

How to Change a Field Label in a Screen

1. On the user's menu panel go to **System Manager** menu then click **Screen Labels** under the Maintenance group.
2. Select the **Label Name**, this is the original field name in the screen
3. Enter the **Custom Label** that will be the new name of the field
4. Click the **Save** button once done.
5. To verify, open the screen with the original field label, new custom label should now show. Custom Label will show on all screen that uses the same field name.

Company Location - 0001-Fort Wayne

New Save Search Delete Undo Duplicate Close

Detail Setup GL Accounts Sales Grain Point of Sale Pricing Cash Deposit Storage Location Purchase Logistics Contract Management

New Loc Name 0001-Fort Wayne

Approvals

Type Warehouse

Location Number 001

Search Address Enter address to search...

Address 4242 Flagstaff Cove

City Fort Wayne State IN

Zip/Postal 46815 Country United States

Phone 800.433.5724 Fax

Email

Website

Latitude 41.119945 Longitude -85.02701

License / Non-License ☐

Active ☒

Internal Notes

Page 1 of 1 Refresh

Screen Labels

Save Undo Close

+ Insert X Remove Export View Filter (F3)

Label Name*	Custom Label*
Location Name	New Loc Name

Page 0.12s Ready Refresh