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# Layout Maintenance

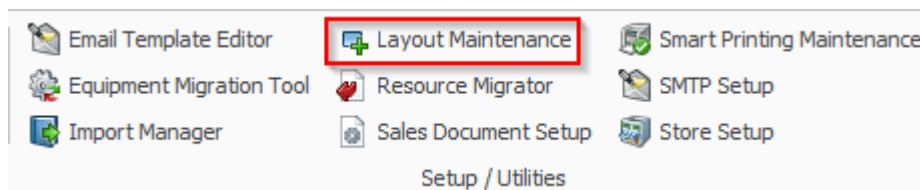
Megan De Freitas - 2025-06-11 - [Setup](#)

## Overview

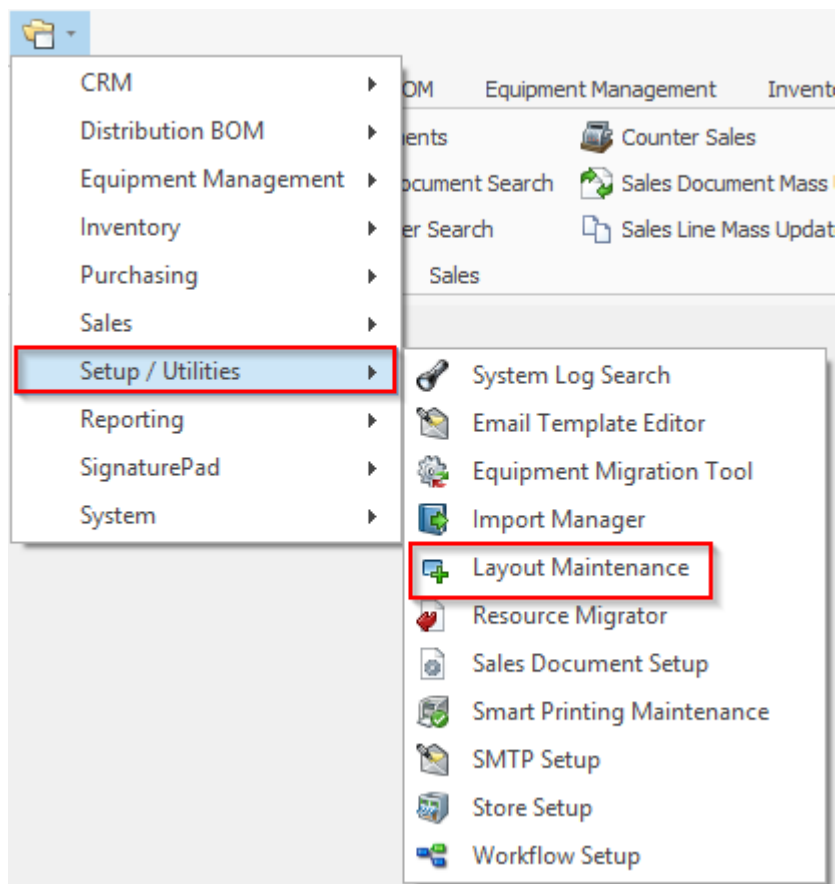
This Layout Maintenance module is intended for IT and management users. In the Layout Maintenance screen, grids can be locked down and managed by power users. This is a way to set up permanent screens. Layouts can be pushed out to users and security groups.

## Usage

Select **Layout Maintenance** from the application ribbon.



You can also access the Layout Maintenance screen from the modules dropdown. It is under Setup / Utilities > Layout Maintenance.



This will open the Layout Maintenance screen. The screen is broken up into these sections:

Close Save

Form

Form Name

CustomerCard

PurchaseOrderEntry

SalesDocumentEntry

VendorCard

Tabs

New Delete

Seq	Form Name	Form Type	Form Value	Selected Tabs
0	SalesDocumentEntry	Sales_Doc_ID	SERVICE	

Layouts

Refresh Delete Copy To Groups... Copy To Users... Toggle Read Only Group By: [v] [x]

Layout ID	Layout Type	Layout Owner	User N...	System G...	Read ...	Last Upd...	Language
End Of Day	QuickReports	frmGridReportManager	sa	ADMIN	<input type="checkbox"/>	9/9/2015	en-US
frmCounterSales.gcCCPayment.gvCCPaym...	GridLayout	frmCounterSales	sa	ADMIN	<input type="checkbox"/>	9/9/2015	en-US
frmCounterSales.gcCCPayment.gvCreditCa...	GridLayout	frmCounterSales	sa	ADMIN	<input type="checkbox"/>	9/9/2015	en-US
frmCounterSales.gcCCPayment.gvGiftCert...	GridLayout	frmCounterSales	sa	ADMIN	<input type="checkbox"/>	9/9/2015	en-US

### Managing Grids

Open the Layout Maintenance screen and navigate to the Layouts panels. Make any changes you want to the available grids. In the following example, the End Of Day grid will be made Read Only.

Mark the Read Only check box in the End of Day row of the Layouts grid.

Layouts

Refresh Delete Copy To Groups... Copy To Users... Toggle Read Only Group By: [v] [x]

Layout ID	Layout Type	Layout Owner	User Name	System Group	Read Only	Last Updated	Language
End Of Day	QuickReports	QuickReportsBrowser	sarah.schaefer	ADMIN	<input checked="" type="checkbox"/>	7/12/2016	en-US
frmCounterSales.g...	GridLayout	frmCounterSales	sarah.schaefer	ADMIN	<input type="checkbox"/>	12/28/2016	en-US

After checking the Read Only box, the sarah.schaefer user can no longer make a change to the End of Day grid. These changes will not show until there is a change made.

You can also select different users, System Group, and change the language as it refers to localization.

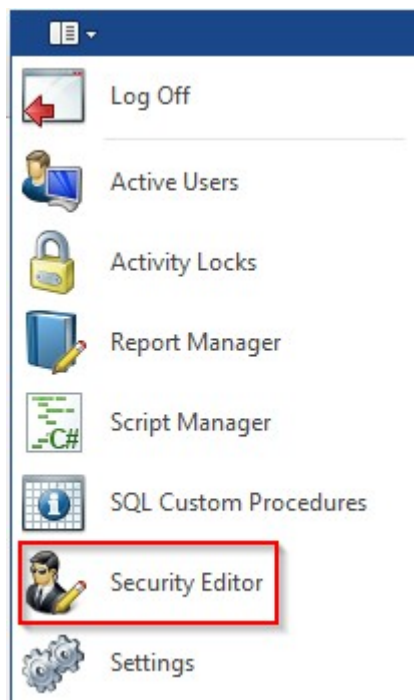
**Note:** When a grid is marked as Read Only, columns can be rearranged, but no columns can be added or removed.

**Note:** While most layouts are stored in the SQL table spLayout, some are stored locally in the AppData folder. These layout files are stored as XML files within the AppData folder.

### Managing Tabs

You can refer to the [Layout Tabs Setup](#) for more information on managing tabs.

### Security



Click the Actions dropdown and select **Security Editor**.

Security

☒ Select All
 ☐ Select None

Acc...	Name
<input type="checkbox"/>	*Layout Maintenance
<input checked="" type="checkbox"/>	Layout Maintenance*

☒ Contains([Name], 'Layout Maintenance')

.....

Misc	
Can Change Read Only Grids	False
Can Copy To	True
Can Delete Layout	False
Can Edit Card Tabs	True
Can Only View Layouts For Current User	False

**Can Change Read Only Grids**

When enabled, the user will be able make a specific grid layout read only. Defaults to 'False'.

Search for \*Layout Maintenance and enable the following Securities:

*Layout Maintenance* - Grants access to the Layout Maintenance function.

- *Can Change Read Only Grids* - When enabled, the user will be able to make a specific grid layout read only. Defaults to False.
- *Can Copy To* - Allows the user to copy grid layouts to different groups. Defaults to False.
- *Can Delete Layout* - Allows the user to delete layouts. Defaults to False.
- *Can Edit Card Tabs* - Allows the user to change which tabs are visible on the Customer, Sales Document, Vendor, and Purchase Order cards.

- *Can Only View Layouts For Current User* - When enabled, only the current user's layouts will be visible. Defaults to False.