

IDP - Default Values

The default values screen is used to include optional default values for other fields in the screen that IDP processes documents to. As an example, you may want to include a message in the Reference field of the Voucher that says this Voucher was created using IDP.

How to Add Default Values

1. From the **IDP** module, click **Default Values**
2. The Default Values screen will appear.

The screenshot shows the 'Default Values' interface. At the top, there's a blue bar with the title 'Default Values' and window controls. Below this is a toolbar with 'Save', 'Undo', and 'Close' buttons. The main content area features a table with four columns: 'Module*', 'Screen Name*', 'Field*', and 'Default Value'. Above the table is a search bar with a magnifying glass icon and a 'Filter' label. The table is currently empty. At the bottom, there's a status bar with icons for help, settings, and a lightbulb, along with the text '5.73s | Edited' and a 'Refresh' button.

- a. Enter the following required fields
 - a. **Module** - Module of the default value to be added
 - b. **Screen Name** - Screen of the default value to be added
 - c. **Field** - Field of the default value to be added
 - d. **Default Value** - The Default value you want to display

Default Values

SaveUndoClose

+ Insert

✕ Remove

Filter

<input type="checkbox"/> Module*	Screen Name*	Field*	Default Value
<input checked="" type="checkbox"/> Accounts Payable	Voucher	Reference	This is reference from Default Values
<input checked="" type="checkbox"/> Accounts Payable	Voucher	Remarks	This is remarks from Default Values
<input type="checkbox"/>			

?⌕💡5.73s | Ready

↻ Refresh

e.

- Click **Save** button to set the Default Values.