How to Setup Control Permissions

The Control Permissions tab on User Roles allows the user to set permissions (**Editable, Disable, Hide** or **Bypass**) for any control (field, button, tab, etc.) on any i21 Screen. This is also where the user can set a field to be Required, give it a custom label name and Default Value.

- Button
- Button Drop-down
- Checkbox
- Date Picker
- Drop-down (Combo Box)
- Grid
- HyperLink
- List Box
- Radio Button
- Text
- Text Area
- Toolbar Buttons
- Numeric Field (Spin Edit)
- Tab

Here are the steps on how to setup the Control Permissions:

- 1. Log in as Admin user
- 2. On user's menu panel, go to System Manager folder then click User Roles
- 3. Select and open a User Role on Search User Roles
- 4. Click the **Control Permissions** tab
- 5. Click the Add button.

If the add button is clicked for the first time on the build, Generating of listings will appear before Add Control Permissions screen



6. Select controls from the list on Add Control Permissions screen, then click Open toolbar button

Op	en kerresn Exc	ei	PDF Text C	SV CIOS	2			
	View X Clear		iters Q Eile		15 007 record(c) (6 colocted)			
00	View X cicor.				15,007 record(s) (0 selected)			
	Screen Name	~	Contains	~				
	Control Type	×	Contains	~				
	Control Name	×	Contains	~				
	Screen Name 🔺				Control Type 🔺	Control Name 🔺	Module	
~	A A W C O Interfac	e			Tab	A A W C O Inter	Ticket Management	
~	A A W C O Interfac	e			Text	Ending Location	Ticket Management	
~	A A W C O Interfac	e			Text	File Name	Ticket Management	
~	A A W C O Interfac	e			Text	File Path	Ticket Management	
~	A A W C O Interfac	e			Text	Starting Location	Ticket Management	
~	Account				Button	Add Card	Card Fueling	
	Account				Button	Add Network A	Card Fueling	
	Account				Button	Add Vehicle	Card Fueling	
	Account				Button	Delete	Card Fueling	
	Account				Button	Edit Card	Card Fueling	
?	🗘 🖗 Read	у						

7. Select **Permission** of the control:

- a. Editable Allows a user to edit data in the control.
- **b. Disable** Makes a field read-only or a button/tab disabled.
- c. Hide Hides/Removes a field, button or tab from the screen.
- d. Bypass Applies to fields where you do not want the cursor to appear when tabbing through the fields.

1	Menu Layout	Screen Permissions	Control Permissions	Sub Ro	les				
-	⊢Add × D	elete Set Permission:	s Disable	~	Report	III View	Filter (F3)		К.Л И У
-	Screen Nar	me	Editable			Control Na	ime	Required	Permission
A A W C O Interface		Disable			File Name			Disable	
		Interface	Hide			A A W C O	Interface		Dicable
Ĭ	AAWCO	intenace	Bypass			AAWCO	Interface		DISAUle
~	AAWCO	Interface	Text			Ending Loc	ation		Disable
~	AAWCO	Interface	Text			File Path			Disable
-	AAWCO	Interface	Text			Starting Lo	cation		Disable
-	Account		Button			Add Card			Disable

8. To set a control to be a required field, tick the check box under **Required** column.

Menu Layout Screen Permissions Contr	rol Permissions Su	b Roles				
+ Add X Delete Set Permissions Di	sable	✓ Report	🗄 View	Filter (F3)		K 7 K 9
Screen Name	Control Type		Control Nar	me	Required	Permission
A A W C O Interface	Text		File Name			Editable

9. Click Save toolbar button

NOTES:

User - user-1	^
New Save Search Refresh Delete Undo Additional • API Key 2-Step Verification Clo	se I
Entity User General Messages Activities (0) Attachments (0) Audit Log (2) Origins	Entity Type
Detail User Roles External Module Registered Computers Login History	
+ Add × Delete Report 🗄 View Filter (F3)	دی ۲۷
Location Name*	User Role*
0001 - Fort Wayne	ADMINISTRATOR
0001 - Fort Wayne	ADMIN

• If the user has multiple roles setup in a location, and both roles has a restriction on a screen, there will be a prioritization in the permission

Control Permission prioritization order:

1. Bypass

2. Disable

3. Hide

4. Editable

Role	Permission Setting	Expectation
Role 1 = Administrator	Editable	The control should be hidden / disabled
Role 2 = ADMIN	Hide / Disable	

• However, if one of the roles has permission and the other do not or has a full access

Role	Permission Setting	Expectation
Role 1 = Administrator	None / Full access	The control should be hidden / disabled
Role 2 = ADMIN	Hide / Disable	

Here are the steps on how to setup the Control Permissions:

- Log in as Admin user
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- 4. Click the Control Permissions tab
- 5. Click the Add button.

User Role - ADMINISTRATOR				^ □ X
New Save Search Undo Delete Duplicate	Import Export Close			
Details Users Audit Log				
Role Name * ADMINISTRATOR	Role Ty	rpe * Administrator		~
Description				
Menu Layout Screen Permissions Control Pe	rmissions Sub Roles			
+ Add × Delete Set Permissions	✓ 目目 View	Filter (F3)		K 7 2 3
Screen Name	Control Type	Control Name	Required	Permission

If the add button is clicked for the first time on the build, Generating of listings will appear before Add Control Permissions screen



6. Select controls from the list on Add Control Permissions screen, then click Open Selected toolbar button Add Control Permissions

	en Selected Refresh Clos	se					
٩	Filter Records (F3)	11,501	records (7	selected)			🗙 Clear All Filters
×	Screen Name	~ Contair	s v				
×	Control Type	~ Contair	s v				
×	Control Name	✓ Contair	s v				
	Screen Name 🔺		C	ontrol Type 🔺	Control Name 🔺	Module	
	Bank Accounts		C	ombo Box	Bank Name	Cash Management	-
	Bank Accounts		C	ombo Box	Bank Stmt File	Cash Management	
~	Bank Accounts		C	ombo Box	Country	Cash Management	
	Bank Accounts		C	ombo Box	Currency	Cash Management	
\checkmark	Bank Accounts		C	ombo Box	E F T Bank File	Cash Management	
\checkmark	Bank Accounts		C	ombo Box	G L Account	Cash Management	
\checkmark	Bank Accounts		C	ombo Box	Positive Pay Ba	Cash Management	
	Bank Accounts		C	ombo Box	Zip Code	Cash Management	
	Bank Accounts		N	lumeric Field	Backup Ending	Cash Management	
	Bank Accounts		N	lumeric Field	Backup Numbe	Cash Management	
	Bank Accounts		N	lumeric Field	Backup Startin	Cash Management	
	Bank Accounts		N	lumeric Field	Balance	Cash Management	
	Bank Accounts		N	lumeric Field	Cbk G L Close	Cash Management	
	Bank Accounts		N	lumeric Field	Ending Check	Cash Management	
	Bank Accounts		N	lumeric Field	Internal Field	Cash Management	•
?	🗘 🖓 Ready						

7. Select **Permission** of the control:

- a. Editable Allows a user to edit data in the control.
- **b. Disable** Makes a field read-only or a button/tab disabled.
- c. Hide Hides/Removes a field, button or tab from the screen.
- d. Bypass Applies to fields where you do not want the cursor to appear when tabbing through the fields.

User Role - Non-Admin New Save Search Undo Delete D	uplicate Close						^ 🗆	×
Details Audit Log (8)								
Role Name: Non-Admin			Role Type	:	User			\sim
Description: Non-Admin								
Menu Structure Screen Permissions	Control Permissions							
+ Add X Delete Set Permissions:	Disable	~ [🗄 Layout	Q,	Filter Records (F3)			
Screen Name	Editable	nt	rol Name		Custom Label	Required	Permission	
 Bank Accounts 	Disable	nł	Name				Disable	
 Bank Accounts 	Hide	nk	Stmt File Fo	rma			Disable	
Bank Accounts	Bypass	ur	ntry				Disable	
Bank Accounts	Combo Box	Curr	ency				Disable	
Bank Accounts	Combo Box	EFT	Bank File Fo	rma			Disable	
 Bank Accounts 	Combo Box	GLA	Account				Disable	
 Bank Accounts 	Combo Box	Posit	tive Pay Bank	File			Disable	

8. To change the label of the control, click the field under Custom Label column and enter the desired label.

Menu Structure Screen Permissions	Control Permissions			
+ Add X Delete Set Permissions:	Disable	✓ ⊞ Layout Q Filter Records (F3)		
Screen Name	Control Type	Control Name Custom Label	Required	Permission
 Bank Accounts 	Combo Box	Bank Name Custom Bank		Disable
Bank Accounts	Combo Box	Bank Stmt File Forma		Disable
Bank Accounts	Combo Box	Country		Disable
Bank Accounts	Combo Box	Currency		Disable
Bank Accounts	Combo Box	E F T Bank File Forma		Disable

9. To set a control to be a required field, tick the check box under **Required** column.

N	lenu Structure	Screen Permissions	Control Permissions						
+	Add X Dele	te Set Permissions:	Disable	~	🗄 Layout	Q,	Filter Records (F3)		
	Screen Name		Control Type	C	ontrol Name		Custom Label	Required	Permission
	Bank Account	35	Combo Box	Bi	ank Name		Custom Bank		Disable
	Bank Account	:5	Combo Box	Bi	ank Stmt File Fo	orma			Disable
	Bank Account	15	Combo Box	C	ountry				Disable
	Bank Account	15	Combo Box	Ci	urrency				Disable

10. Click Save toolbar button

Entity - user-1	~ □ ×
New Save Search Refresh Delete Undo Additional - Archived Reports API Key 2-Ste	p Verification Close
Entity User General Messages Activities (0) Attachments (0) Audit Log (3) Origins	Custom Crop Insurance
Detail User Roles External Module Registered Computers Login History	
+ Add × Delete 🗄 View Filter (F3)	קא עא
Location Name*	User Role*
0001 - Fort Wayne	ADMINISTRATOR
0001 - Fort Wayne	ADMIN

• If the user has multiple roles setup in a location, and both roles has a restriction on a screen, there will be a prioritization in the permission

Control Permission prioritization order:

- 1. Bypass
- 2. Disable
- 3. Hide
- 4. Editable

Role	Permission Setting	Expectation
Role 1 = Administrator	Editable	The control should be hidden / disabled
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Role	Permission Setting	Expectation
Role 1 = Administrator	None / Full access	The control should be hidden / disabled
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Here are the steps on how to setup the Control Permissions:

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- 4. Click the Control Permissions tab

5. Click the Add button.

Role Name: Non-Admin		Role Type:	User		
Description: Non-Admin					
Menu Structure Screen Permissions	Control Permissions				
+ Add X Delete Set Permissions:		∽ 믬 Layout Q	Filter Records (F3)		
Screen Name	Control Type	Control Name	Custom Label	Required	Permission

If the add button is clicked for the first time on the build, Generating of listings will appear before Add Control Permissions screen



6. Select controls from the list on Add Control Permissions screen, then click Open Selected toolbar button

Add	Control Permissions							^ □ X
	en Selected Refresh Clo	ose						
٩	Filter Records (F3)		11,501 reco	ds (7	selected)			X Clear All Filters
×	Screen Name	~	Contains	~				
×	Control Type	~	Contains	~				
×	Control Name	~	Contains	~				
	Screen Name 🔺			0	ontrol Type 🔺	Control Name 🔺	Module	
	Bank Accounts			0	ombo Box	Bank Name	Cash Management	-
\checkmark	Bank Accounts			C	ombo Box	Bank Stmt File	Cash Management	
~	Bank Accounts			C	ombo Box	Country	Cash Management	
~	Bank Accounts			0	ombo Box	Currency	Cash Management	
	Bank Accounts			C	ombo Box	E F T Bank File	Cash Management	
	Bank Accounts			C	ombo Box	G L Account	Cash Management	
	Bank Accounts			C	ombo Box	Positive Pay Ba	Cash Management	
	Bank Accounts			C	ombo Box	Zip Code	Cash Management	
	Bank Accounts			ħ	lumeric Field	Backup Ending	Cash Management	
	Bank Accounts			ħ	lumeric Field	Backup Numbe	Cash Management	
	Bank Accounts			1	lumeric Field	Backup Startin	Cash Management	
	Bank Accounts			١	lumeric Field	Balance	Cash Management	
	Bank Accounts			ħ	lumeric Field	Cbk G L Close	Cash Management	
	Bank Accounts			١	lumeric Field	Ending Check	Cash Management	
	Bank Accounts			١	lumeric Field	Internal Field	Cash Management	*
?	C 🖓 Ready							

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User Role - Non-Admin							∧ □ X
New Save Search Undo Delete D	uplicate Close						
Details Audit Log (8)							
Role Name: Non-Admin			Role Type:		User		~
Description: Non-Admin							
Menu Structure Screen Permissions	Control Permissions						
+ Add X Delete Set Permissions:	Disable	~ 8	E Layout Q	Fi	lter Records (F3)		
Screen Name	Editable	ntr	ol Name	(Lustom Label	Required	Permission
Bank Accounts	Disable	nk	Name				Disable
 Bank Accounts 	Hide	Stmt File Forma.				Disable	
 Bank Accounts 	Bypass	Bypass untry				Disable	
 Bank Accounts 	Combo Box	Combo Box Currency				Disable	
 Bank Accounts 	Combo Box E F T Bank File Forma				Disable		
 Bank Accounts 	Combo Box	G L Account				Disable	
 Bank Accounts 	Combo Box	Positi	ive Pay Bank File.				Disable
o change the label of the contr Menu Structure Screen Permissions	ol, click the field un	ndei	r Custom L	.ab	el column and e	nter the o	desired label
+ Add X Delete Set Permissions:	Disable	~ 8	🗄 Layout 🛛 🔾	F	ilter Records (F3)		
Screen Name	Control Type	Contr	rol Name		Custom Label	Required	I Permission
 Bank Accounts 	Combo Box	Bank	Name		Custom Bank		Disable
Bank Accounts	Combo Box	Bank	Stmt File Forma				Disable
Bank Accounts	Combo Box	Coun	itry				Disable
Bank Accounts	Combo Box	Curre	ency				Disable
Bank Accounts	Combo Box	EFT	Bank File Forma				Disable

9. To set a control to be a required field, tick the check box under **Required** column.

Menu Structure	Screen Permissions	Control Permissions				
+ Add × Dele	ete Set Permissions:	Disable	∽ ⊞ Layout 🔍	Filter Records (F3)		
Screen Name		Control Type	Control Name	Custom Label	Required	Permission
 Bank Account 	ts	Combo Box	Bank Name	Custom Bank	~	Disable
Bank Account	ts	Combo Box	Bank Stmt File Forma			Disable
Bank Account	ts	Combo Box	Country			Disable
Bank Account	15	Combo Box	Currency			Disable

10. Click Save toolbar button

NOTES:

Entity - user-1	~ □ X
New Save Search Refresh Delete Undo Additional - Archived Reports API Key 2-Ste	p Verification Close
Entity User General Messages Activities (0) Attachments (0) Audit Log (3) Origins	Custom Crop Insurance
Detail User Roles External Module Registered Computers Login History	
+ Add × Delete 🗄 View Filter (F3)	עא עא
Location Name*	User Role*
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New Save Search Undo Delete Duplicate Close Role Name: ADMIN Image: Close Image: Close Image: Close Role Name: ADMIN Image: Close Image: Close Image: Close Menu Structure: Screen Permissions Control Permissions Company Locations Image: Control Permissions Control Permissions Company Locations Image: Control Permissions Company Locations Image: Control Permissions Company Locations	ghts ermissions:) User Role - ADMIN						> □
Role Name: ADMIN Image: Enable Administrator rights Description: Do not use in Production. For Demo Purposes Only. Menu Structure Screen Permissions Control Permissions Company Locations Company Locations Image: Add Comparison Control Permissions Company Locations Image: Add Comparison Control Permissions Set Permissions:	ghts ermissions:	New Save Search Undo Delete	Duplicate Close					
Description: Do not use in Production. For Demo Purposes Only. Menu Structure Screen Permissions Control Permissions Company Locations Add Delete Filter Records (F3) Set Permissions:	ermissions:	Role Name: ADMIN		🔽 Enable A	dministrator rights			
Menu Structure Screen Permissions Control Permissions Company Locations Add Delete Eliter Records (E3) Set Permissions:	ermissions:	Description: Do not use in Productio	n. For Demo Purpose	s Only.				
💿 Add 😑 Delete 🖶 Layout 🗸 🍸 Filter Records (F3)	ermissions: v bel Required Permission	Menu Structure Screen Permissions	Control Permissions	Company Locations				
	bel Required Permission	💿 Add 🤤 Delete 🛛 🖶 Layout 👻 🍸	Filter Records (F3)		Set Permissions:			~
Control Type Control Name Custom Label Required Permis		Screen Name	Control Type	Control Name	Custom Label	Required	Permission	

If the add button is clicked for the first time on the build, Generating of listings will appear before Add Control Permissions screen

Generating Listings. This may take a while...

6. Select controls from the list on Add Control Permissions screen, then click Open Selected toolbar button

Ореі	n Selected Refresh Close						
7	Filter Records (F3)		8,787 records	(8 :	selected)) Clear All Filters
0	Screen Name	~	Contains	v			
0	Control Type	~	Contains	~			
0	Control Name	~	Contains	*			
	Screen Name			С	ontrol Type 🔺	Control Name	Module
	Account			В	utton	Delete	Card Fueling
	Account			в	utton	Edit Card	Card Fueling
7	Account			В	utton	Edit Vehicle	Card Fueling
	Account			В	utton	New	Card Fueling
7	Account			В	utton	Remove	Card Fueling
V	Account			В	utton	Remove	Card Fueling
V	Account			В	utton	Remove	Card Fueling
7	Account			В	utton	Remove	Card Fueling
	Account			В	utton	Remove	Card Fueling
	Account			В	utton	Save	Card Fueling
	Account			В	utton	Search	Card Fueling
	Account			В	utton	Undo	Card Fueling
	Account			C	heckbox	Print Miscellane	Card Fueling
	Account			C	heckbox	Print Time On T	Card Fueling
				- 1		···- · -	

- 7. Select Permission of the control:
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Me	Menu Structure Screen Permissions Control Permissions Company Locations										
٢	Add 🤤 Delete 🔚 Layout 🕶 🍞	Filter Records (F3)		Set Permissions:	Disable 👻						
V	Screen Name	Control Type	Control Name	Custom Label	Editable						
	Account	Button	Delete		Disable						
	Account	Button	Edit Card		Hide						
	Account	Button	Edit Vehicle		Bypass						
	Account	Button	New		Disable						
	Account	Button	Remove		📃 Disable						
	Account	Button	Remove		Disable						
	Account	Button	Remove		📃 Disable						
	Account	Button	Remove		Disable						

8. To change the label of the control, click the field under Custom Label column and enter the desired label.

Me	enu Structure Screen Permissions	Control Permissions	Company Locations				
٢	Add 🤤 Delete 🖶 Layout 👻 🍸	Filter Records (F3)		Set Permissions:	Disable		~
	Screen Name	Control Type	Control Name	trol Name Custom Label		Permission	
	Account	Button	Delete	Edit Delete		Disable	
	Account	Button	Edit Card			Disable	
	Account	Button	Edit Vehicle			Disable	

9. To set a control to be a required field, tick the check box under Required column.

. . . .

Me	enu Structure Screen Permissions	Control Permissions	Company Locations				
\odot	Add 🤤 Delete 🔚 Layout 👻 🍸	Filter Records (F3)		Set Permissions:	Disable		~
	Screen Name	Control Type	Control Name	Custom Label	Required	Permission	
	Account	Button	Delete	Edit Delete		Editable	
	Account	Button	Edit Card			Disable	
	Account	Button	Edit Vehicle			Disable	

10. Click Save toolbar button

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🕒 User Roles						*	
New Save Sea	arch Undo Delete	Close					
Role Name: ADMIN							
Description: Do	not use in Productio	n. For Demo Purposes	s Only.				
Menu Structure	Screen Permissions	Control Permissions					
💿 Add 🤤 Delete	e 💾 Layout 👻 🍸	Filter Records (F3)		Set Permissions:			•
Screen Name		Control Type	Control Name	Custom Label	Required	Permission	
-							
-							

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6. Select controls from the list on Add Control Permissions screen, then click Open Selected toolbar button Add Control Permissions × □ ×

Open Selected Refresh Close									
7	Filter I	Records (F3)		7,597 records	(11	selected)		😑 Clear All Filt	ers
6	Screen	n Name	¥	Contains	~				
6	Contro	ol Type	¥	Contains	~				
6	Contro	l Name	~	Contains	~				
	Screen	Name 🔺			С	ontrol Type 🔺	Control Name 🔺	Module	
V	Accourt	t			В	itton	Close	Card Fueling	-
V	Accourt	ıt			В	utton	Delete	Card Fueling	
V	Accourt	ıt			Bi	utton	New	Card Fueling	
	Accourt	ıt			Bi	itton	Save	Card Fueling	
V	Accourt	ıt			Bi	itton	Search	Card Fueling	
V	Accourt	ıt			Bi	itton	Undo	Card Fueling	
V	Accourt	ıt			C	neckbox	Print Miscellane	Card Fueling	
	Accourt	ıt			C	neckbox	Print Time On T	Card Fueling	
	Accourt	ıt			C	neckbox	Print Time On T	Card Fueling	
	Accourt	ıt			C	heckbox	Summary By Card	Card Fueling	
V	Accourt	ıt			C	heckbox	Summary By De	Card Fueling	
	Accourt	t			C	heckbox	Summary By Mis	Card Fueling	
	Accourt	t			C	heckbox	Summary By Pro	Card Fueling	
	Accourt	t			C	heckbox	Vehicle Required	Card Fueling	
	Accourt	t			С	ombo Box	Discount Sched	Card Fueling	•

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M	lenu Structure Screen Permissions Control Permissions								
0	Add 🤤 Delete 🔚 Layout 👻 🍞	Filter Records (F3)	Set Permissions:	×					
V	Screen Name	Control Type	Control Name Custom Label	Editable					
V	Account	Button	Save	Disable					
V	Account	Button	Search	Hide					
V	Account	Button	Undo	Bypass					
	Account	Checkbox	Print Miscellaneous I	Editable					
	Account	Checkbox	Print Time On The In	Editable					
	Account	Checkbox	Print Time On The R	Editable					
V	Account	Checkbox	Summary By Card	Editable					
V	Account	Checkbox	Summary By Depart	Editable					
V	Account	Checkbox	Summary By Miscella	Editable					

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6)Add 🤤 Delete 🔡 Layout 👻 🍞	Filter Records (F3)		Set Permissions:	Hide	*
	Screen Name	Control Type	Control Name	Custom Label	Required Permission	
	Account	Button	Save	Edited button	🔲 Hide	
E	Account	Button	Search		Hide	

9. To set a control to be a required field, tick the check box under Required column.

Mei	nu Structure	Screen Permissions	Control Permissions					
0	Add 🤤 Dele	te 💾 Layout 🗸 🍞	Filter Records (F3)		Set Permissions:	Hide		*
	Screen Name		Control Type	Control Name	Custom Label	Required	Permission	
	Account		Button	Save	Edited button	V	Editable	
	Account		Button	Search			Hide	

10. Click Save toolbar button