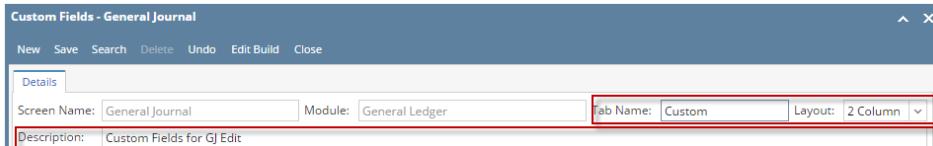


How to Edit a Built Record

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 Field 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 fields**.
3. From **Search Custom Field** screen, select an existing record.
4. Change editable fields on the header (**Tab Name, Layout, Description**)



5. Change editable fields on the grid (**Field Name**, increase **Field Size**, change Text box **Control Type**, **Location**)

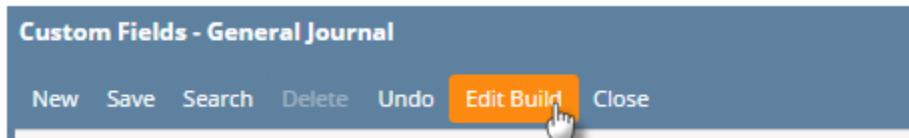
Fields				
Field Name	Field Type	Field Size	Control Type	Location
Test 1	Text	55	Combo Box	Column 1
Test 2	Integer		Numeric	Column 1
Test 3	Decimal	3	Numeric	Column 1
Test 4	Date		Date	Column 1
Test 5	Bit		Checkbox	Column 1

Cannot change a Control Type for an existing field except for Text box, Text area, Combo box

6. Add new field

Fields				
Field Name	Field Type	Field Size	Control Type	Location
Test 1	Text	55	Combo Box	Column 1
Test 2	Integer		Numeric	Column 1
Test 3	Decimal	3	Numeric	Column 1
Test 4	Date		Date	Column 1
Test 5	Bit		Checkbox	Column 1
Test 6	Text	60	Text Box	Column 1

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



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 fields**.
3. From **Search Custom Field** screen, select an existing record.
4. Change editable fields on the header (**Tab Name, Layout, Description**)



5. Change editable fields on the grid (**Field Name**, increase **Field Size**, change Text box **Control Type**, **Location**)

Fields				
Field Name	Field Type	Field Size	Control Type	Location
Test 1	Text	50	Combo Box	Column 1
Test 2	Integer		Numeric	Column 1
Test 3	Decimal	2	Numeric	Column 1
Test 4	Date		Date	Column 1
Test 5	Bit		Checkbox	Column 1

Cannot change a Control Type for an existing field except for Text box, Text area, Combo box

6. Add new field

Fields Preview Audit Log				
Field Name	Field Type	Field Size	Control Type	Location
Test 1	Text	50	Combo Box	Column 1
Test 2	Integer		Numeric	Column 1
Test 3	Decimal	2	Numeric	Column 1
Test 4	Date		Date	Column 1
Test 5	Bit		Checkbox	Column 1
Test 6	Text	50	Combo Box	Column 1

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



Here are the steps to Edit and Rebuild a built record:

- Log in as **Admin user**
- On user's menu panel, go to **System Manager** folder then click **Custom fields**.
- From **Search Custom Field** screen, select an existing record.
- Change editable fields on the header (**Tab Name, Layout, Description**)

Custom Fields					
New	Save	Search	Delete	Undo	Edit Build
Screen Name: <input type="text" value="Edit Account"/>	Module: <input type="text" value="General Ledger"/>	Tab Name: <input style="border: 2px solid red;" type="text" value="Custom"/>	Layout: <input style="border: 1px solid black;" type="button" value="2 Column"/>		
Description: <input type="text" value="Edit Account"/>					

- Change editable fields on the grid (**Field Name, increase Field Size, change Text box Control Type, Location**)

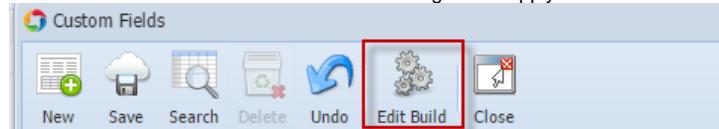
Fields Preview				
Field Name	Field Type	Field Size	Control Type	Location
1	Text	56	Text Box	Column 1
2	Integer		Numeric	Column 1
3	Decimal	3	Numeric	Column 1
4	Date		Date	Column 1
5	Bit		Checkbox	Column 1
6	Text	50	Combo Box	Column 1
7	Text	50	Text Area	Column 1

i Cannot change a Control Type for an existing field except for **Text box, Text area, Combo box**

- Add new field

Fields Preview				
Field Name	Field Type	Field Size	Control Type	Location
1	Text	56	Text Box	Column 1
2	Integer		Numeric	Column 1
3	Decimal	3	Numeric	Column 1
4	Date		Date	Column 1
5	Bit		Checkbox	Column 1
6	Text	50	Combo Box	Column 1
7	Text	50	Text Area	Column 1
8 (new)	Integer		Numeric	Column 1

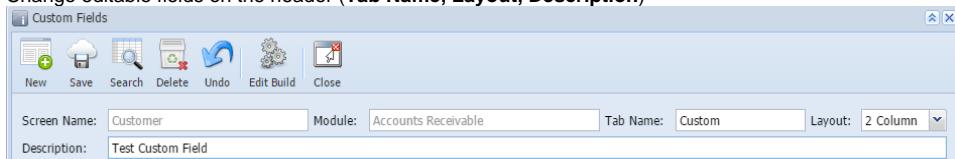
- Click Edit Build toolbar button to save the changes and apply to modules



Here are the steps to Edit and Rebuild a built record:

- Log in as **Admin user**
- On user's menu panel, go to **System Manager** folder then double click **Custom fields**.
- From **Search Custom Field** screen, select an existing record.

4. Change editable fields on the header (Tab Name, Layout, Description**)**



5. Change editable fields on the grid (Field Name, increase Field Size, change Text box Control Type, Location**)**

Fields Preview				
<input type="button" value="Remove"/> <input type="button" value="Edit List"/> <input type="button" value="Up"/> <input type="button" value="Down"/> <input type="button" value="Filter Records (F3)"/>				
Field Name	Field Type	Field Size	Control Type	Location
Field 1	Text	50	Combo Box	Column 1
Field 2	Decimal	2	Numeric	Column 1
Field 3	Integer	3	Numeric	Column 1
Field 4	Text	50	Text Box	Column 1

! Cannot change a Control Type for an existing field except for Text box, Text area, Combo box

6. Add new field

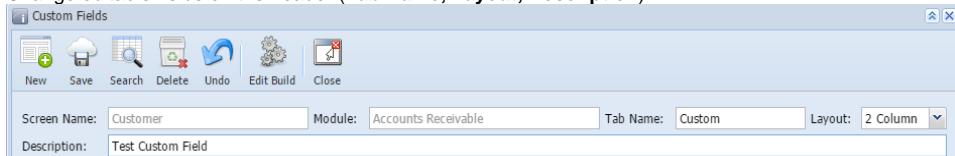
Fields Preview				
<input type="button" value="Remove"/> <input type="button" value="Edit List"/> <input type="button" value="Up"/> <input type="button" value="Down"/> <input type="button" value="Filter Records (F3)"/>				
Field Name	Field Type	Field Size	Control Type	Location
Field 1	Text	50	Combo Box	Column 1
Field 2	Decimal	2	Numeric	Column 1
Field 3	Integer	3	Numeric	Column 1
Field 4	Text	50	Text Box	Column 1
Field 5 (new)	Bit		Checkbox	Column 1

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



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 double click **Custom fields**.
3. From **Search Custom Field** screen, select an existing record.
4. Change editable fields on the header (**Tab Name, Layout, Description**)



5. Change editable fields on the grid (Field Name, increase Field Size, change Text box Control Type, Location**)**

Fields Preview				
<input type="button" value="Delete"/> <input type="button" value="Edit List"/> <input type="button" value="Up"/> <input type="button" value="Down"/> <input type="button" value="Filter:"/> <input type="button" value="Search"/>				
Field Name	Field Type	Field Size	Control Type	Location
Field 1	Text	50	Combo Box	Column 1
Field 2	Integer		Numeric	Column 1
Field 3	Date		Date	Column 1
Field 4	Text	50	Text Box	Column 1

! Cannot change a Control Type for an existing field except for Text box, Text area, Combo box

6. Add new field

Fields Preview				
<input type="button" value="Delete"/> <input type="button" value="Edit List"/> <input type="button" value="Up"/> <input type="button" value="Down"/> <input type="button" value="Filter:"/> <input type="button" value="Search"/>				
Field Name	Field Type	Field Size	Control Type	Location
Field 1	Text	50	Combo Box	Column 1
Field 2	Integer		Numeric	Column 1
Field 3	Date		Date	Column 1
Field 4	Text	50	Text Box	Column 1
Field 5 (new)	Bit		Checkbox	Column 1

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

