

# Working with your data

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## Opening and editing a record

4. From a report or data table, open a record by selecting its link.
5. The record opens in **view mode**. Select **Edit** to make changes.
6. Make your changes, then **Save** - or **Discard** to cancel.

*[ SCREENSHOT: A Nova form in view mode with the Edit action highlighted ]*

## Form Panel View

Form Panel View lets you view and edit a record in a side panel while you continue to browse rows in a data table - so you can move quickly through records without leaving the page or losing context.

## Inline edit

Inline edit lets you update data directly within a table, including bulk edits across multiple rows - a fast way to keep information up to date.

## Multi-step forms

For longer or more complex data entry, multi-step forms break a form into a sequence of smaller steps. Navigational breadcrumbs show where you are in the sequence, making the process easier for new or infrequent users.

*[ SCREENSHOT: A multi-step form showing step breadcrumbs across the top ]*