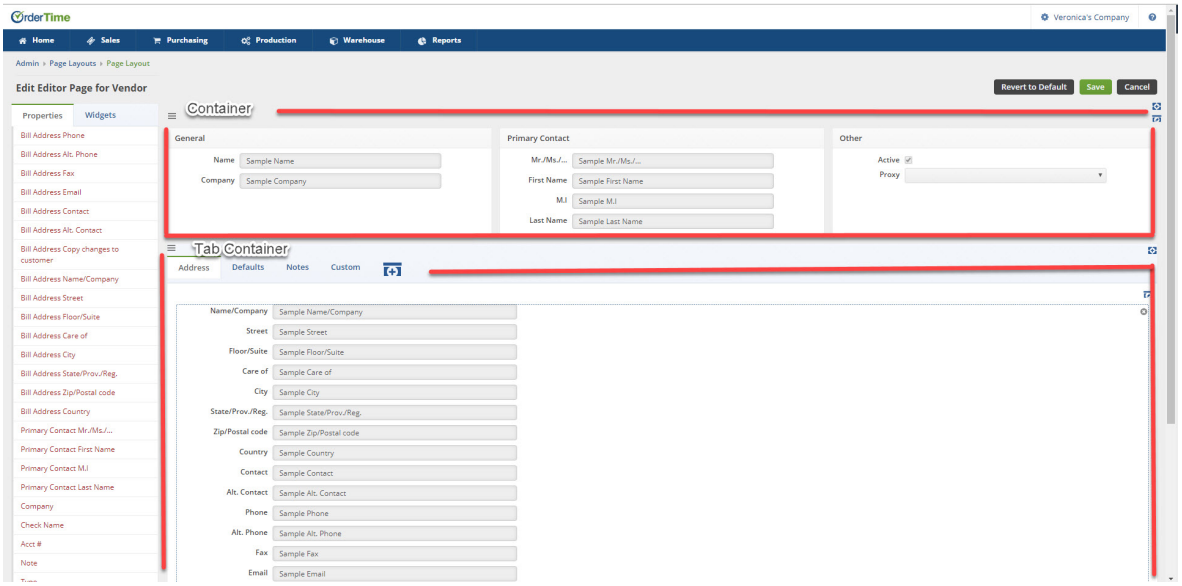
Editor - Page Layouts

Last Modified on 11/03/2023 11:16 am EDT

Overview

In the Edit Editor Page you will find the *Container Sections* and *Tab Container Sections* that will allow you to modify the information you see when you are adding or editing existing Entities and/or Transactions.

This is an example of the Editor Page for a Vendor



Container Sections

Add more containers and/or *Edit* the number of columns on existing containers allowing for efficient date entry when in the Details section. Each Column Header can also be modified to make it '*Required*' information, *change the orientation*, and create a *Custom Caption* in the Property Editor.

Tab Container Sections

Additional Tabs can be added to the Tab Containers. After creating the New Tab you will add containers to that Tab. Those Container Column Headers can also be modified to make it '*Required*' information, *change the orientation*, and create a *Custom Caption* in the Property Editor.

⚠ Restriction: Only one Tab Container is allowed in the Editor Page Layout.

Rearrange the Containers & Tabs

You can drag and drop to rearrange the container sections and the tabs.

Properties and Widgets

Organize your information in the containers by using the *Properties* and *Widgets* options on the left hand side of the screen to drag and drop into the Sections.

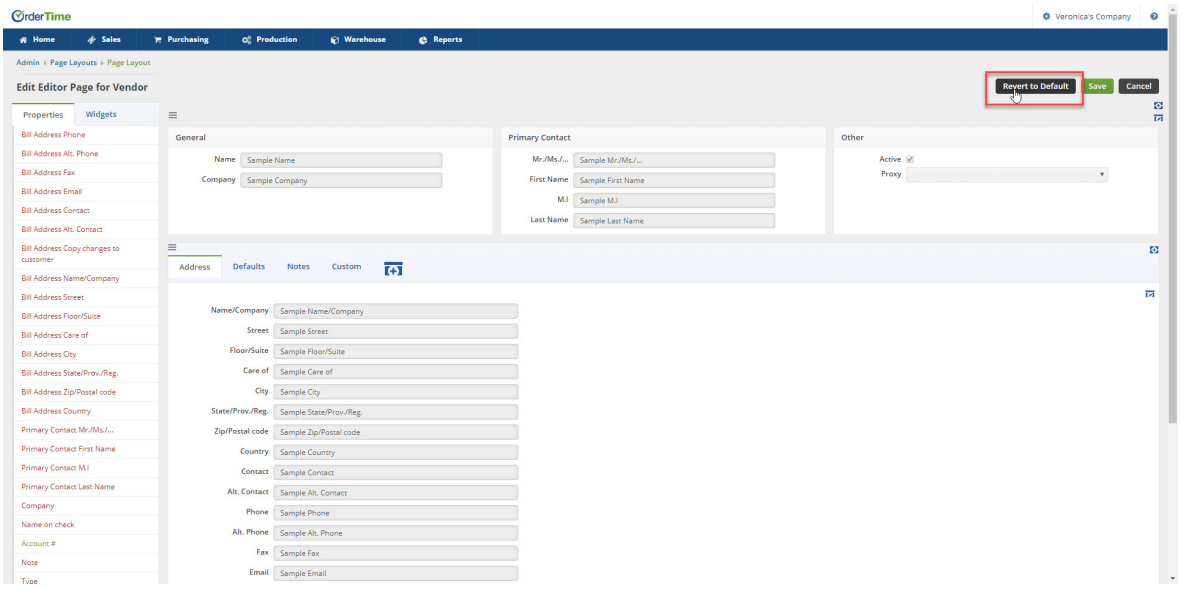
- **Properties** are the list of attributes that can be added to the Container Sections.
- **Widgets** are a set of properties that can be added all together i.e. Address

⚠ You can not drag and drop into the grids. Properties and Widgets can only be used once and will turn red when already in use.

Your browser does not support HTML5 video.

Revert to Default

You can use the '*Revert to Default*' button if you do not like your changes and want to revert back to the original page layout you started with.


OrderTime
Veronica's Company
Home
Sales
Purchasing
Production
Warehouse
Reports
Admin › Page Layouts › Page Layout
Edit Editor Page for Vendor
Revert to Default
Save
Cancel
Properties
Widgets
Bill Address Phone
Bill Address Alt. Phone
Bill Address Fax
Bill Address Email
Bill Address Contact
Bill Address Alt. Contact
Bill Address Copy changes to customer
Bill Address Name/Company
Bill Address Street
Bill Address Floor/Suite
Bill Address Care of
Bill Address City
Bill Address State/Prov./Reg.
Bill Address Zip/Postal code
Bill Address Country
Primary Contact Mr./Ms./...
Primary Contact First Name
Primary Contact M.I
Primary Contact Last Name
Company
Name on check
Account #
Note
Type
General
Name
Sample Name
Company
Sample Company
Primary Contact
Mr./Ms./...
Sample Mr./Ms./...
First Name
Sample First Name
M.I
Sample M.I
Last Name
Sample Last Name
Other
Active
Proxy
Address
Defaults
Notes
Custom
Name/Company
Sample Name/Company
Street
Sample Street
Floor/Suite
Sample Floor/Suite
Care of
Sample Care of
City
Sample City
State/Prov./Reg.
Sample State/Prov./Reg.
Zip/Postal code
Sample Zip/Postal code
Country
Sample Country
Contact
Sample Contact
Alt. Contact
Sample Alt. Contact
Phone
Sample Phone
Alt. Phone
Sample Alt. Phone
Fax
Sample Fax
Email
Sample Email