## Using Save and Cancel Buttons

| Step | Action |
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| 1. | This topic demonstrates how to use the Cancel and Save buttons. |
| 2. | In the first example, you will begin to add a phone number and then decide to cancel. The information you entered is not saved or written to the database. |
| 3. | You will navigate to the Personal Details page and then select Contact Details in the action panel. <br> Click the Personal Details object. |
| 4. | Click the Contact Details link. <br> Contact Details |
| 5. | Notice the Phone grid displays two phone numbers, a business phone and a home phone. You will start to add a third number, a pager. |
| 6. | Click the Add Phone button to begin adding phone number information. |
| 7. | Click the Type list. <br> *Type $\square$ |
| 8. | Click the Pager 1 list item. Pager 1 |
| 9. | Click in the Number field. <br> Number $\square$ |
| 10. | Enter the desired information into the Number field. Enter a valid value e.g. "555/555/1212". <br> Number $\square$ |
| 11. | You have decided not to add this phone. You will use the Cancel button to discard the information you just entered. The Phone Number page will close and you will be returned to the Contacts Details page. |
| 12. | Click the Cancel button. <br> Cancel |


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| 13. | Notice, the phone information you began to enter and then canceled was not saved. The Phone gird contains the same two phone numbers that it initially had. |
| 14. | In this example, you will add and save a new phone to the Phone grid. |
| 15. | Click the Add Phone button. <br> Contact Details |
| 16. | Click the Type list. |
| 17. | Click the Mobile list item. |
| 18. | Click in the Number field. <br> *Type $\square$ Mobile <br> Preferred <br> Number $\square$ <br> Extension $\square$ |
| 19. | Enter the desired information into the Number field. Enter a valid value e.g. "925/5562112". $\square$ <br> *Type <br> Preferred <br> Number <br> Extension |


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| 20. | Click the Save button. |
|  | Cancel Phone Number Save |
|  | "Type Mobile $\square$ |
|  | Preferred $\square$ |
|  | Number $925 / 556-2112{ }^{\text {a }}$ |
|  | Extension |
| 21. | Notice the system issues a message across the top of the page indicating that you have successfully added your mobile phone. |
|  | Also notice that the Phone grid now lists three phone types. |
| 22. | End of Procedure. |

