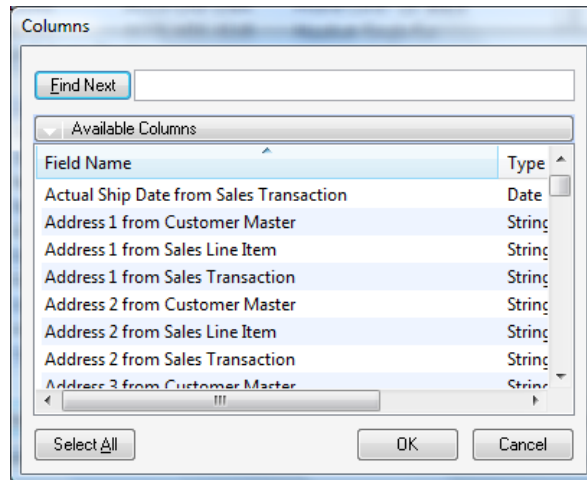


Tip & Trick - Changing Column Labels in SmartList reports

Brought to you by CriticalEdge Group

Have you ever noticed that field names in SmartList can sometimes be confusing?

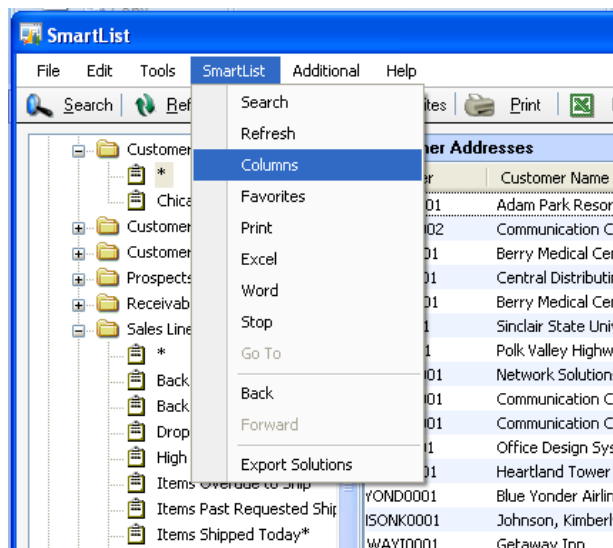
In some versions, the same field name even repeats. Here is a screenshot of a column selection window in sales line items in release 10.0 of Dynamics GP:



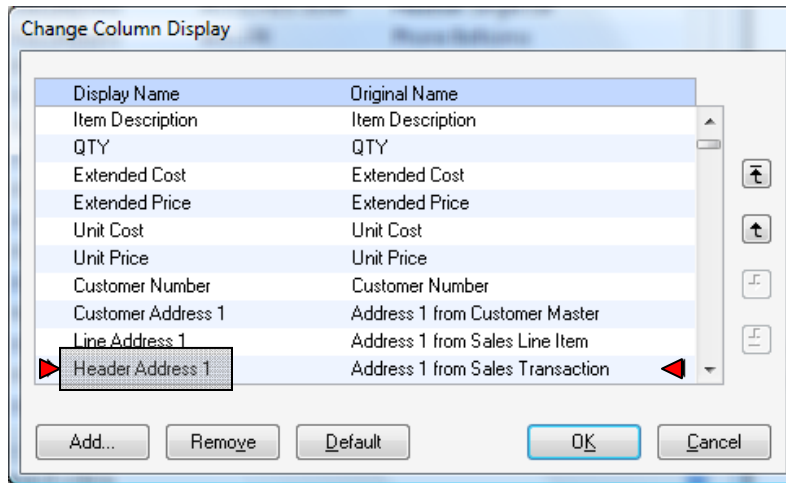
There are 3 instances of each address line. In past versions, no distinction would have been made to even identify the source for each field. So how can you make the field names in a SmartList view more user friendly?

Easy. After you add fields (columns) to the view, you can simply edit the 'Display Name' as illustrated below:

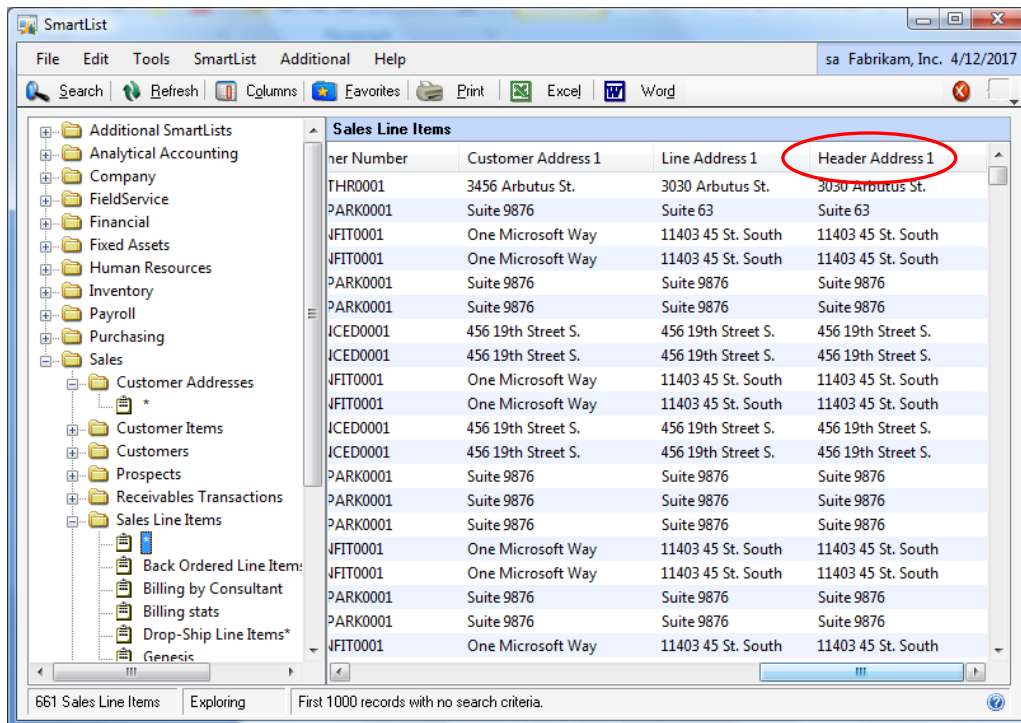
Go to 'SmartList' in the toolbar then select 'Columns'



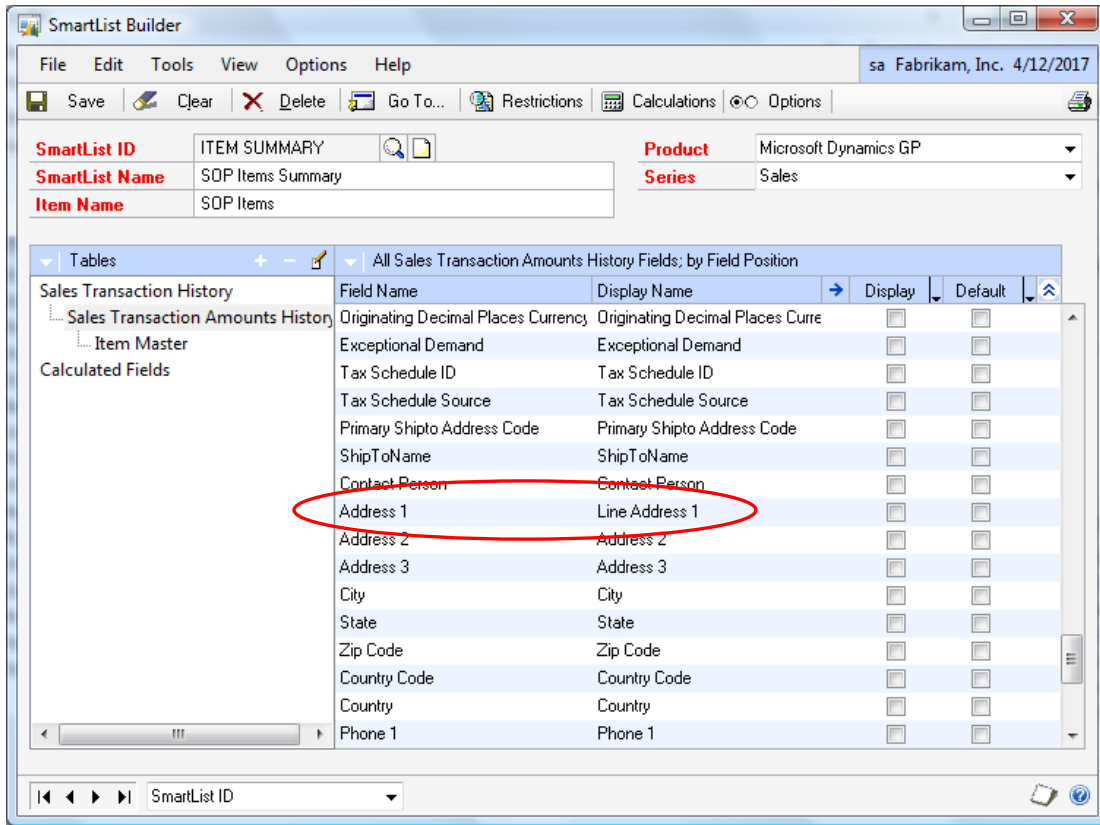
Select the 'Display Name' that you would like to change and type in your desired title, then click 'OK'



The address field has now been modified. The SmartList view displays below:



This is even more important when using SmartList Builder, especially if building SmartLists from tables rather than SmartList views, because field names are likely to be identical between tables. So you might see 3 fields identically described as Address 1 if you don't edit the descriptions.



Please contact us at 203.281.0006 or at support@CriticalEdgeGroup.com for more SmartList information and training!