Deltek Vision® 6.1 Screen Designer

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Working with Fields

- To select a field or a caption, click it. The properties of that field display in the Properties pane.
- To move a field, click it and drag it to its new position.
- To change the text of a label, click it and change the text properties in the **Caption** field.
- To change the width or height of a field, select it and drag the edges. Note that some fields cannot be re-sized.

Useful Buttons

Click to access the Screen Designer screen.

Click to access the Grid Column Collection Editor dialog box to set grid properties.

Two Kinds of User-Defined Help

Designer Help Icon

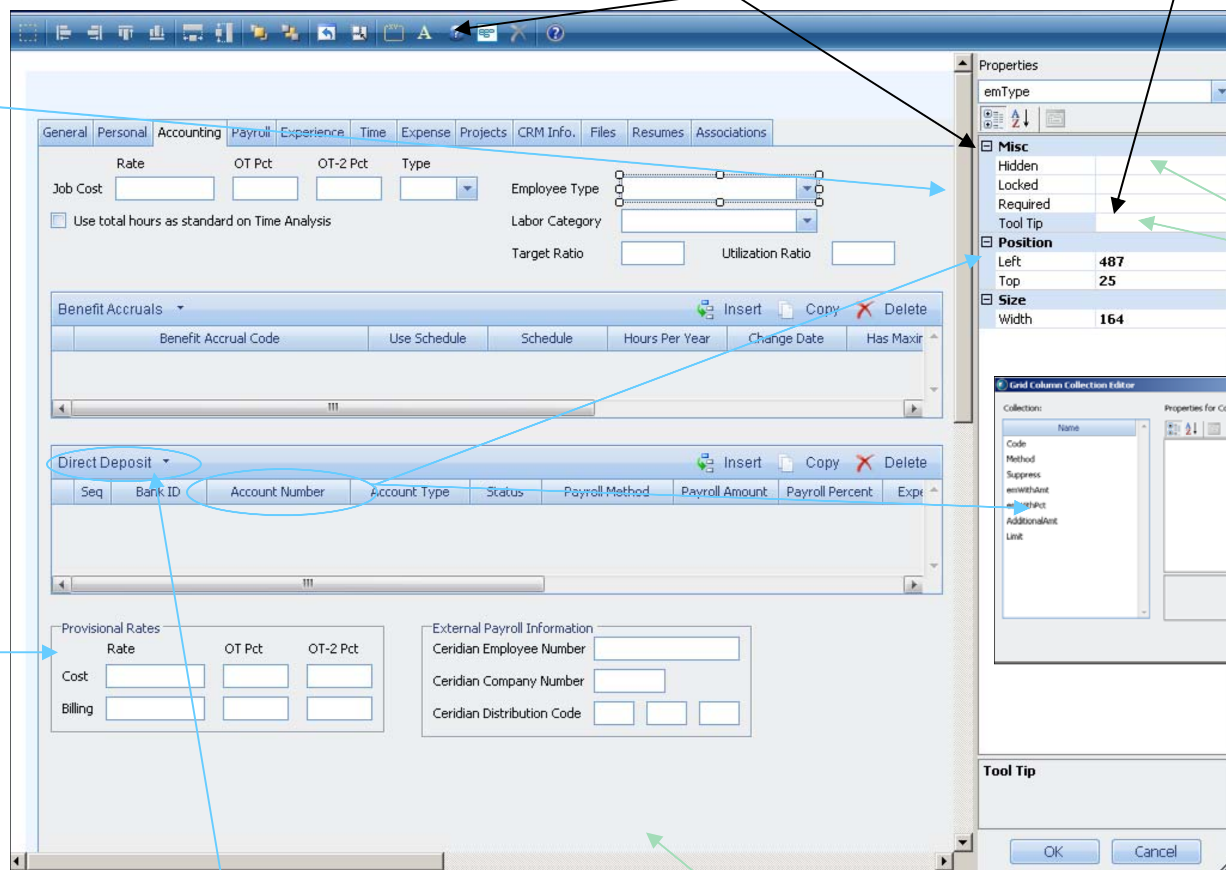
The Tab Designer Help icon feature allows you to create formattable user-defined help for your tabs. After you create a Help icon, a user can view the help by clicking the icon.

To create a Help icon, click the **New Help Text** button to insert a Help icon on the tab. Reposition the icon as needed. Then use the **Help Text** field to enter and format the help text. You can add as many Help icons on the tab as you like.

Designer Tool Tip

The Tab Designer Tool Tip allows you to create field-level user-defined help for your tabs. You can create tool tips for most fields including input, drop-down, and check box fields. After you create a tool tip for a field, a user can view the tip by hovering the mouse pointer over the field.

To create a tool tip, select the field, then enter the tip in the **Tool Tip** field; for example, “Enter a value between 1 and 10.”



Determine if Fields are Hidden/ Locked

You can determine, by security role, whether or not you want a field to be hidden or locked. Hidden fields cannot be seen by the user. Locked fields can be seen, but no information can be entered in them.

Make sure that you do not hide or lock required fields. When you hide a field, you need to hide both the input portion and the label for the field.

Determine if Fields are Required

If your company has either CRM or Accounting installed, you can specify whether a field is required for CRM, Accounting, or both.

If you do not have CRM or Accounting installed, you can specify whether a field is required for the system.

Working with Group Boxes

A group box consists of the box around a group of fields and the label of the group box (if one was added). For example, you may have a group box labeled Provisional Rates, which surrounds **Rate OT Pct and OT-2 Pct** fields.

To add a group box, select the **New Group Box** button. A new group box appears in the upper left corner of the form; reposition as needed.

To add a label to the group box, select the box and enter the label in the **Caption** field. The label then displays in the upper left of the group box.

Working with Grids

- To select a grid, click it. The information about that grid displays in the Properties pane. When working with grids, keep in the mind that the settings in the Properties pane apply to the overall grid.
- To access settings specific to the columns, click the Ellipsis icon in the Properties pane and the Grid Column Collection Editor dialog box displays. Use this dialog box to determine the settings for the grid’s columns.
- To move a grid, select it and drag it to its new position.
- To change the caption of a grid, click the caption and change the text properties in the **Caption** field in the Properties pane. To change the caption of a column heading within the grid, click the heading and change the text properties in the **Caption** field in the Columns pane.

The Designer provides application workspace lines that show you the amount of screen space available on the tab page for different resolutions.

Accessing the Designer

1. Select the tab or screen that you want to modify.
2. Click the Designer icon at the bottom right corner of the screen. The Designer screen displays.

Toolbar Buttons

Select All. Select all fields.

Align Left. Left align selected fields to the last field you selected.

Align Right. Right align selected fields to the last field you selected.

Align Top. Top align selected fields to the last field you selected.

Align Bottom. Bottom align selected fields to the last field you selected.

Same Width. Make selected fields the same width as the last field you selected.

Same Height. Make selected fields the same height as the last field you selected.

Bring to Front. Move selected field to the top of the clipboard.

Send to Back. Move selected to the bottom of the clipboard.

Restore Defaults. Restore fields to the original default settings.

Restore Location. Restore fields to the original default location.

New Groupbox. Add a new group box. You can then position the box and add a label for it in the **Caption** field.

New Label. Add a new label. You can then position the label.

New Help Text. Place a new user-defined help icon on the tab.

Delete. Delete a selected field label. Only those fields that you created in the Designer can be deleted in the Designer.

New Workflow. Add a new workflow button. Only those workflows associated with the particular application display in the **Workflow** field.

Help. Display the Vision Online Help system.