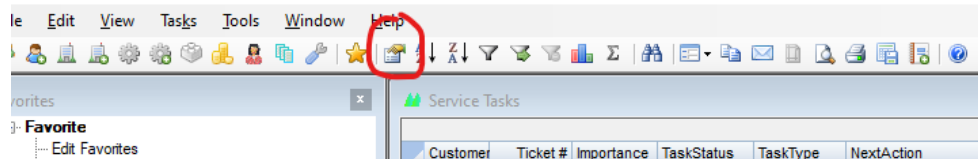




Tip of the Month

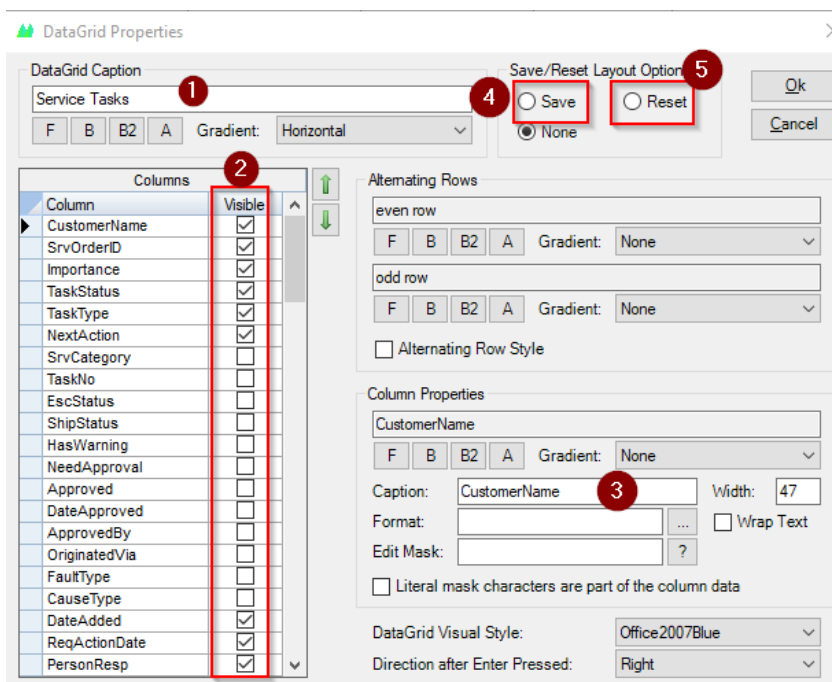
Properties Menu = Customization of View

While in the Morphis UI, there are numerous places that you can click on the “Properties” button. It is used to customize your current view of the module:



Once this is clicked, you will see a similar pop-up box.

****NOTE:** Your pop-up box will be different, depending on the module that you are currently using:



1. At the top, you can change the name that is displayed for your current module. Instead of “Service Tasks”, you might want to name it “Tickets”.
2. By checking (or un-checking) the boxes under “Columns”, you can add or remove these from your current view.
3. You can make numerous changes to the look and feel of the module that you are currently in.
 - o Click on one of the columns to change change the font or color of that column.
 - o You can also change the name that displays for that column (instead of CustomerName...you could change it to Name Of Customer).
4. When you are done, you click on the “save” radio button at the top and then click “OK”. This will save and use the changes that you just made.
5. If you decide you do not like the changes you made, go back into the Properties menu, and click “Reset”, at the top right and then click “OK”. This will reset all of the views back to original.