How to Add Report Labels

- 1. Log in as Admin user
- 2. On user's menu panel, go to System Manager menu >> Report Labels
- 3. From the search screen, click the $\ensuremath{\text{New}}$ button to open a new blank screen
- 4. Enter a Name for the Report Label record
- 5. Select a Language
- 6. Enter the Label Name and Custom Label
- 7. Click the Save button once done

Report Labels - Report Label 01 New Save Delete Undo Close		^	×
Details			
Name \star Report Label 01	Language * German		~
🗙 Insert 🗙 Remove Export 🕶 🔡 View 🔻 Fi	lter (F3)		КЛ КУ
Label Name*	Custom Label*		
Invoice	My Invoice		

1. Log in as Admin user

2. On user's menu panel, go to System Manager menu >> Report Labels

🖵 Dashboard	System Manager			
📮 System Manager				
🖵 Common Info	Activities	Maintenance	Announcements	Utilities
🖵 General Ledger	Users	Custom Tab Designer	Announcements	File Downloads
📮 Financial Reports	User Roles Security Policies	File Field Mapping Languages	Announcement Types	Imports and Conversions
🖵 Cash Management	Company Configuration	Letters		
Credit Card Recon	Locked Records Email History	Modules Report Labels		
Inventory		Screen Labels		
Purchasing (A/P)		Starting Numbers		
🖵 Sales (A/R)	Create	Licensing		
🖵 Payroll	New User	Company Registration		
Notes Receivable		License Generator		
Contract Management		License Types		

- 3. From the search screen, click the New button to open a new blank screen
- 4. Enter a **Name** for the Report Label record
- 5. Enter the Label Name and Custom Label
- 6. Click the Save button once done

Report Labels - Sample	^ X
New Save Delete Undo Close	
Details	
Name * Sample	
× Insert × Remove Report 🔠 View Filter (F3)	кл 2 У
Label Name* Custo	m Label*
Invoice My Inv	voice
✓	