mode.
- When the contents of the field is too large to fit into the space, a pop up button is displayed.

Rich text on reports:

- Rich text renders the same character length as of the text field.

- When inline editing is turned on, the user is presented a single text field control in the report.
- When the user clicks on the pop up button of the rich text field control they are presented with a pop up window, the rich text tool bar is displayed in the pop up.

Audit on Rich text:

- When auditing rich text field, the actual non-rendered HTML (including tags) is displayed since the Rich Text is stored as HTML.
 - Only the value and the formatting are audited. For example, let's say on a rich text field the user enters "Hello World" and saves it. They then make the text bold "**Hello World**" and save again. The audit record on the second save would show as Hello World .
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