Editing data blocks in Horizzon

When data block definitions have been created in a model package in Enterprise Studio and uploaded to the data block store, the associated data blocks are available in Horizzon sites based on that model package. For the data blocks to be available to Contributor users to edit, the sites containing the data blocks must be shared with them. Data blocks can be edited in two places: in data block sections in sites, directly below the Properties section, and via the data entry page of the model package. The latter is only available if data policies have been set up.

If a data block for a specific element is edited in one place, the values will automatically be processed in the data blocks of the element in other sites from the same model package and on the data entry page of the model package.

Required roles

Contributor

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Data entry locations

Data block sections in site

The data blocks in a site can be viewed by any user with the Consumer role. Data blocks can be edited by any Contributor user with access to the site, unless data policies have been set up for these data blocks or for the elements the data blocks are attached to. If the user is not an editor for the data block, he or she can only view it, unless data policies with readers have been set up for the data block and this user is not one of the assigned readers. Editing data blocks via the site can also be further restricted by setting a strict write access for the data blocks.

Data block fields that are set as favorite also appear in the **Favorites** section of the properties panel. There the data block fields are always *read-only*. If you want to change their value, it can only be done in the data block sections. The changed values will automatically be updated at the favorites.

Data blocks below the Properties section of an object

Data entry page in model package

Editing data blocks via the data entry page of the model package is only possible if data policies have been set up for data blocks the user has editing permissions for. The data entry page contains all elements with data blocks in the model package the Contributor user is able to edit. It allows the user to edit all data blocks in one place without needing site access.

If an element is part of an open data task, it will be indicated on the element. When data tasks are planned on behalf of data maintenance, and users are going to work on the tasks, the user will also be referred to the data entry page for updating the data block values.
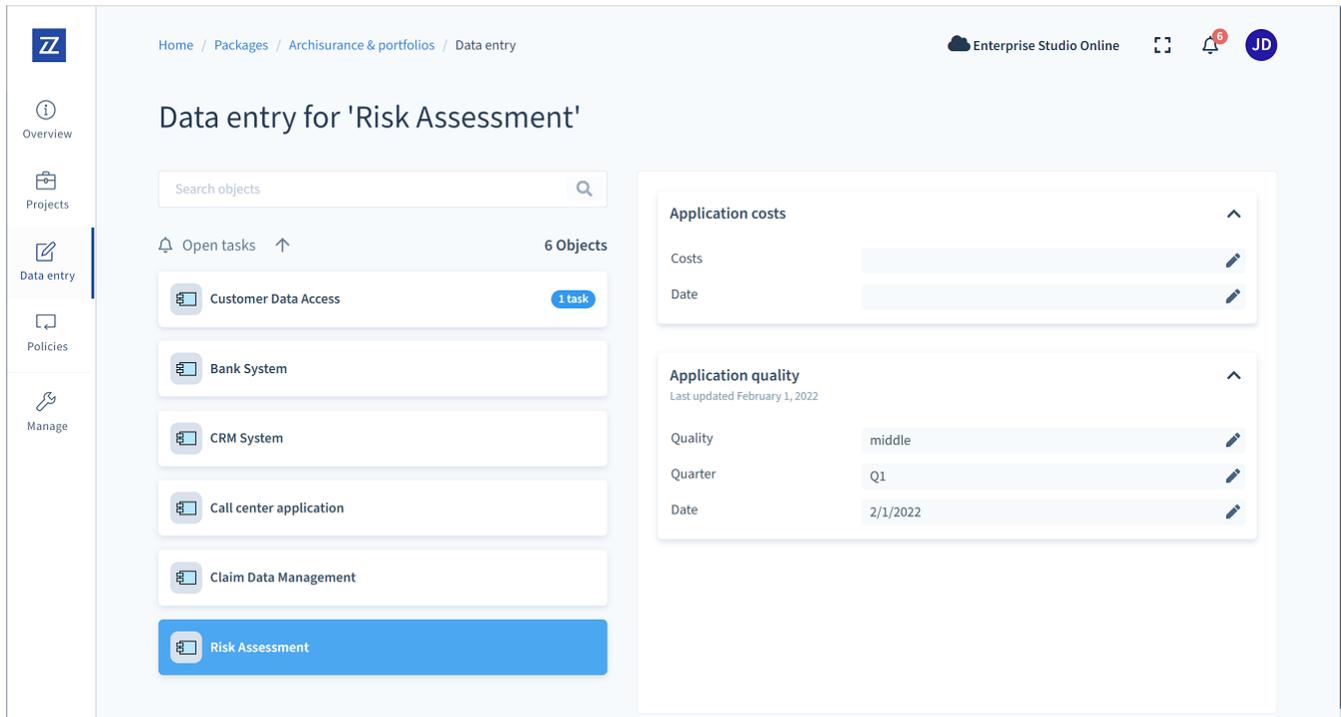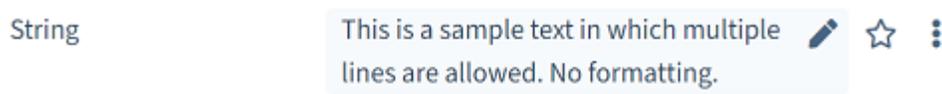

Data entry page showing the elements with data blocks

The elements are shown with a maximum of 20 per page. If there are more, navigation controls are available at the top of the list. The elements are presented in the default language of the model package they are in. The default language is set in the model package in Enterprise Studio.

The list can be sorted on element name or on open tasks. The elements can be searched on their element name.

Data block field types

Fields in data blocks can be of different types. The following field types can be available:

Field type	Allowed value
String	Plain text, multiple lines allowed.

Text	Formatted text, multiple lines allowed.
	Text **Sample** ✏ ☆ ⋮ This is a **sample text** in which multiple lines and *formatting* are allowed. • one • two link
Boolean	Value is *true* or *false* .
	Boolean true ✏ ☆ ⋮
Real	Numerical value with decimal points.
	Real 1.25 ✏ ☆ ⋮
Integer	Whole numerical value (no decimal points).
	Integer 12345 ✏ ☆ ⋮
Date	Date value.
	Date 10/15/2021 ✏ ☆ ⋮
Money	Money value.
	Money €300.75 ✏ ☆ ⋮
Enumeration	Closed list of values of which one value can be selected. Not to be confused with a data block field that is a list field. If a data block field of type enumeration is a list field, multiple values can be selected from the closed list of values.
	Enumeration Q2 ✏ ☆ ⋮

| Reference	Closed list of existing model objects of a particular type. Can be more than one type.
	Not to be confused with a data block field that is a list field. If a data block field of type reference is a list field, multiple values can be selected from the list of available objects.

When selecting a model object, there is an info control available next to the object name in the selection list. Moving your mouse pointer over it will show in which model the object is located and in which layer or container within the model.

Objects that are outside the scope of the site cannot be selected. If an existing selected object gets outside the scope of the site at some point, it will be indicated in the data block field.
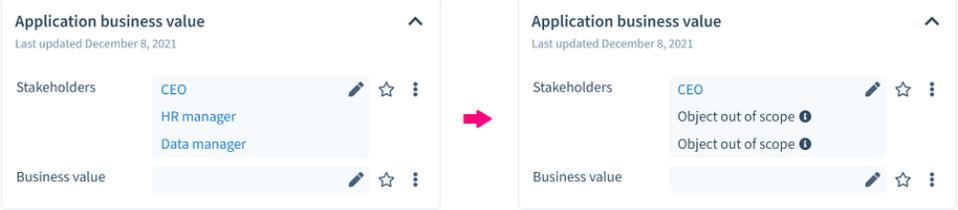
Calculated fields

Fields of type real, integer, money, and enumeration can be a calculated field. A calculated field is a read-only field. Its value is automatically calculated based on values from other fields within the same data block. The way the value is calculated is defined in the data block definition. The other fields can be regular fields in which you can enter a value, but they can also be calculated fields in itself, getting their value from other fields within the data block. In the example figure below, the top field ("Overall risk value") is a calculated field. Its value is the calculated (and converted) average of the other three fields in the data block.

List fields

All data block field types, except the types Text and Boolean, can be defined as a list. If a data block field is a list, it will be possible to add multiple values instead of a single value to the data block field in Horizzon. Added list items can be sorted in the field and the list can also be emptied. A data block can be defined as a list in the data block definition. Below is an example of an object reference list field with multiple values.

Accessing data blocks

Via a site

In a site, the the data block sections are located directly below the Properties section of an element (diagram, view, object, relation).

To access the data block of an object or relation, click the element in the diagram or view and check the Properties panel for the data block, or go the Inspect page of the element.

To access the data block of a diagram or view, scroll down the page with the diagram or view. Below the diagram or view, you can see the Properties section and data block section. You can also go to the Inspect page of the diagram or view.
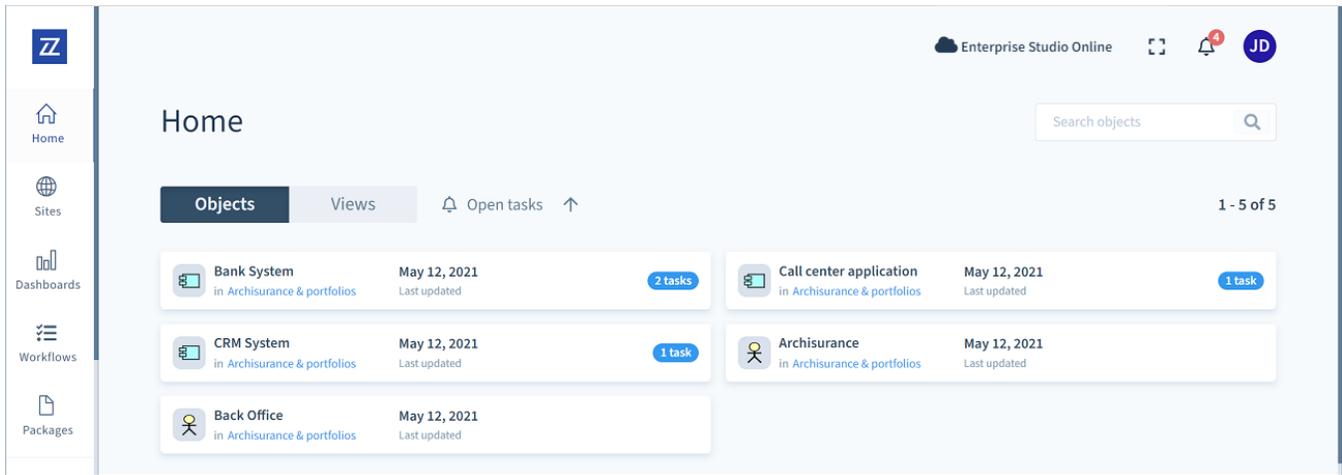
Via the model package data entry page

To access data blocks on the data entry page of a model package:

1. Go to the model package for which you want to edit data blocks and in the sidebar menu of the model package page, click **Data entry**. The data entry page appears, showing all elements in the model package for which you can edit data blocks.

2. Select the element for which you want to edit data blocks, and the available data blocks are shown on the right.

If you are directed to the data entry page from the Data tasks page because you are working on a data task to update data block values, the element with the data block from the task will be automatically selected in the list.

Via the Horizzon homepage Objects section

The **Objects** section of the Horizzon homepage shows all elements with data blocks for which you have editing permissions. They can be elements of multiple model packages. The page will only show the elements with data blocks that have data policies. If an element is part of an open data task, it will be indicated on the element. Clicking on an element will direct you to the data entry page where you can view and edit the data blocks for the selected element.

Horizzon homepage with objects for data entry

The elements in the **Objects** section are shown including the name of the model package they are in and they are shown with a maximum of 20 elements per page. If there are more, navigation controls are available at the top of the list. The elements are shown in the default language of the model package they are in. If elements from different model packages are present, it is possible that they are shown in different languages, depending on their model package's default language.

The elements are only available in list view. The list can be sorted on element name, the date they have last been updated, the name of the model package they are in, or on the open tasks. The elements can be searched on their element name or model package name.

Editing a data block

Editing a data block works identical in a site (left image) and in the data entry page (right image). You can use the Tab key to navigate through the data block fields.

1. Next to an attribute field, click ✏ or click in the field to directly edit it.

2. Enter a value in the field. The way a value can be added depends on the type of field. To remove an existing value from a field, empty the field.

If a field is of type list, it is possible to add multiple values. Click **Add new field** to add an additional value.

3. Click ✔ next to the field or press Enter to save the changes. If you leave the field directly after editing and click in another field or somewhere next to the data block, changes will also automatically be saved.

   To cancel the operation, click ✘ or press Esc. Any changes will be discarded.

   To remove an existing value, empty the field and click ✔. Emptying the field is not possible in a field of type Boolean, or with a closed list (enumeration or reference).

If you are updating data block values for a data task, click **Complete task** at the bottom of the data block to complete the task, and then click **Complete** to confirm.

Related articles

- [Creating a data block definition](#)
- [Using data block values from Horizzon in Enterprise Studio model packages](#)
- [Examples of calculated fields in data blocks](#)
- [Using calculated fields in data blocks](#)
- [Editing data blocks in Horizzon](#)

Introductory eLearning course

Check out the free Enterprise Studio introductory eLearning course to learn about data blocks.

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