

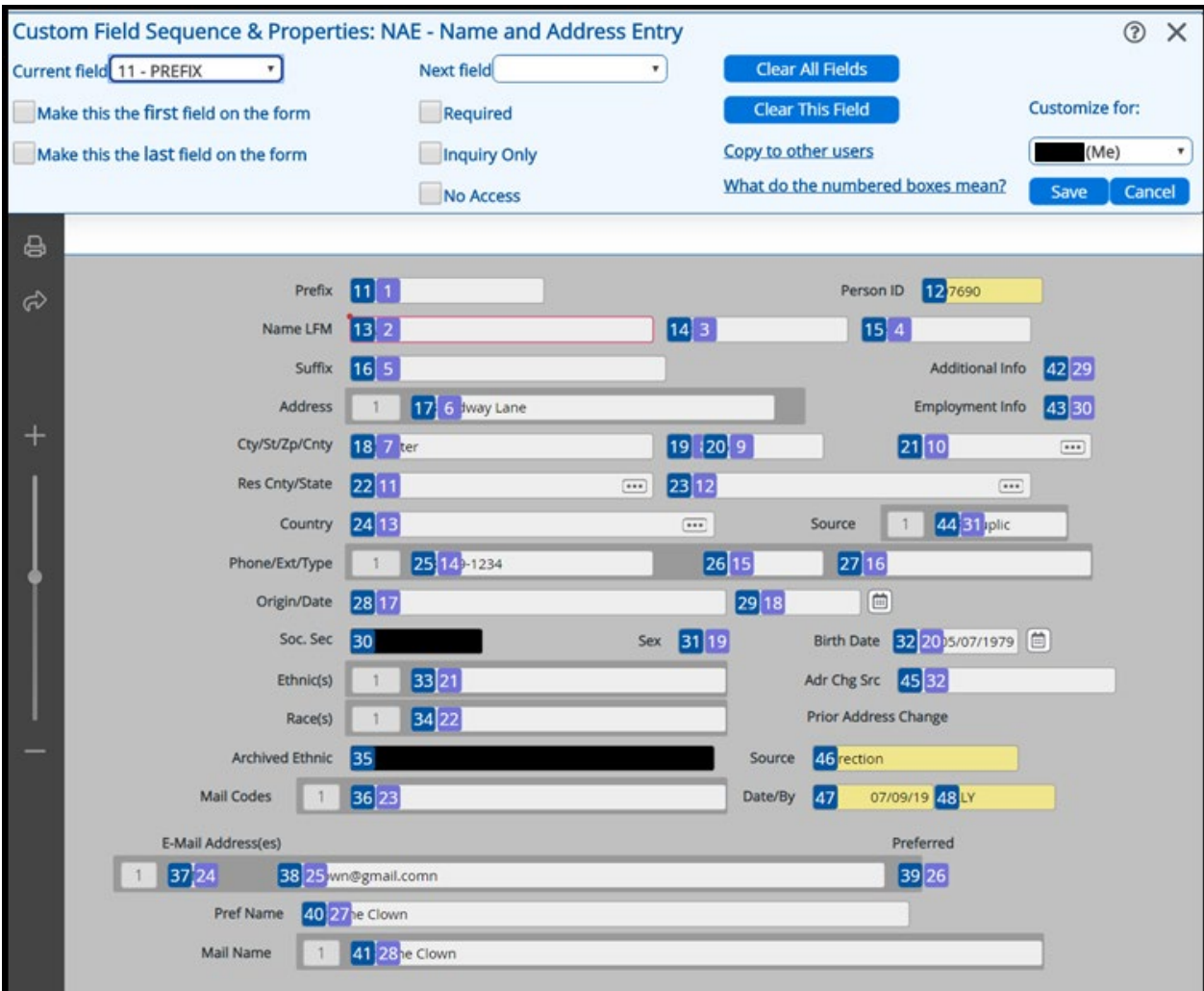
CUSTOMIZING TAB SEQUENCING ON A SCREEN

You can customize field sequencing to help you move through a form more quickly. You can specify the field you want to start in, the order of each subsequent field, and the last field to complete on the form. Each time you press Tab or Enter, you move to the next field in your customized tab sequence (skipping any fields not in the tab sequence). If you specify a last field, the form updates when you tab from the last field in your customized tab sequence.

- Access the screen that you would like to modify and bring up any record
- Click on the wheel on the top right-hand corner of your screen:



- Select **Customize Field Sequence & Properties** from the dropdown
- Your screen will look similar to this:



Custom Field Sequence & Properties: NAE - Name and Address Entry

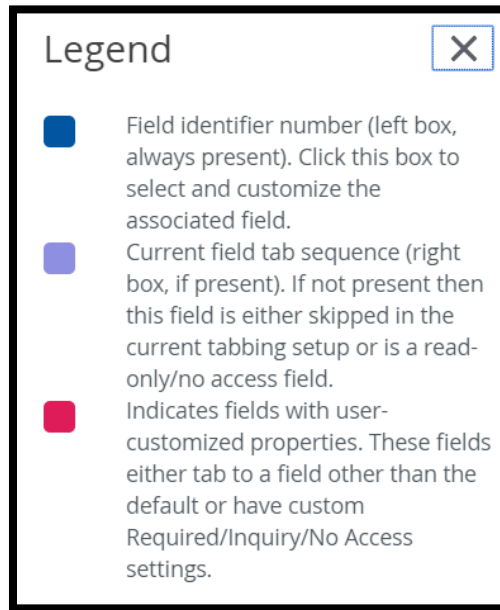
Current field: 11 - PREFIX Next field: [Clear All Fields](#) [Clear This Field](#) Customize for: (Me)

Make this the first field on the form Required [Copy to other users](#) [What do the numbered boxes mean?](#) [Save](#) [Cancel](#)

Make this the last field on the form Inquiry Only No Access

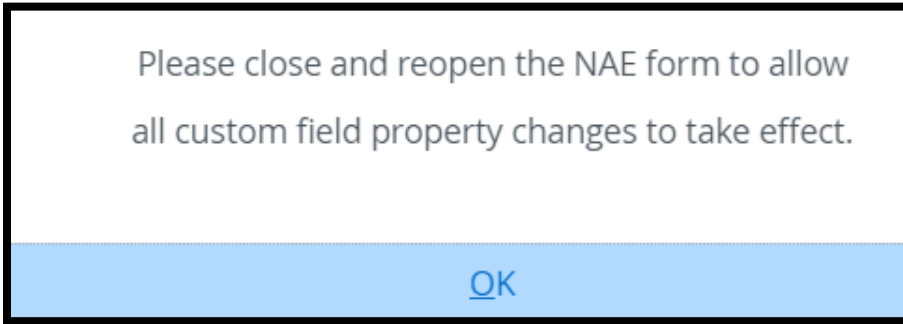
Prefix	11 1	Person ID	12 7690			
Name LFM	13 2	14 3	15 4			
Suffix	16 5	Additional Info	42 29			
Address	1 17 6	Way Lane	Employment Info	43 30		
Cty/St/Zp/Cnty	18 7	ter	19 20 9	21 10		
Res Cnty/State	22 11	23 12				
Country	24 13	Source	1 44 31	uplic		
Phone/Ext/Type	1 25 14	-1234	26 15	27 16		
Origin/Date	28 17	29 18				
Soc. Sec	30	Sex	31 19	Birth Date	32 20	5/07/1979
Ethnic(s)	1 33 21	Adr Chg Src	45 32			
Race(s)	1 34 22	Prior Address Change				
Archived Ethnic	35	Source	46	rection		
Mail Codes	1 36 23	Date/By	47	07/09/19	48	LY
E-Mail Address(es)	1 37 24	38 25	wn@gmail.com	39 26	Preferred	
Pref Name	40 27	ne Clown				
Mail Name	1 41 28	ne Clown				

- Click on **‘What do the numbered boxes mean’** for an explanation of the numbered boxes:



- **Select your first field**
 - Click on the **■** numbered box next to the field that you would like to land on first
 - When it's highlighted, check the box at the top labeled 'make this the first field on the form'
- **Select the sequencing for the second field**
 - After choosing your first field, click on the dropdown next to 'The next field should be:' and select your second field
- **Select the sequencing for the third (and remaining) field(s)**
 - Click on the **■** box that corresponds to your second field
 - Click on the dropdown next to 'The next field should be:' and select the number that corresponds to the **■** box next to your third field
 - Repeat this process for your fourth and remaining fields
- **Select the last field on the screen**
 - Click on the **■** box next to the field that you would like to land on last
 - When it's highlighted, check the box at the top labeled 'make this the last field on the form'

- Once your tabbing is set up the way you would like it, click on 'Save'
- You will get a warning message similar to the following. Click on 'OK'.



- Close and reopen your screen and your changes should now be in place.
- **To undo your screen customizations:**
 - Access your screen
 - Click on the wheel on the top right-hand corner of your screen
 - Select 'Customize Field Sequence & Properties'
 - Click on 'Clear All Fields'
 - Click on 'Save'
 - You will get the following warning message. Click on 'OK'.

