## How to Create a Custom Tab on Search Screens

The View button is available on Search screens and some screens that have grid. The following will guide you on how to use the View button.

1. Open any search screen, make a change on the layout, ex: changing the size or hiding a column, and click or hover on View button.

Ger	neral Journals										^ □ X
Close											
Qu	uick Search Gene	eral Jo	ournal Details								
	Open Selected	ک Ne	w 🕒 Export 🕇		Columns	- 88	yiew -				251 records
Q,	Record No Y		Contains	lontains 🗸			Save	Add Filter			🗙 Clear Filters
×	Journal Type	$\sim$	Equals	$\sim$	General J						
	Record No		Descriptio	Description AP Balancing		Jo	G Add to Menu	Date Posted	Entered Date	Currency	Posted
	GJ-103440	GJ-103440				G		02/28/2011	09/27/2018	USD	×
	GJ-103439		Duplicate	of GJ	-103428		ral Journal	09/21/2018	09/21/2018	USD	
	GJ-103438		Duplicate	of GJ	-103295	Gene	ral Journal	09/17/2018	09/17/2018	USD	
	GJ-103437					ral Journal	08/20/2018	09/14/2018	USD		
	GJ-103434		Duplicate	of GJ	-103403	Gene	ral Journal	07/31/2018	07/18/2018	USD	
	GJ-103433	Duplicate	of GJ	-103432	General Journal		06/14/2018	06/14/2018	USD		
	GJ-103432	test	test			ral Journal	02/28/2011	06/14/2018	USD		
	GJ-103431		Balancing			Gene	ral Journal	02/28/2011	06/14/2018	USD	

2. Select Save As. The Save View screen will open. Enter the name for the saved grid layout and click OK toolbar button to save it.

Save View		×							
OK Cancel									
Details									
Enter a name for the View									
Name G	only								
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3. The changes made on the search screen is now created. A new custom tab will appear, click on it to view the new layout.

Open Selected	New 🕞 Export 🗸 🔤 columns	• 🔠 View •				251 recor
Record No	Y Contains		+ Add Filter	🗙 Clear Filt		
X Journal Type	Y Equals Y General J	ournal				
Record No	Description	Journal Type	Date Posted	Entered Date	Currency	Posted
GJ-103440	AP Balancing	General Journal	02/28/2011	09/27/2018	USD	$\checkmark$
GJ-103439	Duplicate of GJ-103428	General Journal	09/21/2018	09/21/2018	USD	
GJ-103438	Duplicate of GJ-103295	General Journal	09/17/2018	09/17/2018	USD	
GJ-103437		General Journal	08/20/2018	09/14/2018	USD	
GJ-103434	Duplicate of GJ-103403	General Journal	07/31/2018	07/18/2018	USD	$\checkmark$
GJ-103433	Duplicate of GJ-103432	General Journal	06/14/2018	06/14/2018	USD	
GJ-103432	test	General Journal	02/28/2011	06/14/2018	USD	
GJ-103431	Balancing	General Journal	02/28/2011	06/14/2018	USD	$\checkmark$
GJ-103430	Test123	General Journal	02/28/2011	06/12/2018	USD	
GJ-103428	Test Recurring Transacti	General Journal	06/07/2018	06/07/2018	USD	
GJ-103427	Duplicate of GJ-103421	General Journal	06/06/2018	06/06/2018	USD	
GJ-103423	Duplicate of GJ-103422	General Journal	05/17/2018	05/17/2018	USD	
GJ-103422	Duplicate of GJ-103403	General Journal	05/17/2018	05/17/2018	USD	$\checkmark$
GJ-103420	Duplicate of GJ-103418	General Journal	05/10/2018	05/10/2018	USD	
GJ-103419		General Journal	02/28/2011	05/03/2018	USD	$\checkmark$
GJ-103415	Dean's Test 1	General Journal	04/10/2018	04/10/2018	USD	
GJ-103409		General Journal	02/28/2011	03/22/2018	USD	

4. Click on the Custom tab then the View button, the following can be done to the saved custom tab:

- a. Save if there are more changes to the saved view
- b. Save As to create a new custom tab based on the filter/layout

- c. Add to Menu Add the custom tab as a custom menu of the module
  d. Import Import a different layout for the view
  e. Export Export the layout of the view
  f. Delete delete the custom tab