

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

Custom Grid - Entity

New Save Search Delete Undo Edit Build Close

Details Preview Audit Log (2)

Screen Name: EntityModule: Entity ManagementDescription: Custom Grid 1

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

Grid Fields

Filter Records (F3)

Field Name	Field Type	Build
Column 1	Text	<input checked="" type="checkbox"/>
Column 2	Integer	<input checked="" type="checkbox"/>
Column 3	Decimal	<input checked="" type="checkbox"/>
Column 4	Date	<input checked="" type="checkbox"/>
Column 5	Bit	<input checked="" type="checkbox"/>
Column 6	Text	<input type="checkbox"/>
Column 7	Bit	<input type="checkbox"/>

- Cannot change a Field Type for an existing field
- 6. Add new field

Grid Fields

Filter Records (F3)

Field Name	Field Type	Build
Column 1	Text	<input checked="" type="checkbox"/>
Column 2	Integer	<input checked="" type="checkbox"/>
Column 3	Decimal	<input checked="" type="checkbox"/>
Column 4	Date	<input checked="" type="checkbox"/>
Column 5	Bit	<input checked="" type="checkbox"/>
Column 6	Text	<input type="checkbox"/>
Column 7	Bit	<input type="checkbox"/>

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

Custom Grid - Entity

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