

CUSTOMIZING TAB SEQUENCING ON A SCREEN

You can customize field sequencing to help you move through a form more quickly. You can specify the field you want to start in, the order of each subsequent field, and the last field to complete on the form. Each time you press Tab or Enter, you move to the next field in the tab sequence (skipping any fields not in the tab sequence). If you specify a last field, the form updates when you tab from the last field in your customized tab sequence.

- Access the screen that you would like to modify
- Under 'Options', select 'Customize Field Sequence & Properties'
- Your screen will look similar to this:

The image shows a screenshot of a software interface. At the top is a yellow dialog box titled "Customize Field Sequence & Properties (KELLY)". It has a "When I am on field:" dropdown set to "11" and a "Customize for:" dropdown set to "KELLY (Me)". The dialog contains three numbered sections: 1. "Make this the first field on the form." and "Make this the last field on the form." with checkboxes and a "The next field should be:" dropdown. 2. "Required", "Inquiry Only", and "No Access" checkboxes. 3. A link "What do the numbered boxes mean?" and "Copy to other users". Buttons for "Clear This Field", "Clear All Fields", "Save", and "Cancel" are at the bottom.

Below the dialog is the "NAE - Name and Address Entry" form. It contains various input fields with numbered boxes indicating the tab sequence. The fields include: Prefix (11, 1), Name LFM (13, 2), Suffix (16, 5), Address (17, 6), City/State/Zip/Cnty (18, 7), Res Cnty/State (22, 11), Country (24, 13), Phone/Ext/Type (25, 14), Origin/Date (28, 17), Soc. Sec (30), Ethnic(s) (33, 21), Race(s) (34, 22), Archived Ethnic (35), Mail Codes (36, 23), E-Mail Address(es) (37, 24), Pref Name (40, 27), Mail Name (41, 28), Person ID (1297690), Additional Info (42, 29), Employment Info (43, 30), Source (44, 31), Address Change Source (45, 32), Date (46), and By (47, N).

- Click on 'What do the numbered boxes mean' for an explanation of the numbered boxes:

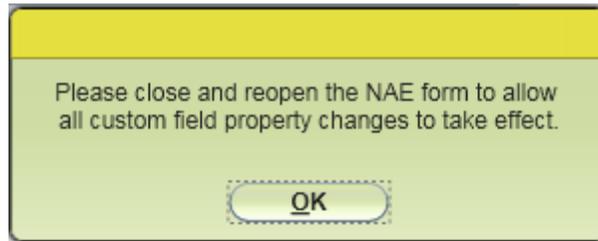
Legend

-  Field identifier number (left box, always present).
Click this box to select and customize the associated field.
-  Current field tab sequence (right box, if present).
If not present then this field is either skipped in the current tabbing setup or is a read-only/no access field.
-  Indicates fields with user-customized properties.
These fields either tab to a field other than the default or have custom Required/Inquiry/No Access settings.

- The orange numbered boxes indicate the current tab sequencing
- The yellow numbered boxes are the ones that you will need to click on in order to change the sequencing.
- The green numbered boxes indicate a field that has already been customized.

- **Select your first field**
 - Click on the yellow box next to the field that you would like to land on first
 - When it's highlighted, check the box at the top labeled 'make this the first field on the form'
- **Select the sequencing for the second field**
 - After choosing your first field, click on the dropdown next to 'The next field should be:' and select the number that corresponds to the yellow box next to your second field
- **Select the sequencing for the third (and remaining) field(s)**
 - Click on the yellow box that corresponds to your second field
 - Click on the dropdown next to 'The next field should be:' and select the number that corresponds to the yellow box next to your third field
 - Repeat this process for your fourth and remaining fields
- **Select the last field on the screen**
 - Click on the yellow box next to the field that you would like to land on last
 - When it's highlighted, check the box at the top labeled 'make this the last field on the form'

- Once your tabbing is set up the way you would like it, click on 'Save'
- You will get a warning message similar to the following. Click on 'OK'.



- Close and reopen your screen and your changes should now be in place.
- **To undo your screen customizations:**
 - Access your screen
 - Under 'Options', select 'Customize Field Sequence & Properties'
 - Click on 'Clear All Fields'
 - Click on 'Save'
 - You will get the following warning message. Click on 'OK'.

