

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:

The screenshot shows a dialog box titled "Field Properties Order #". It contains the following elements:

- Menu items: Exit, Help
- Default Entry to: [Dropdown menu]
- Checkboxes for field behavior:
 - Skip During Entry
 - Require Entry
 - Require List Match
 - Require Unique
 - Lock After Save
 - Lock Quick List
 - Check Spelling
 - Mixed Case
 - Upper Case
 - Lower Case
- Permit Access to:
 - Owner/Comptroller
 - GL
 - Receivables
 - Payables
 - Payroll
 - Estimator/PM
- User Defined Field Type: [Dropdown menu] Character
- System Description: [Text box] Order#
- User Description: [Text box] PO #
- System Prompt: [Text box] Enter the customer's purchase ord
- User Prompt: [Text box] Enter the Purchae Order number
- Buttons: OK, Close

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.