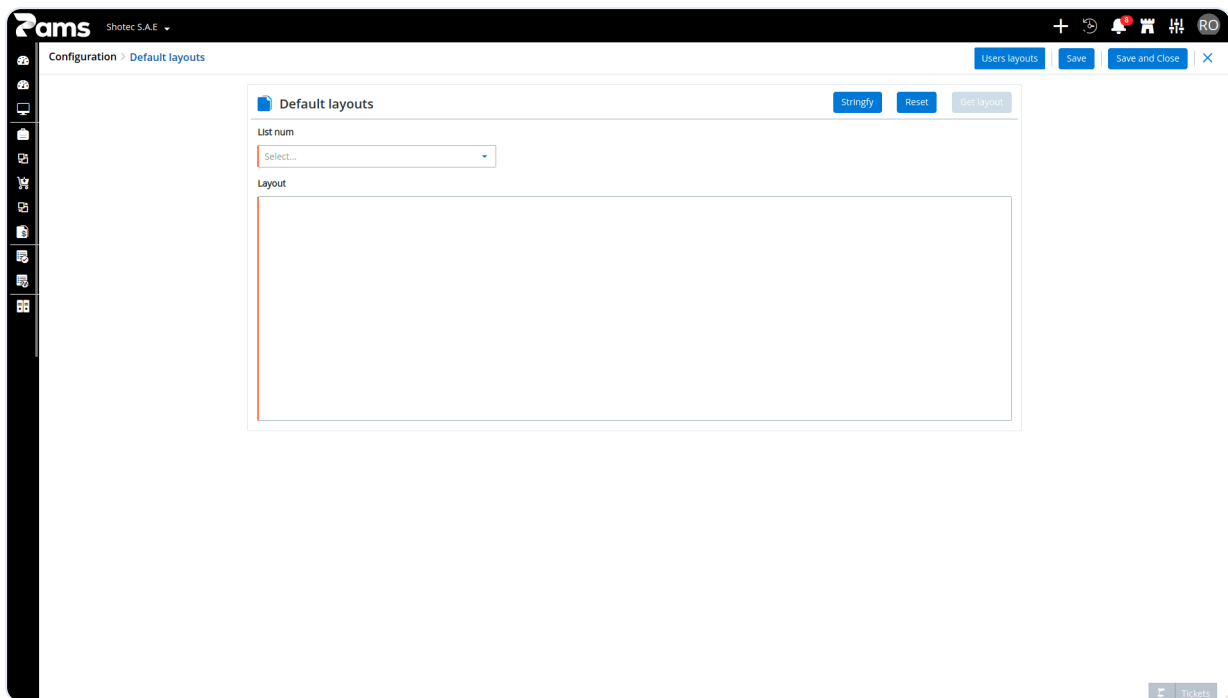


Default Layouts

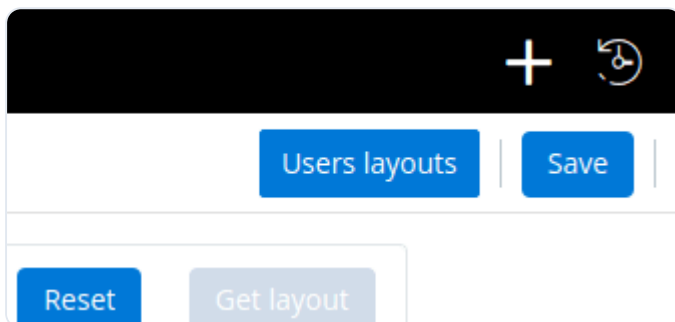
October 1, 2026

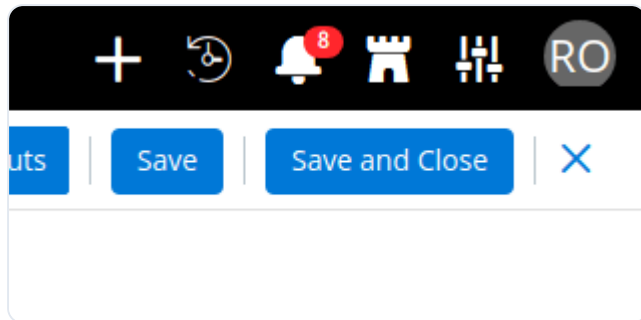
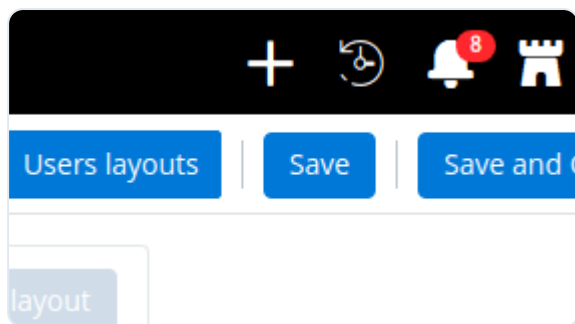
Default Layouts

User Guide › Configuration



Default Layouts





Overview

Use Default Layouts to maintain the layout record used for job lists. This page is intended for users who manage business configuration and need to save changes to a default layout. Use it when the required layout information has been entered and is ready to be saved.

Before you start

Ensure that you can access **Users layouts** and have the required information available. The form requires two fields; complete both required fields before saving.

Steps

1. Select **Users layouts** to open the layout area.
2. Complete the required layout information on the form.
3. Select **Save** to validate and save the Default Layouts record.
4. Select **Save and Close** when you want to save the record and leave the page.

Tips & cautions

Warning: The form cannot be saved when a required field is missing. Complete both required fields before selecting **Save**.

Tip: Select **Save** before leaving the page when you want to retain your changes.

Troubleshooting

- The record does not save → A required field is missing → Complete both required fields and select **Save** again.
- You need to retain changes and leave the page → The record has not yet been saved → Select **Save and Close**.

Result

The Default Layouts record is validated and saved when all required fields are completed.

Related pages

- [Reports settings](#)
- [Features](#)
- [Configuration — Learning Path](#)
- [Home](#)
- [Configuration — Overview](#)
- [Getting Started with Configuration](#)
- [Item Categories](#)
- [Reactivation Reasons](#)
- [Manage Demo Data](#)
- [Serial Combinations](#)
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