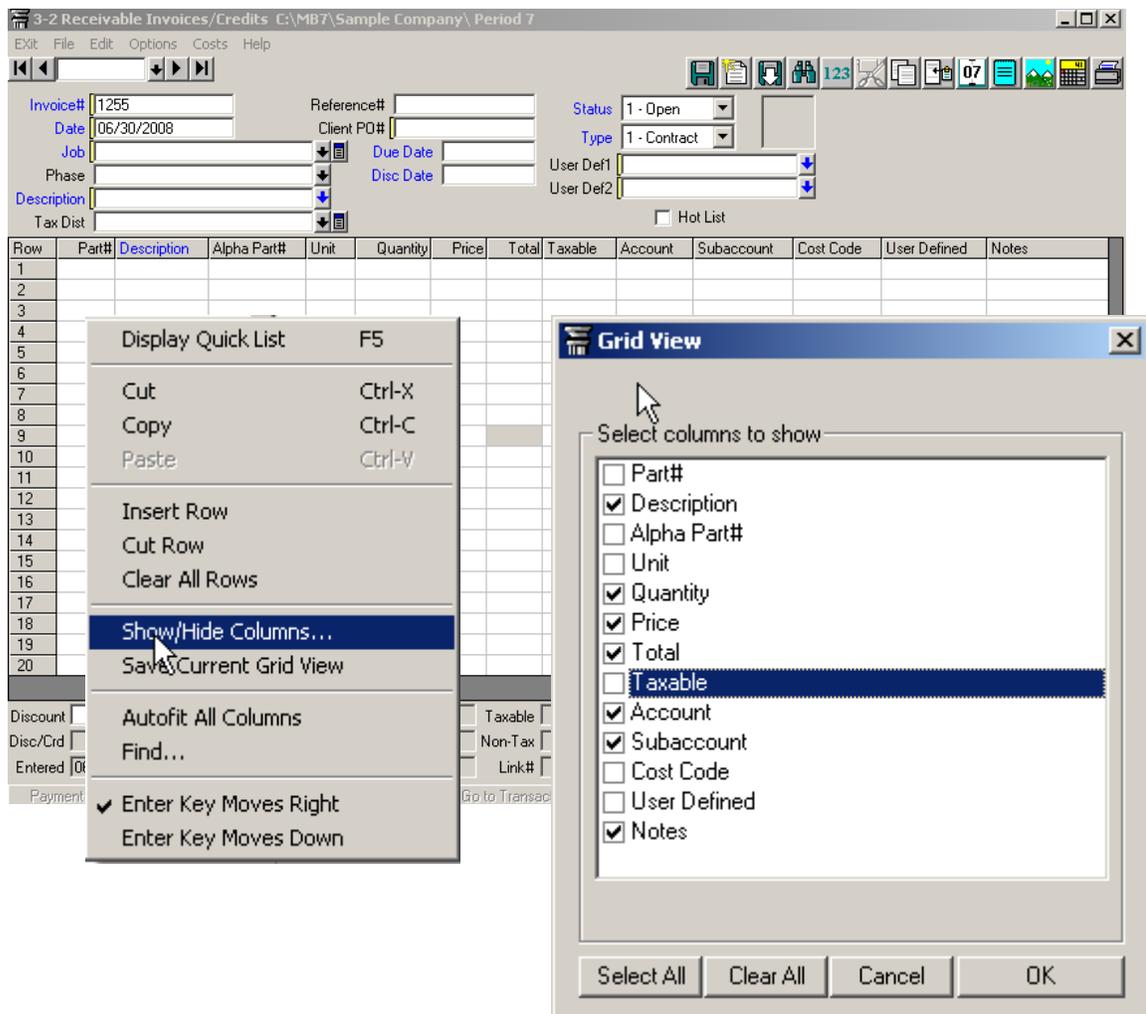


Customizing Grids in Sage Master Builder

A real data entry time saver is the ability to customize grids. Grid settings are saved to the individual User .

This is a two-step process. 1. Set up the grid the way it will work best for you. 2. Save the Current Grid View.

The Grid Sub-Menu is the key. Access this menu by Right-Clicking in the grid. Click on Show/Hide Columns and a new screen appears that will allow you to uncheck the columns you do not need. Click OK to approve your selection.



Repeat the above procedure to Autofit All Columns if desired. Autofit will adjust each column to the width of the data in the field. You can also change the column widths by “grabbing” the column divider with your mouse and moving left or right.

Once you are satisfied with your Grid, right-click and choose Save Current Grid View.

NOTE: If the “Supervisor” has hidden columns, other users will not be able to restore them.