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: Entity | Module: Entity Management | Description: Custom Grid 1 | | | | | | |
| Change editable fields o | n the grid (Tab Name and | Field Name) | | | | | | |
| Tabs | Grid Fields | | | | | | | |
| X Remove △ Up マ Down | 🗙 Remove 🗠 Up 🤝 Down | B Layout Q Filter Records (F3) | | | | | | |
| Name | Field Name | Field Type | Bu | | | | | |
| Tab A | Column 1 | Text | | | | | | |
| Tab B | Column 2 | Integer | 5 | | | | | |
| Tab C | Column 3 | Decimal | 5 | | | | | |
| | Column 4 | Date | 5 | | | | | |
| | Column 5 | Bit | 5 | | | | | |
| | Column 6 | Text | | | | | | |
| | Column 7 | Bit | | | | | | |
| | | | | | | | | |

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

| Grid Fields | | | | |
|---|---|--------------|--|--|
| X Remove $	riangle $ Up $	riangle $ Down $	ext{BLayout}$ $	extsf{Q}$ Filt | move △ Up マ Down ⊞ Layout 🔍 Filter Records (F3) | | | |
| Field Name | Field Type | Build | | |
| Column 1 | Text | \checkmark | | |
| Column 2 | Integer | \checkmark | | |
| Column 3 | Decimal | ~ | | |
| Column 4 | Date | \checkmark | | |
| Column 5 | Bit | \checkmark | | |
| Column 6 | Text | | | |
| Column 7 | Bit | | | |
| | | | | |

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

| Custom Grid - Entity | | | | | | | | |
|----------------------|------|--------|--|------|------------|-------|--|--|
| New | Save | Search | | Undo | Edit Build | Close | | |
| | _ | V | | | | | | |