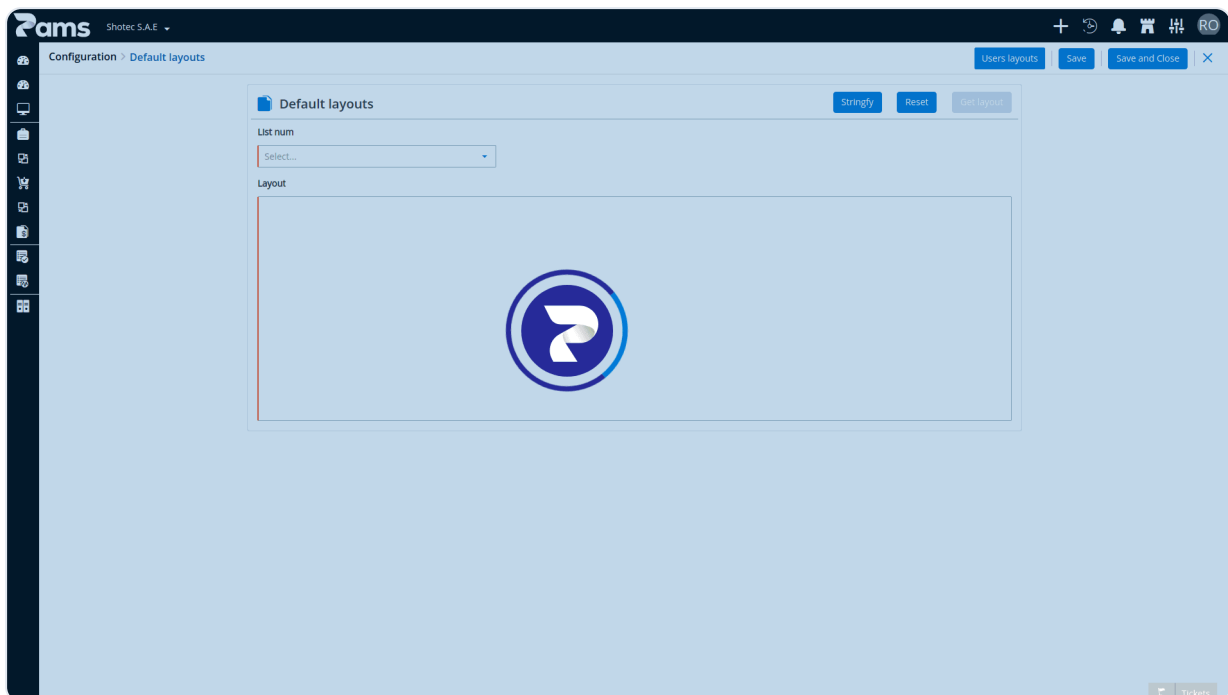


Default Layouts

August 8, 2026

Default Layouts

Applications > Configuration



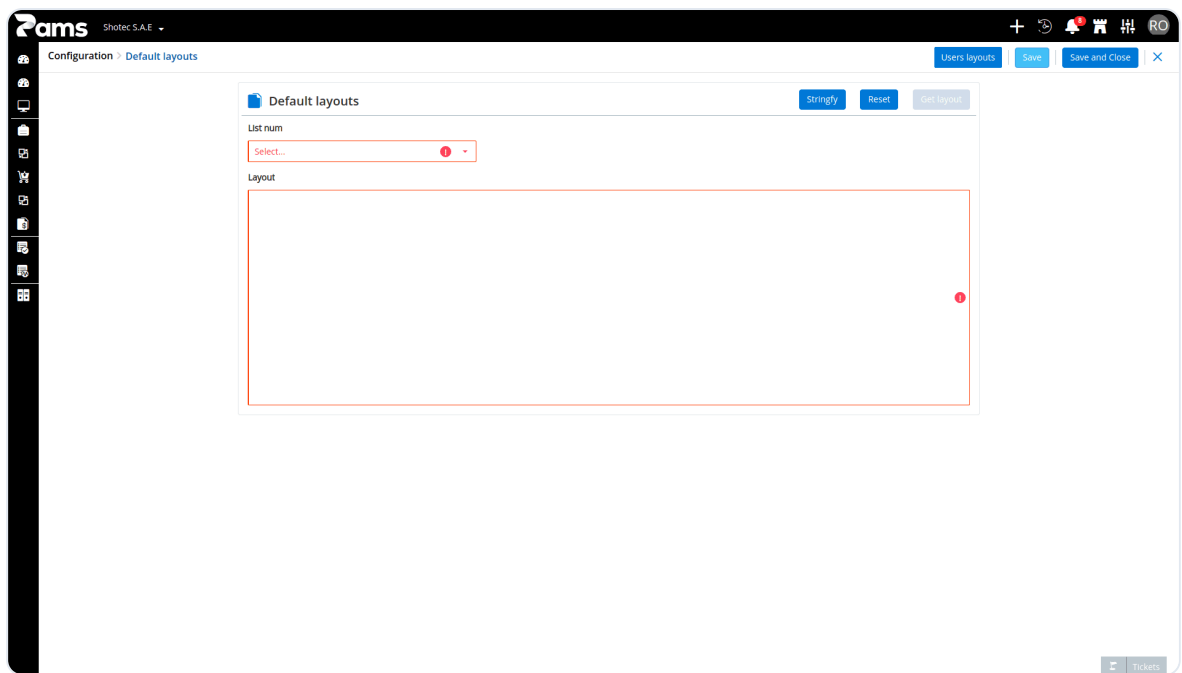
Default Layouts

Overview

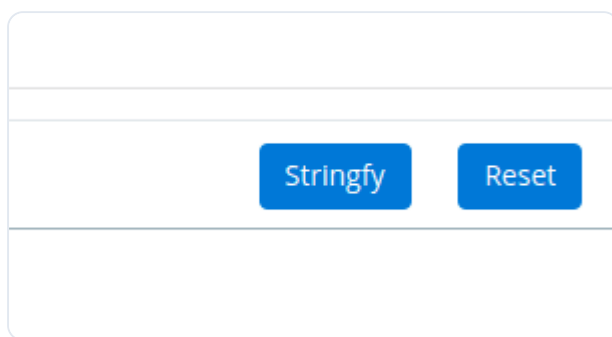
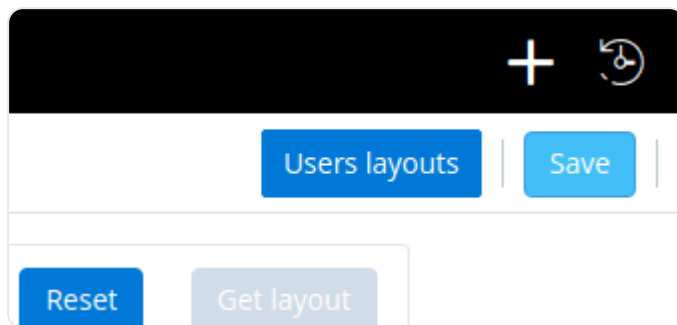
Default Layouts lets you maintain the layout information used in the application. Use this page when you need to retrieve an existing layout, update its list number or layout content, attach a file, and save the result.

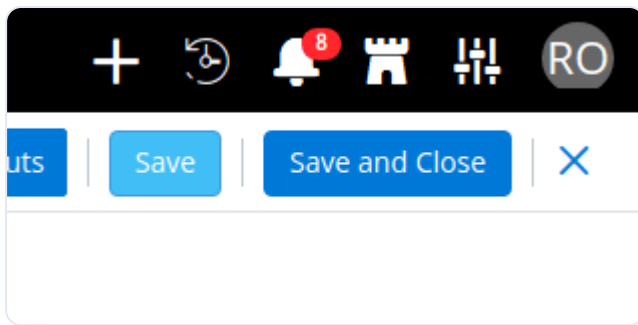
Workflow

1. Decide whether you are working with a user-specific layout or a default layout. To open layouts associated with users, select **Users layouts**.



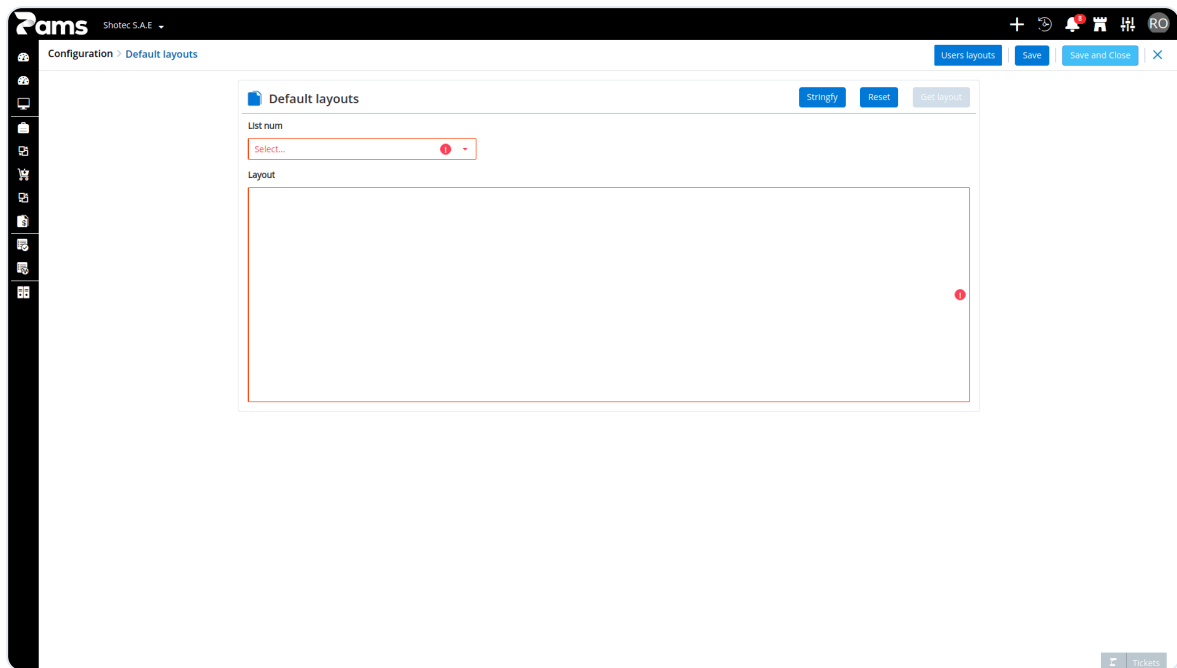
Default Layouts



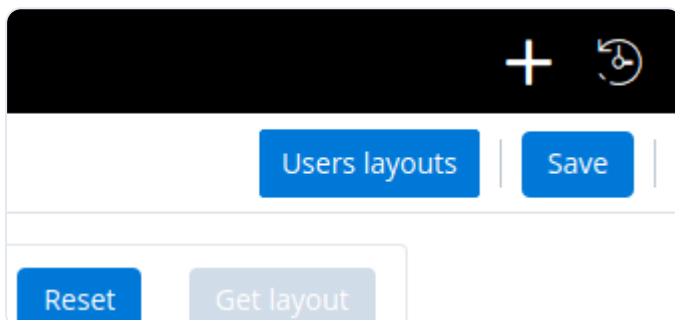


Note: Use user layouts only when the layout you need to work with is associated with users. Otherwise, continue with the default layout on this page.

2. Retrieve the layout you want to review or revise. Select **Get layout**, then use **Select** and confirm the selection with **Ok**.



Default Layouts



Stringfy Reset

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Save

Save and Close

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3. Review and update the layout details as required:

- Enter or revise the list number in **List num**.
- Enter or revise the layout information in **Layout**.
- If you need to include a file, drag it to **or Drop a file here**, or use **Attach** and **Select** to choose a file.

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Configuration > Default layouts

Users layouts

Save

Save and Close

✕

Default layouts

Stringfy

Reset

Get layout

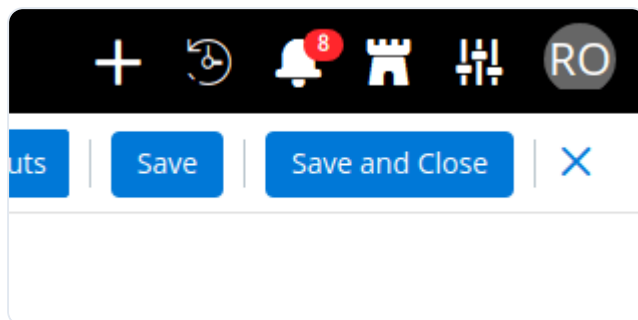
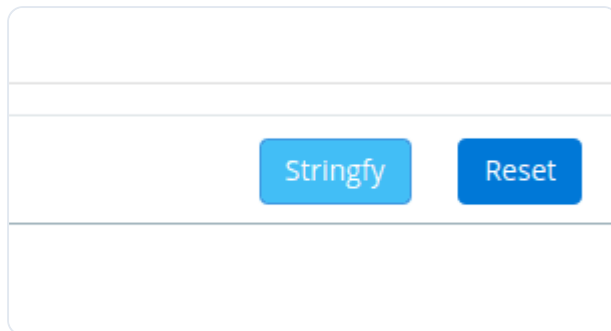
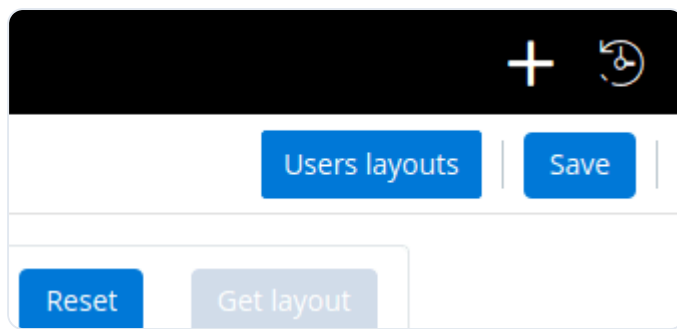
List num

Select...

Layout

Tickets

Default Layouts



Tip: Review the selected layout before changing its list number or content so that you update the intended record.

4. Decide how to complete your work:

- Select **Save** to keep the changes and remain on the page.
- Select **Save and Close** to keep the changes and close the page.
- Select **Reset** to discard the current unsaved changes.

5. Use **Stringfy** when you need to run the available layout action before saving.

Then select **Save** or **Save and Close** to retain the resulting layout information.

Examples

A sales manager needs to update the default layout used for a sales-related list.

1. The sales manager selects **Get layout**, uses **Select** to choose the required layout, and confirms with **Ok**.
2. The sales manager updates **List num** with the required list number and revises the content in **Layout**.
3. A supporting layout file is available. The sales manager drags the file to **or Drop a file here**.
4. After reviewing the updated values, the sales manager selects **Save and Close**. The revised default layout is saved and the page closes.

Tips

Tip: Select **Save** when you want to continue reviewing or updating the layout after saving.

Warning: Select **Reset** only when you intend to remove the changes currently made on the page.

Note: Use **Attach** and **Select** when you prefer to choose a file rather than dragging it to the file area.

Troubleshooting

Symptom	Likely cause	Fix
The required layout is not displayed.	A layout has not yet been retrieved or selected.	Select Get layout , use Select , and confirm with Ok .
Changes are no longer shown after resetting.	Reset was selected.	Retrieve the layout again with Get layout and re-enter the required changes.
A file has not been added to the layout.	The file was not dropped in the file area or selected for attachment.	Drag the file to or Drop a file here , or select Attach and then Select .

Related pages

- [Dashboard Settings](#)

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- [Configuration — Learning Path](#)
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- [Getting Started with Configuration](#)
- [Departments](#)
- **Item Categories**
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- [Plans](#)
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