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.