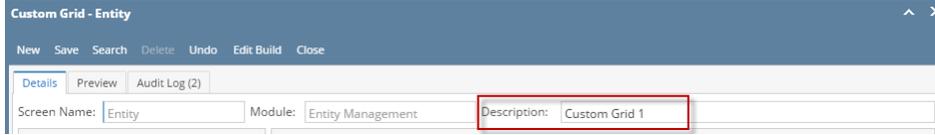


How to Edit a Built Custom Grid Record

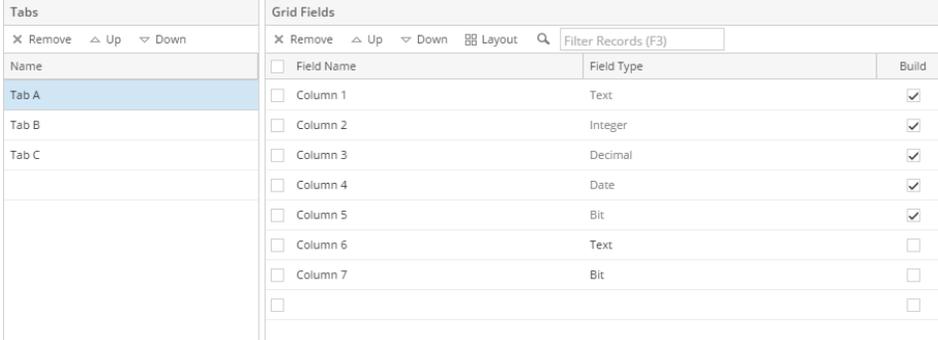
If the Admin needs to change and rebuild a previously built record, they can click the **Edit Build** button to do rebuilt the record. Once a Custom Grid is built, some of the fields will be locked and cannot be edited.

Here are the steps to Edit and Rebuild a built record:

1. Log in as **Admin user**
2. On user's menu panel, go to **System Manager** folder then click **Custom Grid**.
3. From **Search Custom Grid** screen, select an existing record.
4. Change **Description** in the header

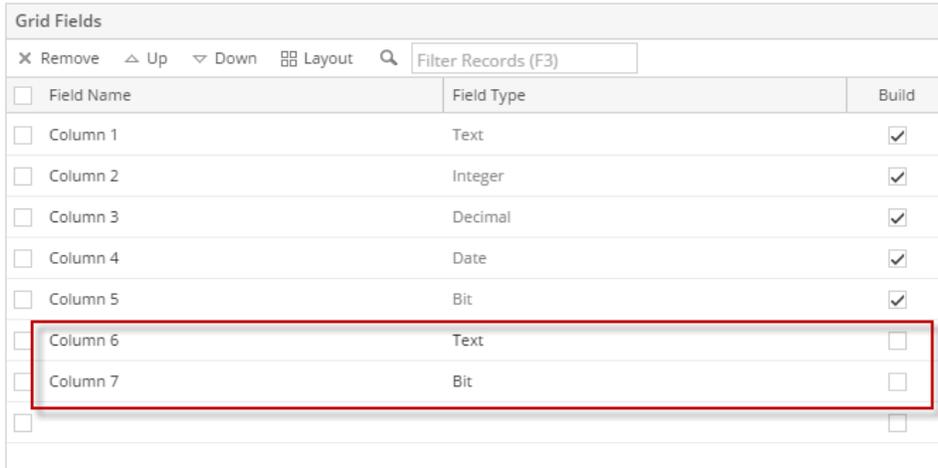


5. Change editable fields on the grid (**Tab Name and Field Name**)



i Cannot change a Field Type for an existing field

6. Add new field



7. Click **Edit Build** toolbar button to save the changes and apply to modules

