How to Change a Field Label in a Screen

- On the user's menu panel go to System Manager menu then click Screen Labels under the Maintenance group.
 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.

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