

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 **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

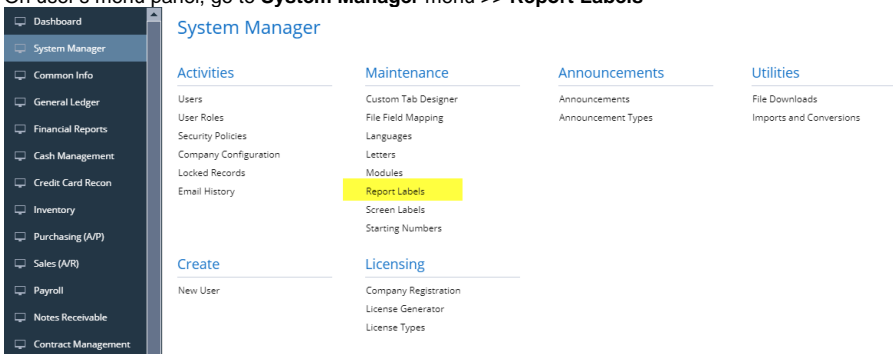
Details

Name * Report Label 01 Language * German

✕ Insert ✕ Remove Export View Filter (F3)

Label Name *	Custom Label *
<input type="checkbox"/> Invoice	My Invoice
<input type="checkbox"/>	

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 **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

New Save Delete Undo Close

Details

Name * Sample

✕ Insert ✕ Remove Report View Filter (F3)

Label Name *	Custom Label *
<input type="checkbox"/> Invoice	My Invoice
<input checked="" type="checkbox"/>	