# The System "Types" data edit form

> **The "Types" system-table is used to hold data to create lists to help categorize data in your App.**
> **Lists of options for are stored in the "Types" system-table, providing choices for users to pick from. If you have adequate security, you can add and edit these lists.**

Note that editing the "Types" data should be done with care, as the function of other parts of your App may depend on the values in this data-table. The system has built in safety features which ensure that you cannot delete "Types" data-records if they are in-use, to make it easier not to damage your system, but you should still be careful adding and editing "Types" data.
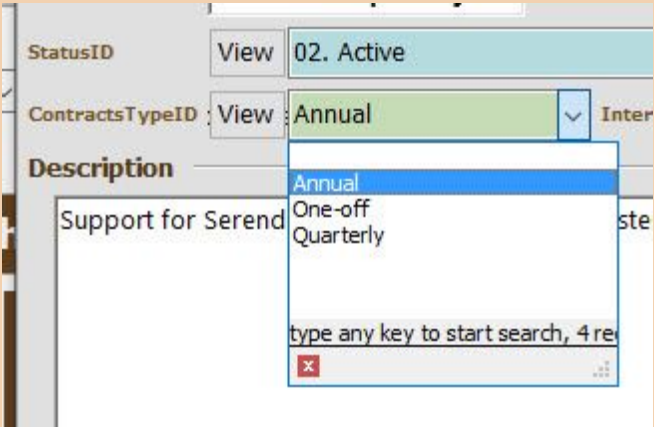

Types Lookup List

An example types look-up list, with data for different choices relating to types of "Person".

Note that this list is fairly short. It is a good idea to try to keep the numbers of choices to a sensible, small number.

To open the "Types" data-edit window to view or edit the values in the table, click on the "View" button, shown in the image.

Note that the ability to edit Types data can be limited so that only staff with a high enough security level can make these changes.
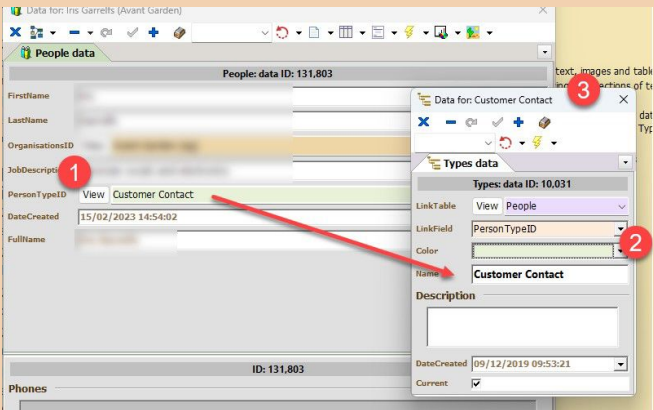
Types Edit Form

The Types edit window.

1. A People record with a PersonTypeID of "Customer Contact".

2. Note that the Types Edit Form includes a **color** data-field. If a colour is selected this colour will be used wherever the record is displayed, for example in a data-grid, on a work-surface, or in the edit-form itself.

You update the main value shown in the list by editing the "Name" field.

You can add and delete records in the the Types edit form in exactly the same way as in any other edit window in the system, provided you have an adequate security level.

Once you have updated the value, **all** records that used the old value will be updated to show the new value.

Once you add new records to the Types data-table, you will need to refresh the list in the original Edit Form to see the newly added or edited values.

Viewing All "Types" records
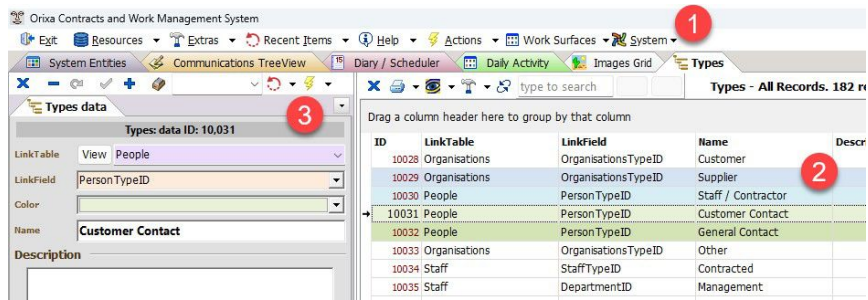
Types View Grid

If you wish to view, review and edit Types records, you can do so by accessing the Type View Grid.

1. In the System menu, select "View/Edit System Types"

2. The Grid will open. Note that if the records have been given a colour, the grid shows this.

3. Double-clicking on any row in the grid opens the Types Edit Form.