

Default layouts

September 10, 2026

Default layouts

Default layouts

Default layouts is the configuration screen for reviewing and maintaining the layout assigned to a list.

If you need to...	Go to
Identify the fields and buttons on the screen	Understand the screen
Load, normalize, reset, or save a layout	Maintain a default layout
Respond to a required-field or request message	Handle validation and request outcomes
Work with user-specific layouts	Users layouts

Before you start

Prerequisites

Item	What to have ready
List num	The list whose layout you are maintaining
Layout	The layout text you are replacing or restoring

Plan to provide both **List num** and **Layout** before selecting **Save**.

Both **List num** and **Layout** are required before you save.

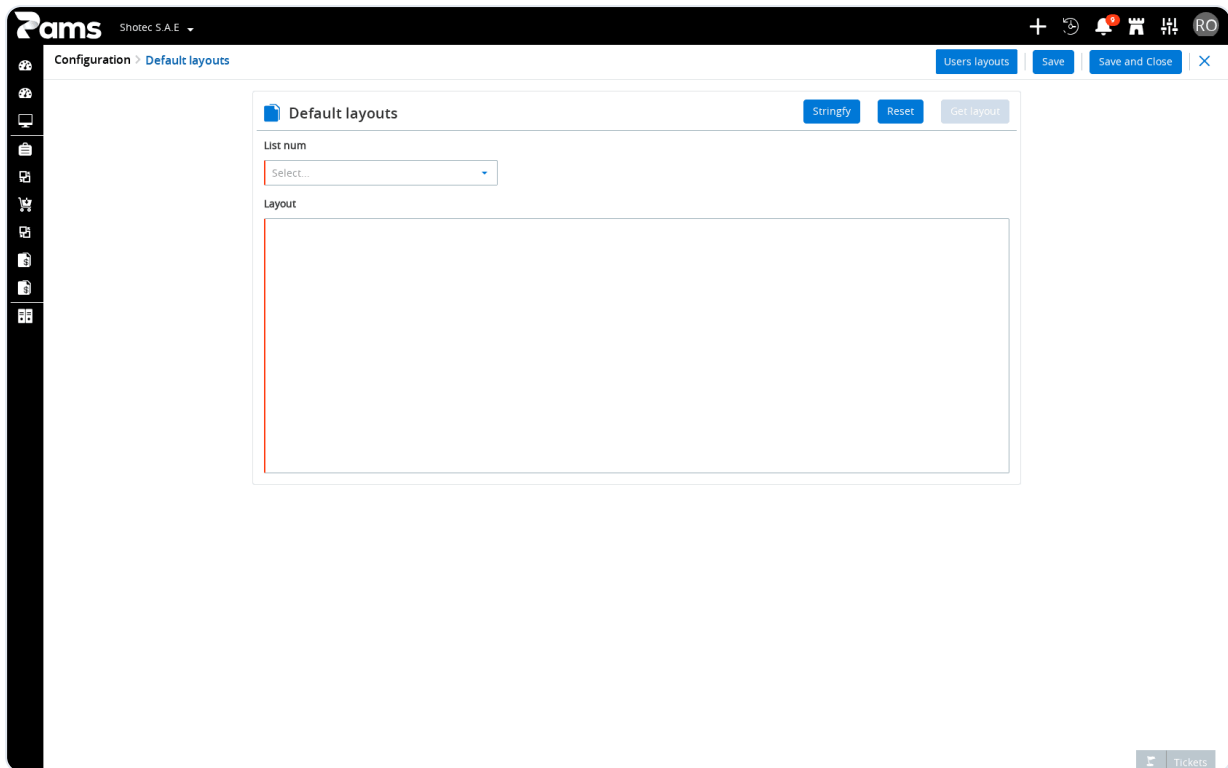
Open Default layouts

Prerequisites

- Have access to the Configuration area.

Steps

1. Open **Configuration**.
2. Select **Default layouts**.



Result: The **Default layouts** screen is open, with **List num**, **Layout**, and the layout actions visible.

Understand the screen

The screen provides the **List num** field, the **Layout** text area, and five actions for working with the selected layout.

Fields

Field	Type and behaviour	Required
List num	Searchable select box	Yes
Layout	Text area, 350 pixels high, with automatic resizing disabled	Yes

Both fields show a required marker. The page has no grid, configurable field, or additional conditional field surface.

Actions

If you need to...	Select
Save the current layout	Save
Save the current layout and leave the screen	Save and Close
Remove line breaks and unnecessary whitespace from the layout text	Stringfy
Restore the layout	Reset
Load the layout for the selected list	Get layout

Four other visible controls do not have a label. Select the control that matches the layout task.

Maintain a default layout

Follow these steps to load a list's layout, adjust its text, restore the layout, or save the result.

Prerequisites

- Have the Default layouts screen open.
- Know the list represented by **List num**.

Steps

1. In **List num**, select the list whose layout you want to work with.
2. Select **Get layout**.
3. In **Layout**, review or enter the layout text.
4. Select one of the following actions:

If you need to...	Select
Remove line breaks and unnecessary whitespace from the layout text	Stringfy
Restore the layout	Reset
Save the layout and remain on the screen	Save
Save the layout and leave the screen	Save and Close

The **Get layout** action is disabled until **List num** has a value. Saving first validates the two required fields. A successful request displays `Your request was completed`

successfully .

An unsuccessful request displays An error occurred while processing your request .

Note: Select a list in **List num** before using **Get layout**.

Result: The selected layout is loaded, normalized, reset, or submitted according to the action you selected.

Handle validation and request outcomes

When a layout action stops or reports an outcome, match the displayed message to the appropriate response.

Prerequisites

- Have the Default layouts screen open.

Steps

1. Select the matching row's recommended control.

What you see	What it means	Recommended control
This Field Is Required	A required field is empty.	Save
Your request was completed successfully	The layout request completed successfully.	Save and Close
An error occurred while processing your request	The layout request returned an error.	Save
Get layout is unavailable before a list is selected	List num has no value.	Get layout

Result: You have the next action for the message or control state shown on screen.

Know what's next

User-specific layouts are maintained from **Users layouts**. Select **Users layouts** to continue there.