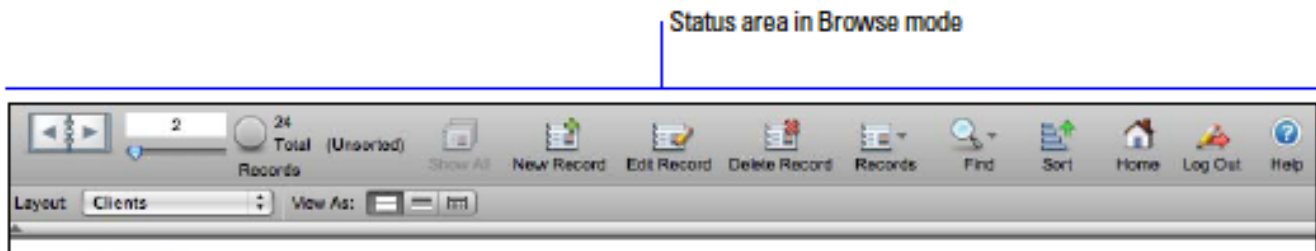# Working with data in the online Membership System

All the features that enable web users to interact with the database, for example, entering, editing, deleting, and finding records, are accessible from the status area.


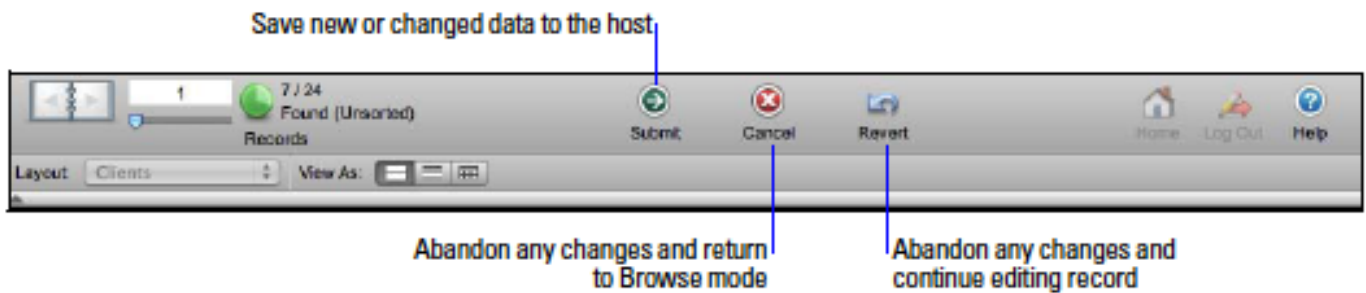## Viewing and modifying records in Browse mode

Web users perform tasks by clicking a button in the status area. They can:

- create records
- edit records
- duplicate records
- delete records
- sort the found set (based on fields on the current layout)
- show all records
- omit the current record from the found set
- omit multiple, consecutive records from the found set
- view the omitted records (and hide the existing found set)

Hold the cursor over a button to see its description. Procedures are outlined from the Help button.

Status area in Browse mode
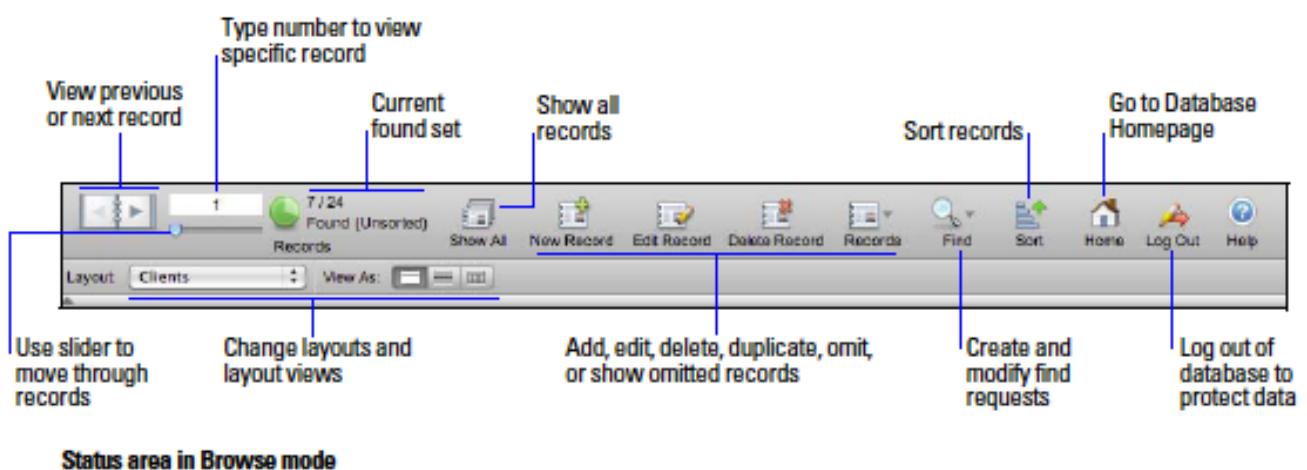
After entering or editing data in a record, web users must click the Submit button in the status area to save the record in the database.

Save new or changed data to the host

7 / 24
Found (Unsorted)
Records
Submit   Cancel   Revert   Home   Log Out   Help

Layout   Clients   View As:

Abandon any changes and return to Browse mode
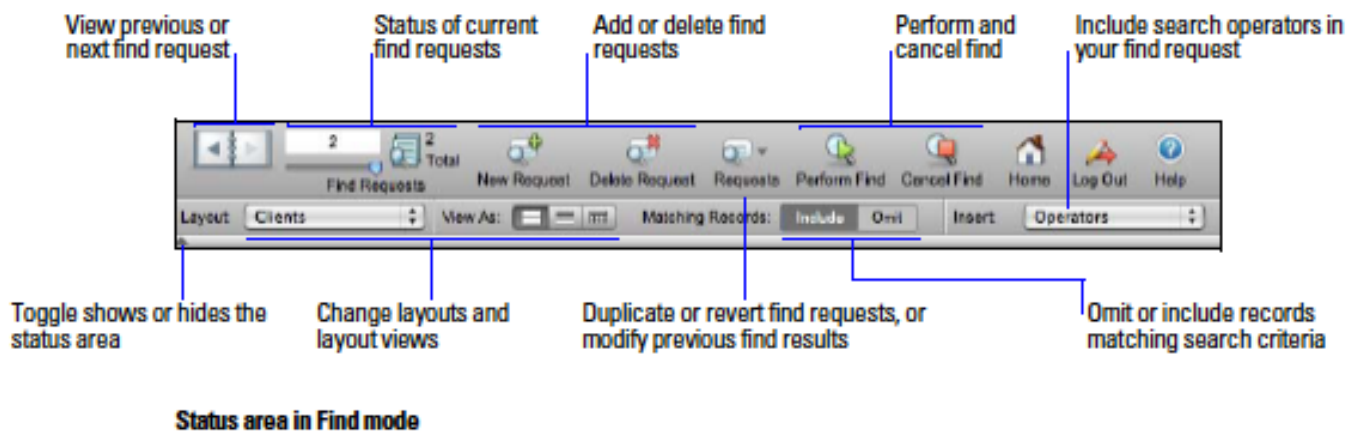
Abandon any changes and continue editing record

Status area when editing records

Finding records

In Find mode, web users have most of the same searching capabilities as FileMaker Pro desktop users. They can:

- create find requests
- duplicate find requests
- delete find requests
- show all records
- extend (broaden) or constrain (narrow) the found set

View previous or next find request

Status of current find requests

Add or delete find requests

Perform and cancel find

Include search operators in your find request

2   2 Total
Find Requests   New Request   Delete Request   Requests   Perform Find   Cancel Find   Home   Log Out   Help

Layout   Clients   View As: Matching Records: Include   Omit   Insert   Operators

Toggle shows or hides the status area

Change layouts and layout views

Duplicate or revert find requests, or modify previous find results

Omit or include records matching search criteria

Status area in Find mode

Note Web users cannot save a found set of records (called a snapshot) and they cannot access saved find requests.

Note After entering or editing search criteria in a find request, web users must click the Perform Find button in the status area to send the request to the server.