

Fact Sheet - Display Field Editor

This function allows the administrator to control which fields appear on the search results list for each Module (TAB) in HowNow and the order in which they appear. In addition, it allows you to control which fields appear on the various selection lists.

Contacts Screen - column display example

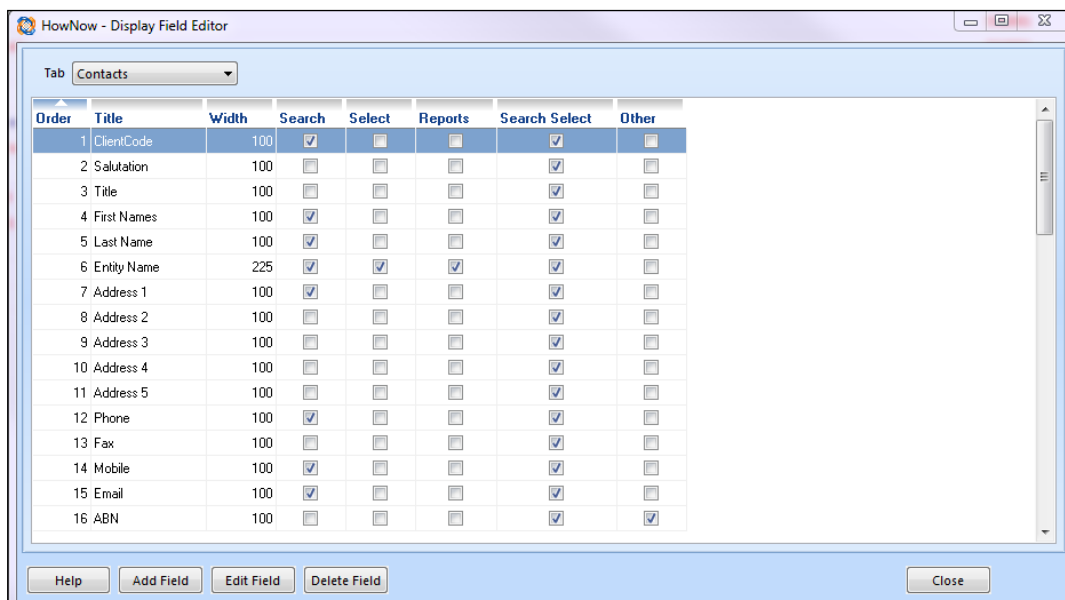
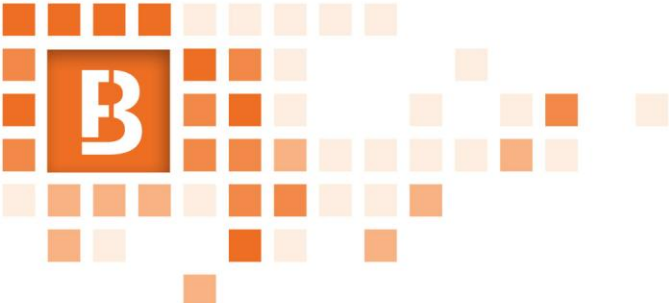
The HowNow default columns for Contacts is Client Code and Entity Name. The example below shows where Phone, Fax, Mobile, Email, Partner Name & Manager Name have been added on the Search Results Display

Client Code	Entity Name	Phone	Fax	Mobile	Email	Partner Name	Manager Name
Client17	Alge Enterprises Pty Ltd				annie.adamson@businessfitness.net		
Client26	Allblack, Michael						
Client12	Andrew Black Pty Ltd				john@johnblack.com.au		
Client01	Andrew Green & Company Pty Limited	02 9876 6789			andrew@greenandco.com.au	Mary-Anne Gibs...	
Client21	Andrews Pty Limited				andrew@greenandco.com.au		
Client34	Bell-Brown, Billy				fred@optusnet.com.au		
Client24	Bell-Brown, Fred				fred@optusnet.com.au		
Client20	Best, George						
Client32	Bill Black Pty Ltd				john@johnblack.com.au		
Client18	Black & White Pty Limited						
Client08	Black Pty Limited	07 3456 7890					
Client16	Blaxland, Michael						
Client13	Blue & White Pty Ltd				bill@white.com.au		
Client36	Blue, Benny						
Client06	Blue, Michael	03 9765 4320					
Client38	Boswold Industries Pty Limited						
Client30	Boy, George						
Client10	Brown, George	02 9854 3210					
Client14	Brownlee, Fred				fred@optusnet.com.au		
Client31	Gerald Green & Co				andrew@greenandco.com.au		
Client37	Geraldgreen Pty Ltd						

Display Field Editor

To use this function, go to the **File Menu** (Menu Icon) > **System Tools** > **Display Field Editor**. The Display Field Editor will appear.





Tab: Used to select the HowHow Module from the dropdown. A list of available fields for the Module selected, will display as per example above

Add Field: Available only when the Contacts Tab is selected - *Please contact Business Fitness before using this feature*

Edit Field: Displays the Display Field Details dialog and allows existing field settings to be edited

Delete Field: Available only when the Contact Tab is selected. Deletes the selected field. Any data stored in the field is lost. *Please contact Business Fitness before using this feature.*

Changing Basic Functions

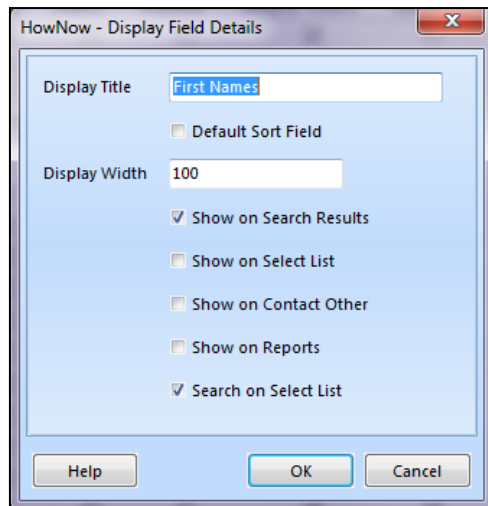
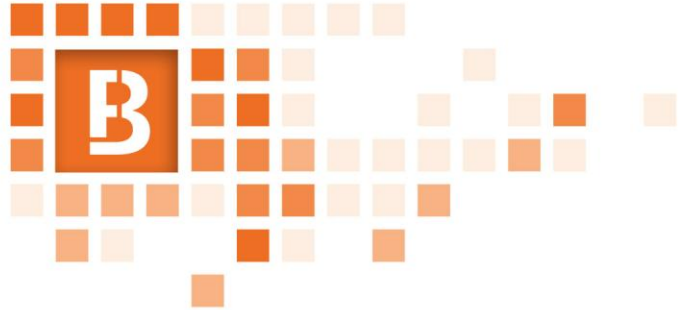
To change the order the columns display in the Search Results (Left to Right)

Confirm the sort order of the fields is Ascending by "Order" as above. Click on the column title and drag it to the position above or below the field you wish it to appear.

To change basic settings of a field (Column Title, Display Width, Display Options)

Double click on the field to be modified or select and click on **Edit Field** button. The Display Field Details screen will appear as below:





Note: The Show options will only be available to select IF the Display Width is greater than ZERO

Display Title: The display title appears in all areas that set to allow the fields to Show

Default Sort Field: Tick this option if this is the field for the default sort when search results are displayed

Show on Search Results: Tick this option to display column in the search results screen of the Tab (Module of HowNow) selected

Show on Select List: Tick this box to show the field on any select lists (when searching for a contact/client)

Show on Contact Other: Tick this option to display the field on the Contacts "Other" tab screen

Show on Reports: Tick this option for the field to be automatically ticked on the print options when selecting required report fields

Search on Select List: Tick this box to allow this field to be one of the fields used to use keyword search on the select dialogs

