Creating and Editing Screens

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Add a screen to the application using the Left Navigation Area.

To create a new screen:

1. Turn on configuration mode by clicking on the spanner on top right.
2. Locate the button in the left navigation area and click once.
3. This should load the Create New Page selection screen.
4. Select **New Screen**
5. Select **Create**
6. Type the name for the screen in the **Name** field.
7. Type the description for the screen in the **Description** field.
8. Select **Options** > **Format** and assign an Icon to the section.
9. Select **OK** to save. The new screen appears in Screen Builder mode.

To modify an existing screen:

1. Select the Configure icon in the top right corner.
2. Hover on the screen to be edited. The Configure icon appears for the screen.
3. Select the Configure icon.
4. Select **Modify Screen**. The screen appears in Screen Builder mode.

To save the screen:

1. Select **SAVE** to save the screen.