Rename grid header caption



1. Right click on any grid header. From the small menu, select **Properties**.

P.Req	Date	Company	Description	Project	Curre	Amount	Ref 1	A 1	
abc	=	abc	abc	abc	abc	=	abc		Sort Ascending
PQ-00	16/02	ABCD CO.	Purchase Request -		S\$	5.00		Ă+	Sort Descending
-									Clear Sorting
PQ-00	29/12	CELCOM (M) COMM	Purchase Request			15.00		8	Group By This Field
								-	Group By Box
									Footer
									Group Footers
									Remove This Column
								閘	Field Chooser
									Best Fit
									Best Fit (all columns)
								çî)	Find Panel
								\checkmark	Filter Row
									Filter Row Apply Changes
3 Reque						520.00			Filter Box
								\checkmark	Quick Column Customization
								\checkmark	Columns Auto Width
								\checkmark	Hide Column On Grouping
									Cell Auto Height
									Find Text in Grid
									Find Text in Column
									Grid Layout
									Print Grid
									Grid Export
									Pivot Table
Autom	abc PQ-00 PQ-00 PQ-00	abc = PQ-00 16/02 PQ-00 22/12	abc = abc PQ-00 16/02 ABCD CO. PQ-00 22/12 CELCOM (M) COMM PQ-00 29/12 CELCOM (M) COMM	abc = abc abc PQ-00 16/02 ABCD CO. Purchase Request PQ-00 22/12 CELCOM (M) COMM Purchase Request PQ-00 29/12 CELCOM (M) COMM Purchase Request	abc = abc abc abc PQ-00 16/02 ABCD CO. Purchase Request PQ-00 22/12 CELCOM (M) COMM Purchase Request PQ-00 29/12 CELCOM (M) COMM Purchase Request	abc = abc abc abc abc abc PQ-00 16/02 ABCD CO. Purchase Request S\$ PQ-00 22/12 CELCOM (M) COMM Purchase Request PQ-00 29/12 CELCOM (M) COMM Purchase Request	abc = abc abc abc abc = PQ-00 16/02 ABCD CO. Purchase Request S\$ 5.00 PQ-00 22/12 CELCOM (M) COMM Purchase Request 500.00 PQ-00 29/12 CELCOM (M) COMM Purchase Request 15.00	abc = abc abc abc abc = abc PQ-00 16/02 ABCD CO. Purchase Request S\$ 5.0.0 PQ-00 22/12 CELCOM (M) COMM Purchase Request 500.00 PQ-00 29/12 CELCOM (M) COMM Purchase Request 15.00	abc = abc abc abc abc = abc \$ <

2. Look for the column and change the caption. Click Ok to confirm.

E N	lo.	Column	Caption	Focusing	Editing 🗵	Moving	Shov \land
10	gv	BrowseCurrencyCode	Currency	\checkmark	\checkmark	\checkmark	\checkmark
11	gv	BrowseCurrencyRate	Rate	~	~	\checkmark	~
12	gv	BrowseDocAmt	Amount	~	~	~	\checkmark
13	gv	BrowseLocalDocAmt	Local Amount	~	~	\checkmark	\checkmark
14	gv	BrowseCancelled	Cancelled	~	~	\checkmark	\checkmark
15	gv	BrowsePrintCount	Print Count	~	~	\checkmark	\checkmark
I 16	gv	BrowseDocRef1	Cust PO			∠	
17	gv	BrowseDocRef2	Ref 2		~	\checkmark	\checkmark
18	gv	BrowseDocRef3	Ref 3	~	~	\checkmark	\checkmark
19	gv	BrowseDocRef4	Ref 4	~	~	\checkmark	
20	gv	BrowseValidity	Validity	~	~	\checkmark	~
21	gv	BrowseDeliveryTerm	Delivery Term	\checkmark	\checkmark	\checkmark	\checkmark
28							
20							Y

Rename grid header caption



3. Original column name "Ref 1" has been changed to "Cust PO".

	Purchas	se Reque	st						
	P.Req	Date	Company	Description	Project	Curre	Amount	Cust PO	New
2	abc	=	abc	abc	abc	abc	=	abc	
) I	PQ-00	16/02	ABCD CO.	Purchase Request		S\$	5.00		Edit
I	PQ-00	22/12	CELCOM (M) COMM	Purchase Request			500.00		<u>D</u> elete
1	PQ-00	29/12	CELCOM (M) COMM	Purchase Request			15.00		T R -
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