Customizing Master Builder Fields

Master Builder input screens allow you to put your own titles on fields. For instance, the 4-2 invoice screen has an Order # field so the user can start by typing in the Purchase Order number. You can easily change the Order # to read PO# if you are logged in as the supervisor. Simply click on the field and tap the F7 key on the keyboard. You will get a dialog box that looks like this:

Simply type PO# in the User Description. If you want a custom help prompt in the lower right hand corner of the window, add it in the User Prompt box. Press OK and the change is made! You can do this with any field including the User Defined fields. You have the option of selecting the Data Type for these. Notice that you can also use the check marks down the left to do several things like make the field mandatory or it altogether.