## How to call out hidden field, save the

## layout and assign to others users?

| <u>1</u> |              |                   | S               | QL I  | Financia       | al Acco             | untin   | g Ent         | erprise         | Editio | on - Te                | esting  | Comp        | bany [       | SAI        | M] - [I       | nvoice         | - 1            |         | ×              |
|----------|--------------|-------------------|-----------------|-------|----------------|---------------------|---------|---------------|-----------------|--------|------------------------|---------|-------------|--------------|------------|---------------|----------------|----------------|---------|----------------|
|          | <u>F</u> ile | <u>E</u> dit      | <u>V</u> iew    | GL    | <u>C</u> ustor | er S <u>u</u> p     | plier   | <u>S</u> ales | <u>P</u> urchas | e Stoo | : <u>k</u> Pr <u>o</u> | duction | <u>G</u> ST | <u>I</u> nqu | iry        | <u>T</u> ools | <u>W</u> indov | v <u>H</u> elp |         | - 8 ×          |
| 1        | 6            | ) (               | <u>i</u>        | K     |                |                     |         | ) [           | 2 🔒             |        | $\otimes$              | 9       | G           | ä            | • [        |               |                |                |         |                |
| More.    |              |                   |                 |       |                |                     |         |               | Inv             | oic    | e                      |         |             |              |            | Car           | ncelled        |                |         | <u>N</u> ew    |
| :        | Cus          | stomer            | : 300           | -A000 | 02 🔻           |                     |         |               |                 |        |                        |         | (           | Inv No       | <b>D</b> : | IV-001        | 104            |                |         | <u>E</u> dit   |
| Atta     |              |                   | ALF             | 'HA & | BETA CO        | MPUTEF              | }       |               |                 |        |                        |         |             | Next No      | 0:-        | IV-001        | .32            | <b>•</b>       |         | elete          |
| h        | Add          | iress :-          | 838             |       | N WORLD        |                     |         |               |                 |        |                        |         |             | Date :-      |            | 13/04         | /2015          | •              |         |                |
| ents     |              |                   | SEL             | ANGO  | R DE           |                     |         |               |                 |        |                        |         |             | Agent :      | -          | SY            |                | •              |         | <u>S</u> ave 🔻 |
| f        |              |                   |                 |       |                |                     |         |               |                 |        |                        |         |             | Terms :      | -          | 45 Da         | ys             | -              | Q       | ancel          |
| R        | Des          | cription          | :- Sale         | s     |                |                     |         |               |                 |        |                        | -       |             | Het 1. :     | -          | 12345         | 6              | _              | R       | efresh         |
| re .     | +            | -/                | 0               | Pro   | fit Estimat    | or                  |         |               |                 |        |                        |         | -(          | Ext. No      | 0.15       |               |                | _):            |         |                |
|          | In           |                   | Matrix          |       |                |                     |         |               |                 |        |                        |         |             |              |            |               |                |                | B       | rowse          |
| tem      |              | Item C            | ode             | De    | ecription      | De                  | mark 1  | Dom           | ark 2 0         | ty 11  | 11/Dric                | e Sub 1 | Total 1     | Tay T        | _          | Tay Am        | Sub 1          |                |         |                |
| Tem      |              | ] #               | oue             | De    | Scription      | Price               | INGIN 1 | Keii          | ark 2 Q         | U      | 9.55                   | 9.55    |             | SR [         |            | 0.57          | 10, 12         | 0              |         |                |
| plate    |              | Style             |                 |       | Di             | scount              |         |               | 1.0             | ) U    | -0.02                  | (0.02)  |             | [            |            | 0.00          | (0.02          | )              |         |                |
|          |              | No.               |                 |       | SL             | b Total             |         |               |                 |        |                        |         |             |              | _          |               |                |                |         |                |
| _        | ∎Ľ           | ] Item (<br>Custo | Code<br>mar Ita |       |                | X<br>X Inclusia     | ·0      |               |                 |        |                        |         |             |              |            |               |                | >              |         |                |
|          | ∣∣⊽          | Descri            | ption           |       |                | x Amoun             | t       |               |                 |        |                        |         |             |              |            |               |                |                |         |                |
|          |              | 2nd D             | escripti        | on    |                | cal Tax A           | mt      |               |                 |        |                        |         |             |              |            |               |                |                |         |                |
|          |              | More I            | Descript        | tion  | 🖌 Su           | b Total (           | ſax)    |               |                 |        |                        |         |             |              |            |               |                |                |         |                |
|          |              | Count             | ry              |       |                | count               |         |               |                 |        |                        |         |             |              |            |               |                |                |         |                |
|          | Ľ            | Remar             | 'K 1            |       |                | livery Da           | te      |               |                 |        |                        |         |             |              |            |               |                |                |         |                |
|          | IF           | Locati            | K 2             |       |                | ntable<br>ansferabl |         |               |                 |        |                        |         |             |              |            |               |                |                |         |                |
|          |              | Projec            | +               |       |                | om Doc T            | vne     |               |                 |        |                        |         |             |              |            |               |                |                |         |                |
|          |              | Oty               |                 |       |                | om Doc N            | 0       |               |                 |        |                        |         |             |              |            |               |                |                |         |                |
|          | ~            | UOM               |                 |       | Fr             | om Ext. N           | lo      |               |                 |        |                        |         |             |              |            |               |                |                |         |                |
|          |              | Rate              |                 |       | 🗌 sł           | elf                 |         |               |                 |        |                        |         |             |              |            |               |                |                |         |                |
|          |              | ] s <b>/</b> u q  | TY              |       | Ba             | tch                 |         |               |                 |        |                        |         |             |              |            |               |                |                |         |                |
|          |              | Base (            | Qty             |       | 🗌 In           | tial Purch          | ase Co  | st            |                 |        |                        |         |             |              |            | _             |                |                |         |                |
|          |              | 2 reco            | rds             |       |                |                     |         |               | .00             | 000    |                        |         | 9.53        |              |            | 0.            | 5/ 1           | 0.10           |         |                |
|          | De           | posit A           | moun            |       |                | 0.00                | •••     |               |                 |        |                        |         |             |              |            |               |                |                |         |                |
|          | Loc          | al Ne             | t Tota          | :     |                | 10                  | . 10    |               |                 |        |                        |         | Net         | Total:       | _          |               |                | 10.10          |         | Close          |
| Vers     | sion 4       | .2015.7           | 754.714         | x86   | Workin         | g Date:             | 03/06/  | 2015          | ¥               | Logon: | ADM                    | IN CA   | PNU         | JM           |            |               | WI-V2          | .5.4.268       | 56 Fire | ebird 2.5      |

1) Click on the button from left side of Item Code , checked all field you wish to show out

| <u>1</u> |                                    |                         | SC            | QL F         | inancial /        | Accou         | nting Er        | nterpri | se Edi                 | ition - | Testing       | ) Comp          | any [         | SAM         | ] - [li  | nvoice]      |        |         | -    | ×              |
|----------|------------------------------------|-------------------------|---------------|--------------|-------------------|---------------|-----------------|---------|------------------------|---------|---------------|-----------------|---------------|-------------|----------|--------------|--------|---------|------|----------------|
|          | <u>F</u> ile <u>E</u> dit <u>\</u> | <u>(</u> iew G <u>L</u> | <u>C</u> usto | ome          | S <u>u</u> pplier | <u>S</u> ales | <u>P</u> urchas | se Sto  | c <u>k</u> Pr <u>o</u> | duction | n <u>G</u> ST | <u>I</u> nquiry | <u>T</u> ools | <u>W</u> in | ndow     | <u>H</u> elp |        |         |      | _ 8 ×          |
| 1        | 6 6 6                              |                         |               | $\mathbf{O}$ |                   | <b>.</b>      | 2 🔁             |         | $\otimes$              | 9       | <b>S</b> 4    | - 4             |               |             |          |              |        |         |      |                |
| More.    |                                    |                         |               |              |                   |               |                 | In      | voi                    | ice     |               |                 |               |             |          | Can          | celled |         |      | New            |
| :        | Customer:                          | 300-A000                | 02 •          | -            |                   |               |                 |         |                        |         |               |                 |               | In          | v No     | IV-0010      | )4     |         |      | <u>E</u> dit   |
| Attac    | Address :-                         | ALPHA &                 | BETA          |              | PUTER             |               |                 |         |                        |         |               |                 |               | Ne          | xt No :  | - IV-0013    | 32     | -       |      | <u>D</u> elete |
| hmer     | i iddiooo .                        | 40485 RA                | WANG          |              |                   |               |                 |         |                        |         |               |                 |               | Da          | ite :-   | 13/04/2      | 2015   |         |      | Save -         |
| 1ts      |                                    | SELANGO                 | R DE          |              |                   |               |                 |         |                        |         |               |                 |               | Te          | rms :-   | 45 Day       | s      | -       |      | Cancel         |
| z        | Description :-                     | Sales                   |               |              |                   |               |                 |         |                        |         |               |                 | <b>.</b>      | Re          | ef 1. :- | 123456       | i      |         |      | Pafrach        |
| te       | + - 6                              | Prof                    | fit Estin     | nator        |                   |               |                 |         |                        |         |               |                 |               | " E×        | t. No. : |              |        |         |      | Keiresii       |
| Ħ        | Invoice M                          | atrix                   |               |              | _                 |               |                 |         |                        |         |               |                 |               |             |          |              |        |         |      | Browse         |
| em Te    | 🗄 Item Co                          | de                      | Des           | <b>4</b> 1   | Sort Ascer        | ndina         |                 |         | Qty                    | UOM     | U/Price       | Sub To          | otal          | Tax 1       | Та       | Tax Amo      | Sub T  | otal    |      |                |
| empla    | ▶ BOM                              | BON                     |               | ΖŢ           | Sort Desce        | nding         |                 |         | .0000                  | UNIT    | 9.55          | 9.55            |               | SR          |          | 0.57         | 10.12  |         |      |                |
| te       | RINSCER                            | its is cent             | IS ROU        | ~            | Clear Sorti       | ng            |                 |         | .0000                  | UNIT    | -0.02         | (0.02)          |               |             |          | 0.00         | (0.02) | ·       | n    |                |
| _        |                                    | <b>~</b>                |               | 2            | Group By          | This Fiel     | d               |         |                        |         |               |                 |               |             |          |              |        |         |      |                |
|          |                                    |                         |               | -            | Group By          | Box           |                 |         | I                      |         |               |                 |               |             |          |              |        |         |      |                |
|          |                                    |                         | -             |              | Footer            |               |                 |         |                        |         |               |                 |               |             |          |              |        |         |      |                |
|          |                                    |                         |               |              | Group Foo         | oters         |                 |         | I                      |         |               |                 |               |             |          |              |        |         | '>   |                |
|          |                                    |                         |               |              | Remove T          | his Colu      | ımn             |         |                        |         |               |                 |               |             |          |              |        |         |      |                |
|          |                                    |                         |               | ē            | Field Choo        | oser          |                 |         | I                      |         |               |                 |               |             |          |              |        |         |      |                |
|          |                                    |                         |               | <b>I</b> →   | Best Fit          |               |                 |         |                        |         |               |                 |               |             |          |              |        |         |      |                |
|          |                                    |                         |               |              | Best Fit (al      | l colum       | ns)             |         |                        |         |               |                 |               |             |          |              |        |         | U    |                |
|          |                                    |                         |               |              | Filter Row        |               |                 |         | I                      |         |               |                 |               |             |          |              |        |         |      |                |
|          |                                    |                         |               |              | Filter Box        |               |                 |         | I                      |         |               |                 |               |             |          |              |        |         |      |                |
|          |                                    |                         |               | ~            | Quick Col         | umn Cu        | stomizati       | ion     | I                      |         |               |                 |               |             |          |              |        |         |      |                |
|          |                                    |                         |               | ~            | Columns           | Auto Wi       | dth             |         | I                      |         |               |                 |               |             |          |              |        |         |      |                |
|          |                                    |                         | L             | ×            | Hide Colu         | mn On         | Grouping        | 1       |                        |         |               |                 |               |             |          |              |        |         |      |                |
|          |                                    |                         |               |              | Find Text i       | n Grid        |                 |         | I                      |         |               |                 |               |             |          |              |        |         |      |                |
|          |                                    |                         |               | _            | Find Text i       | n Colun       | nn              |         |                        |         |               |                 |               |             |          |              |        |         |      |                |
|          | 2 record                           | s                       | -             | ~            | Grid Layou        | π             |                 |         | C                      | opy Lay | out to Cl     | Dipboard        | ard           |             |          | 0.57         | ,      | 10.10   |      |                |
|          | Deposit An                         | ount:                   | -             |              | Print Grid        |               |                 |         | -                      | aste Ld |               | Cilpuos         | na            |             | 0        |              |        |         | 1    |                |
|          | Local Net                          | Fotal:                  |               |              | Grid Expor        | t             |                 | •       | L                      | oad Lay | out           |                 | -             |             | tal:     |              |        | 10.10   | 1    | Close          |
| Vers     | sion 4.2015.75                     | 4.714 x86               | Work          | ang          | Date: 03/0        | <br>6/2015    | ~               | Logon:  | N                      | lanage  | Layout        |                 | _             |             |          |              | WI-V   | 2.5.4.2 | 6856 | Firebird 2.5   |

2) Right click on the Grid , Eg: point on wording "Description" and right click | Grid Layout | Save Layout

| <b>2</b>    | Save Grid Layout                         | ×    |
|-------------|--|------|
| Layouts     |  |      |
|             |  |      |
|             | <no <u="" data="" to="">display&gt;</no> |      |
|             |  |      |
|             |  |      |
| Save as: Ir | nvoice with Remark                       | ave  |
|             | Save as Default Layout                   | ncel |

3) Enter a Layout Name , and checked on "save as Default Layout" if you wish to set this as your Default Layout | SAVE

#### How to assign this layout to others users?

|       |  | SQL           | Financial Accounting E                            | Interp | rise Ed                 | ition -   | Testing       | Compa     | ny [          | SAM]         | - [lnv      | voice]        |        | -         | ×               |
|-------|--|---------------|---|--------|-------------------------|-----------|---------------|-----------|---------------|--------------|-------------|---------------|--------|-----------|-----------------|
|       | <u>File E</u> dit <u>V</u> iew GL <u>C</u> u | istom         | ner S <u>u</u> pplier <u>S</u> ales <u>P</u> urch | ase St | oc <u>k</u> Pr <u>o</u> | duction   | n <u>G</u> ST | Inquiry ] | <u>T</u> ools | <u>W</u> ind | ow l        | <u>H</u> elp  |        |           | _ 8 ×           |
| 1     | 6 🖻 🗋 🖸 🤇                                    |               | 🖸 🗿 📑 🗾 🔓   |        |                         | 9         | <b>S</b> (    | 🚔 - 🕻     | 2             |              |             |               |        |           |                 |
| More  |  |               |   | D      | nvoi                    | ice       |               |           |               |              |             | Cano          | elled  |           | New             |
| ÷     | Customer: 300-A0002                          | •             |   |        |                         |           |               |           |               | Inv          | No :        | IV-0010       | )4     |           | Edit            |
| Atta  | ALPHA & BET                                  |               | IMPUTER   |        |                         |           |               |           |               | Next         | No :-       | IV-0013       | 32     | •         | Delete          |
| dhmer | 40485 RAWAI                                  | NG            |   |        |                         |           |               |           |               | Date         | de<br>Maria | 13/04/2<br>SY | 2015   | -         | <u>Save</u>     |
| 1ts   | SELANGOR DE                                  | 1             |   |        |                         |           |               |           |               | Term         | is :-       | 45 Days       | s      | -         | Cancel          |
| N     | Description :- Sales                         |               |   |        |                         |           |               |           | •             | Ref          | 1. :-<br>   | 123456        |        |           | Refresh         |
| æ     | + = 🕜 🕐 Profit Es                            | stimat        | or  |        |                         |           |               |           |               | Ext          | No. :-      |               |        | $\geq$    | Browse          |
| Iter  | Invoice Matrix                               |               |   |        |                         |           |               |           |               |              |             |               |        |           |                 |
| nTen  | Item Code De                                 | scrint<br>A I | ion Remark 1 Re                                   | mark 2 | Qty                     | UOM       | U/Price       | Sub Tot   | al 1          | Tax Ta       | т           | ax Amo        | Sub To | tal       |                 |
| nplat | RTN5Cents 5 ents Ro                          | Z+<br>Z       | Sort Descending                                   |        | 1.0000                  | UNIT      | -0.02         | (0.02)    |               | SK L         |             | .00           | (0.02) |           | -               |
| ľ     |  | A+            | Clear Sorting                                     |        |                         |           |               |           |               |              |             |               |        |           |                 |
| _     |  |               | Correct Do This Field                             |        |                         |           |               |           |               |              |             |               |        |           |                 |
|       | <b>/</b>                                     |               | Group By This Field                               |        |                         |           |               |           |               |              |             |               |        |           |                 |
|       |  |               | огоир ву вох                                      |        |                         |           |               |           |               |              |             |               |        |           |                 |
|       |  |               | Footer  |        |                         |           |               |           |               |              |             |               |        |           | >               |
|       |  |               | Group Footers                                     |        |                         |           |               |           |               |              |             |               |        |           |                 |
|       |  |               | Remove This Column                                |        |                         |           |               |           |               |              |             |               |        |           |                 |
|       |  | ē             | Field Chooser                                     |        |                         |           |               |           |               |              |             |               |        |           |                 |
|       |  | ₽             | Best Fit  |        |                         |           |               |           |               |              |             |               |        |           |                 |
|       |  |               | Best Fit (all columns)                            |        |                         |           |               |           |               |              |             |               |        |           | ,               |
|       |  |               | Filter Row  |        |                         |           |               |           |               |              |             |               |        |           |                 |
|       |  |               | Filter Box  |        |                         |           |               |           |               |              |             |               |        |           |                 |
|       |  | •             | Quick Column Customizati                          | on     |                         |           |               |           |               |              |             |               |        |           |                 |
|       |  | ✓             | Columns Auto Width                                |        |                         |           |               |           |               |              |             |               |        |           |                 |
|       |  | *             | Hide Column On Grouping                           |        |                         |           |               |           |               |              |             |               |        |           |                 |
|       |  |               | Find Text in Grid                                 |        |                         |           |               |           |               |              |             |               |        |           |                 |
|       |  |               | Find Text in Column                               |        |                         |           |               |           |               |              |             |               |        |           |                 |
|       | 2 records                                    | 2             | Grid Layout                                       | ×      | Co                      | opy Layo  | out to Clip   | board     | 1             |              |             | 0.57          | 1      | 0.10      |                 |
|       | Deposit Amount:                              |               | Print Grid  |        | Pa                      | iste Layo | out from (    | Clipboard |               |              |             |               |        |           |                 |
|       | Local Net Total:                             |               | Grid Export                                       | •      | Lo                      | ad Layo   | ut            |           | - 1           | et Tota      | al:         |               |        | 10.10     | Close           |
| Ver   | sion 4.2015.754.714 x86 W                    |               | Properties  |        | Sa                      | ve Layou  | ut            |           |               |              | >           |               | WI-V2  | 2.5.4.268 | 56 Firebird 2.5 |
|       |  | _             |   | _      | M                       | anage La  | ayout         |           | -             | -            |             | _             |        |           |                 |

4) After you had save your layout, Right click on the Grid , Eg : point on wording "Description" and right click | Grid Layout | Manage Layout

| 🕍 Manage            | Grid Layout   |
|---------------------|---|
| 영 🗄 💿 🖆 🚺           | <ul><li>Q</li><li>Q</li><li>Q</li><li>Q</li><li>Q</li><li>Q</li><li>Q</li><li>Q</li><li>Q</li><li>Q</li><li>Q</li><li>Q</li><li>Q</li><li>Q</li><li>Q</li><li>Q</li><li>Q</li><li>Q</li><li>Q</li><li>Q</li><li>Q</li><li>Q</li><li>Q</li><li>Q</li><li>Q</li><li>Q</li><li>Q</li><li>Q</li><li>Q</li><li>Q</li><li>Q</li><li>Q</li><li>Q</li><li>Q</li><li>Q</li><li>Q</li><li>Q</li><li>Q</li><li>Q</li><li>Q</li><li>Q</li><li>Q</li><li>Q</li><li>Q</li><li>Q</li><li>Q</li><li>Q</li><li>Q</li><li>Q</li><li>Q</li></ul> |
| Invoice with Remark | User Count Group Count<br>4/4 1/1   |
|                     | OR  |
| Count = 1           | Grid Layout vs Users Grid Layout vs Groups  |

5) You can assign your layout either by users or by groups , Let's said by Users

|              | /         | Grid Layout |       |      | - • ×                |
|--------------|-----------|-------------|-------|------|----------------------|
| 6            |           | Q 📀 📀       |       |      |                      |
| 3            | Name      | ADMIN       | FAUNG | TEST | LEE                  |
| Invoice with | n Remark  | Default     | -     | -    | - <b>•</b>           |
|              |           |             |       |      | Default<br>-<br>Deny |
|              |           |             |       |      |                      |
|              |           |             |       |      |                      |
|              |           |             |       |      |                      |
|              | Count = 1 |             |       |      |                      |
| Grant        | Revoke    |             |       |      |                      |

- 6) Click on the arrow down key from the users name and select & SAVE.
  - Default : Make this layout default
  - - : Empty it without setting any layout for this user
  - Deny : To hide this layout, so when this user try to Load Layout unable to see this layout.

#### How to Reset Layout ?

| <u>111</u> |                      |                  | Invoice  |   |                    |             |            |        |                |
|------------|----------------------|------------------|--|---|--------------------|-------------|------------|--------|----------------|
| More.      |                      |                  | Invoic   | e |                    |             | Cancelled  |        | New            |
|            | Customer: 300-       | T0001 💌          |  |   |                    | Inv No :    | IV-00123   |        | <u>E</u> dit   |
| Attac      | Address :-           | R TRADING SDN    | BHD  |   |                    | Next No :-  | IV-00132   | -      | <u>D</u> elete |
| hmer       | Hadroov.             |                  |  |   |                    | Date :-     | 01/06/2015 | -      | Save -         |
| nts        |                      |                  |  |   |                    | Terms :-    | 30 Days    | •      | Cancel         |
| N          | Description :- Sales | s                |  |   | <b>•</b> ···       | Ref 1. :-   |            |        | Refresh        |
| æ          | + - 6 0              | Profit Estimator |  |   |                    | Ext. No. :- |            |        | Browse         |
| It         | Invoice Matrix       |                  |  |   |                    |             |            |        | Dionac         |
| mTe        | 3 Item Code          | Description      | Demark 1 Demark 2 Otv UI                       | M | U/Price Sub Total  | Tax Ta      | Tax Am Sub | Tot    |                |
| mplat      | ▶ BOM BC             | <u>/</u>         | Z   Sort Ascending<br>Z   Sort Descending      | Ξ | 100.00 100.00      | SR          | 6.00       | 106.00 |                |
|            | /                    |                  | Clear Sorting                                  |   |                    |             |            |        | n              |
|            |                      |                  | Group By This Field                            |   |                    |             |            |        |                |
|            |                      |                  | Group By Box                                   |   |                    |             |            |        |                |
|            |                      |                  | Footer   |   |                    |             |            |        |                |
|            |                      |                  | Group Footers                                  |   |                    |             |            |        | >              |
|            |                      |                  | Remove This Column                             |   |                    |             |            |        |                |
|            |                      | 1                | Field Chooser                                  |   |                    |             |            |        |                |
|            |                      |                  | Best Fit                                       |   |                    |             |            |        |                |
|            |                      |                  | Best Fit (all columns)                         |   |                    |             |            |        |                |
|            |                      |                  | Filter Row                                     |   |                    |             |            |        | Ĭ              |
|            |                      |                  | Filter Box                                     |   |                    |             |            |        |                |
|            |                      |                  | <ul> <li>Quick Column Customization</li> </ul> |   |                    |             |            |        |                |
|            |                      |                  | Columns Auto Width                             |   |                    |             |            |        |                |
|            |                      | L                | Hide Column On Grouping                        |   |                    |             |            |        |                |
|            |                      |                  | Find Text in Grid                              |   |                    |             |            |        |                |
|            |                      |                  | Grid Layout                                    | 1 | Copy Layout to Cli | inhoard     |            |        |                |
|            |                      |                  | Print Grid                                     |   | Paste Layout from  | Clipboard   |            |        |                |
|            | 1 records            |                  | Grid Export                                    |   | Load Lavout        |             | 1          | 06.00  |                |
|            | Deposit Amount:      |                  | Properties                                     |   | Save Layout        |             | -          |        |                |
|            | Local Net Total:     |                  | 106.00   |   | Manage Layout      |             |            | 106.00 | Close          |

7) Right click on the Grid , Eg : point on wording "Description" and right click | Grid Layout | Load Layout

| <b>2</b>         | Load Grid Laye | out × |
|------------------|----------------|-------|
| Layouts          |                |       |
| Invoice wit      | ı Remark       |       |
|                  |                |       |
|                  |                |       |
|                  |                |       |
|                  |                |       |
| Show layout      | from all users | Load  |
| Reset Layout     |                |       |
| Load Last Used I | ayout          | -     |

8) Click on Reset Layout

### How to Delete Layout?

|       | SQ                                    | L Financial Accounting Enterp                           | rise Ed                 | ition -   | Testing     | , Comp          | oany [        | SAM         | ] - [lr  | nvoice]      |        |          | - 1   | ×           |
|-------|---------------------------------------|---|-------------------------|-----------|-------------|-----------------|---------------|-------------|----------|--------------|--------|----------|-------|-------------|
| 1     | <u>File Edit View GL</u> Custo        | mer S <u>u</u> pplier <u>S</u> ales <u>P</u> urchase St | oc <u>k</u> Pr <u>o</u> | oduction  | <u>G</u> ST | <u>I</u> nquiry | <u>T</u> ools | <u>W</u> ir | ndow     | <u>H</u> elp |        |          |       | _ 5 ×       |
| 1     | 6 🖣 🛱 🚺 🔇                             | 🗿 🗿 📑 🗾 👌 🔚   | $\otimes$               | 9         | S 4         | - 4             |               |             |          |              |        |          |       |             |
| Mora  |                                       | ľ   | wo                      | ice       |             |                 |               |             |          | Cano         | elled  |          |       | New         |
| i     | Customer: 300-A0002 -                 |   |                         |           |             |                 |               | In          | v No :   | IV-0010      | )4     |          |       | Edit        |
| Atta  | ALPHA & BETA C                        | OMPUTER   |                         |           |             |                 |               | Ne          | xt No:   | - IV-0013    | 2      | -        |       | Delete      |
| dhme  | 40485 RAWANG                          | b   |                         |           |             |                 |               | Da          | ate :-   | 13/04/2      | 2015   | -        |       | Save 👻      |
| nts   | SELANGOR DE                           |   |                         |           |             |                 |               | Te          | enc:-    | 45 Days      | s      | -        |       | Cancel      |
| z     | Description :- Sales                  |   |                         |           |             |                 |               | Re          | ef 1. :- | 123456       |        |          |       | Defeat      |
| ote   | + - O Profit Estima                   | ator  |                         |           |             |                 | •             | Lex.        | t. No. : | ·            |        |          |       | Refresh     |
| H     | Invoice Matrix                        |   |                         |           |             |                 |               |             |          |              |        |          |       | Browse      |
| em T  | Item Code Descrit                     | ntion Remark 1 Remark 2                                 | Qty                     | UOM       | U/Price     | Sub T           | otal          | Tax '       | Та       | Tax Amo      | Sub To | tal      |       |             |
| empla | BOM BON Z                             | Sort Ascending  | 1.0000                  | UNIT      | 9.55        | 9.55            |               | SR          |          | 0.57         | 10.12  |          |       |             |
| te    | RINSCents 5 ents Ro Z                 | , Sort Descending                                       | 1.0000                  | UNIT      | -0.02       | (0.02)          |               |             |          | 0.00         | (0.02) | _        | n i   |             |
| _     |                                       | Clear Sorting   |                         |           |             |                 |               |             |          |              |        |          |       |             |
|       |                                       | Group By This Field                                     |                         |           |             |                 |               |             |          |              |        |          |       |             |
|       |                                       | Group By Box  |                         |           |             |                 |               |             |          |              |        |          |       |             |
|       |                                       | Footer  |                         |           |             |                 |               |             |          |              |        |          | >     |             |
|       |                                       | Group Footers   |                         |           |             |                 |               |             |          |              |        |          |       |             |
|       |                                       | Remove This Column                                      |                         |           |             |                 |               |             |          |              |        |          |       |             |
|       |                                       | Field Chooser   |                         |           |             |                 |               |             |          |              |        |          |       |             |
|       | L L L L L L L L L L L L L L L L L L L | Best Fit  |                         |           |             |                 |               |             |          |              |        |          |       |             |
|       |                                       | Best Fit (all columns)                                  |                         |           |             |                 |               |             |          |              |        |          |       |             |
|       |                                       | Filter Row  |                         |           |             |                 |               |             |          |              |        |          |       |             |
|       |                                       | Filter Box  |                         |           |             |                 |               |             |          |              |        |          |       |             |
|       | ×                                     | Quick Column Customization                              |                         |           |             |                 |               |             |          |              |        |          |       |             |
|       | v<br>                                 | Columns Auto Width                                      |                         |           |             |                 |               |             |          |              |        |          |       |             |
|       | L                                     | Hide Column On Grouping                                 |                         |           |             |                 |               |             |          |              |        |          |       |             |
|       |                                       | Find Text in Grid                                       |                         |           |             |                 |               |             |          |              |        |          |       |             |
|       |                                       | Grid Layout   | C.                      | opy Lavo  | ut to Clir  | board           |               | _           |          |              |        |          |       |             |
|       | 2 records                             | Drink Crief   | Pa                      | iste Layo | ut from (   | Clipboar        | d             |             |          | 0.57         | 1      | 10.10    |       |             |
|       | Deposit Amount:                       | Grid Export   | Lo                      | ad Lavo   | ut          |                 |               | let To      | otal:    |              |        | 10.10    | Г     | Close       |
|       |                                       | Properties  | Sa                      | ve Layou  | it          |                 |               |             |          |              |        |          |       |             |
| Vers  | sion 4.2015.754.714 x86   W           |   | M                       | anage La  | vout        |                 | - 4           | -           |          |              | WI-V2  | 2.5.4.26 | 856 F | irebird 2.5 |

9) Right click on the Grid , Eg : point on wording "Description" and right click | Grid Layout | Manage Layout

| 🕍 🕖 Manage          | Grid Layout            | - • ×                 |
|---------------------|------------------------|-----------------------|
| S 🗠 🖓 🖓             | a 📀 🧇 🕙 🟲              |                       |
| I Name              | User Count Group Count |                       |
| Invoice with Remark | 3/4 1/1                |                       |
|                     |                        |                       |
|                     |                        |                       |
|                     |                        |                       |
|                     |                        |                       |
|                     |                        |                       |
|                     |                        |                       |
|                     |                        |                       |
|                     |                        |                       |
| Count = 1           |                        |                       |
|                     | Grid Layout vs Users   | Grid Layout vs Groups |

10) Highlighted on the Layout Name you wish to delete | press on the Minus Icon | SAVE

# How to disable users access right to go field chooser and customize layout ?

| <b>2</b> |              |              | S                 | QL Financi           | al Acc        | ountin         | g Enter           | prise Edi                | ition -         | Testin         | ig Cor   | np         | any [DONE] 🛛 🗕 🗆 🗙                   |
|----------|--------------|--------------|-------------------|----------------------|---------------|----------------|-------------------|--------------------------|-----------------|----------------|----------|------------|--------------------------------------|
| <u> </u> | <u>E</u> dit | <u>V</u> iew | G <u>L</u> ustome | er S <u>u</u> pplier | <u>S</u> ales | <u>P</u> urcha | se Stoc           | <u>k</u> Pr <u>o</u> duc | tion <u>G</u>   | ST Inq         | quiry    | Ioc        | ols <u>W</u> indow <u>H</u> elp      |
|          | b            |              | 00                | 00                   |               | <b>E</b> 2     |                   |                          | QU              | G /            |          | 4          | Maintain User Group                  |
| : ~      |              |              |                   | ••                   | 171P          |                |                   |                          |                 |                |          | P          | Maintain User                        |
|          | _            |              |                   | _                    | _             |                |                   |                          | _               | _              |          | J          | User Access Right Assignment         |
| 1        | -            | _            |                   |                      |               |                |                   |                          | U               | - P            | Cu       |            | Maintain Style                       |
| 1        | -            | -            |                   |                      |               |                |                   |                          |                 |                |          |            | Maintain Commission Script           |
|          |              |              | G. Ledger         | Þ                    |               |                |                   | _                        |                 | -              |          |            | Maintain Document Number             |
|          |              | 1            |                   |                      |               |                |                   |                          |                 | •              |          |            | Maintain Acceptable Transaction Date |
|          | 6            |              |                   |                      |               |                |                   |                          |                 |                |          | ÷          | Maintain Form Mode                   |
|          | r            | 1            | Customer          |                      |               |                |                   |                          |                 | distant.       |          | 84         | Maintain Agent                       |
|          |              | -            |                   |                      |               |                |                   | C                        | ash Boo         | ok Entry       | y I      | 1.S        | Maintain Area                        |
|          | 6            | 2            |                   |                      |               |                | -                 |                          |                 |                |          | 및          | Maintain Terms                       |
|          | Č            | 1            | Supplier          |                      |               |                | Ser.              |                          |                 |                |          | €<br>RM    | Maintain Currency                    |
|          |              | _            |                   |                      |               |                | -                 |                          |                 |                |          | 11         | Maintain Journal                     |
|          | 6            |              |                   |                      |               |                |                   |                          |                 |                |          | ð          | Maintain Payment Method              |
|          |              |              | Sales             |                      |               |                |                   |                          |                 |                | <u> </u> | DEPT       | Maintain Project                     |
|          |              |              |                   |                      |               | of Ac          | in Chart<br>count |                          |                 | Journa         | al Ent   |            | Maintain Tax                         |
|          | -            | 4            |                   |                      |               |                |                   |                          |                 |                | 1        | 0          | Maintain Company Category            |
|          |              | 2            | Purchase          |                      |               |                |                   |                          | ~               | 2              | _        |            | Maintain Shipper                     |
|          |              |              |                   |                      |               |                |                   |                          |                 | 1              |          | =          | Print Audit Trail                    |
|          | 5            | 2            | Charle            |                      |               |                |                   |                          |                 |                |          | P          | Analyse Data Integrity               |
|          |              | D            | SLUCK             |                      |               |                |                   |                          |                 |                | , 1      | n¥         | Report Designer                      |
|          | _            |              |                   |                      |               |                |                   | 1                        | Maintaiı<br>Vəl | n Stock<br>Ive | k .      |            | Print Bar Code (Direct Printer)      |
|          | -            | _            | _                 |                      | _             |                |                   |                          | Val             |                |          |            | Print Bar Code (Windows Printer)     |
|          |              |              |                   |                      |               |                |                   |                          |                 |                |          |            | DIY                                  |
| Maint    | ain Us       | er           | Work              | ing Date: 03         | /06/201       | 5 \            | Logo              | n: ADMI                  | N CAF           | NUN            | N        | n <b>i</b> | Options 5                            |

11) Go tools | Maintain User

| 88 | 5     | User   |                       | - • ×             |
|----|-------|--------|-----------------------|-------------------|
| 3  | Code  | Name 🛆 | Active                | New               |
|    | FAUNG | FAUNG  | <ul><li>▼</li></ul>   | Edit 🗸 🔻          |
| ۶I | LEE   | LEE    | <ul> <li>✓</li> </ul> |                   |
|    | 1651  | 1251   | •                     | Delete            |
|    |       |        |                       | [                 |
|    |       |        |                       |                   |
|    |       |        |                       | ><br>More 🔻       |
|    |       |        |                       |                   |
|    |       |        |                       |                   |
|    |       |        |                       | Refresh           |
|    |       |        |                       | De <u>t</u> ail 🔻 |
|    | 4     |        |                       |                   |
|    | 4     |        |                       |                   |

12) Highlighted on the user name and press on EDIT

| 18          |                | User                 | Reports             |
|-------------|----------------|----------------------|---------------------|
| Code        | LEE            | ✓ Active             | New                 |
| Name        | LEE            |                      | <u>E</u> dit ▼      |
| Groups Sigr | nature Misc    |                      | Delete              |
| 3           | Group          | Name                 |                     |
|             | ADMINISTRATORS | ADMINISTRATORS       | Save                |
|             |                |                      | Cancel              |
|             |                |                      | More                |
|             |                |                      | Copy User           |
|             |                |                      | Paste User          |
|             |                |                      | T usice user        |
|             |                |                      | Access Control      |
|             |                |                      | Export Access Right |
| 1           |                |                      | Import Access Right |
|             |                |                      | Change Password     |
| Stock       |                |                      | Document Number     |
|             |                |                      | Form Mode           |
|             |                | 📃 🛛 🛛 Maintain Stock |                     |

13) Click on More | Access Control

| 2                        | Access Control - LEE  |
|--------------------------|---|
| Options                  | User Access Right   |
| Access Rights<br>Reports | i f 💿 🗠 🚔 🔯 📀 🧇 🏲   |
|                          | Entry Report  |
|                          | Image: Security in the secure of the secu |
|                          | Manage Grid Layout  |
|                          |   |
|                          | Image: Broup : Tools         Image: Broup : View  |
|                          | Count = 239       Grant     Revoke     Grant All  |

14) Go to Group : Misc | unchecked on Customize grid (field chooser) & Manage Grid Layout | SAVE

- DONE -