

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 a software interface titled "Default Values". At the top, there are buttons for "Save", "Undo", and "Close". Below the title bar is a toolbar with icons for "Insert", "Remove", "Filter", and a search bar. The main area is a table with four columns: "Module*", "Screen Name*", "Field*", and "Default Value". The "Module*" column has a single row with a checkbox and the value "Voucher". The other three columns are empty. At the bottom of the screen, there are status icons for help, undo, redo, and refresh, along with a timestamp "5.73s [Edited]" and a "Refresh" button.

- a.
3. 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			
Save Undo Close			
Insert	Remove	Filter	<input type="text"/>
<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"/>			

- e. 4. Click **Save** button to set the Default Values.