

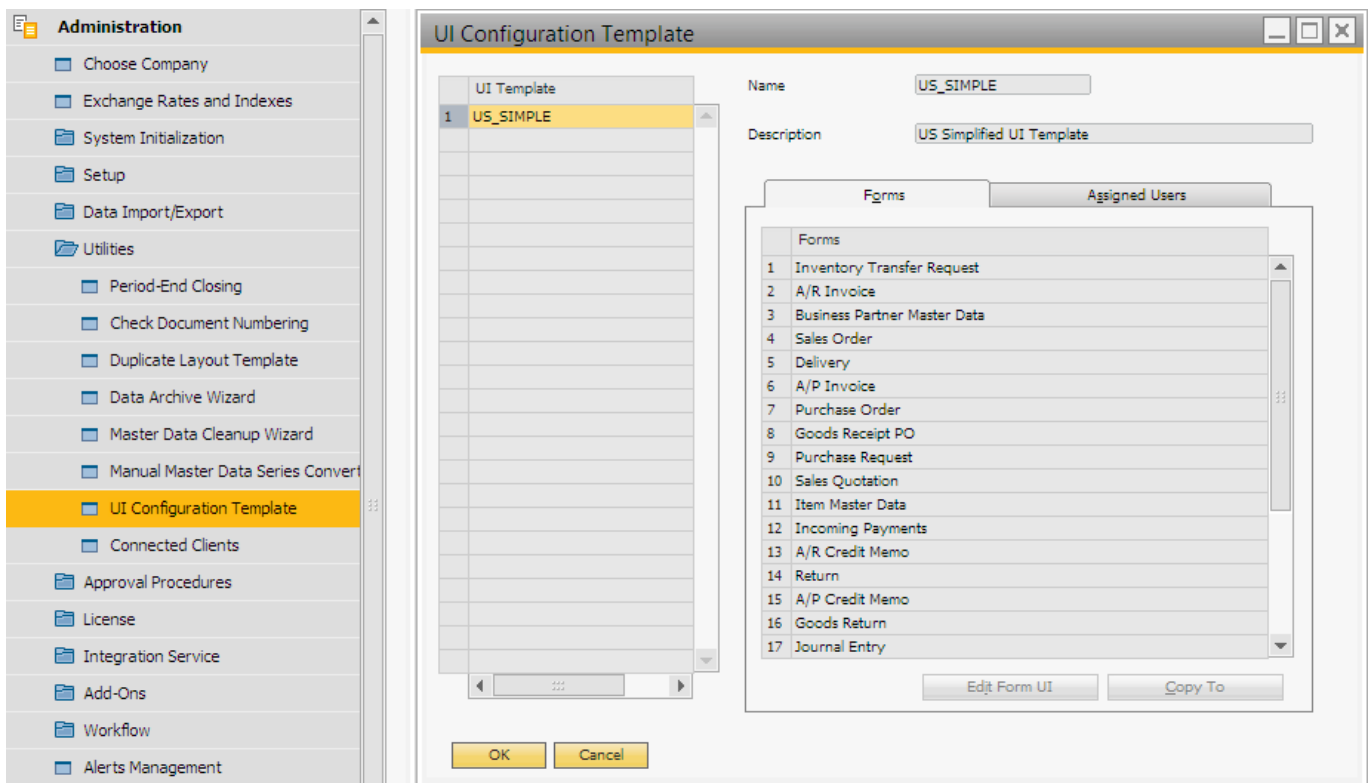
How to Customize Employee Master Data with with UI Configuration Template

4.1. Overview

This documentation describes the standard SAP Business One UI Configuration function.

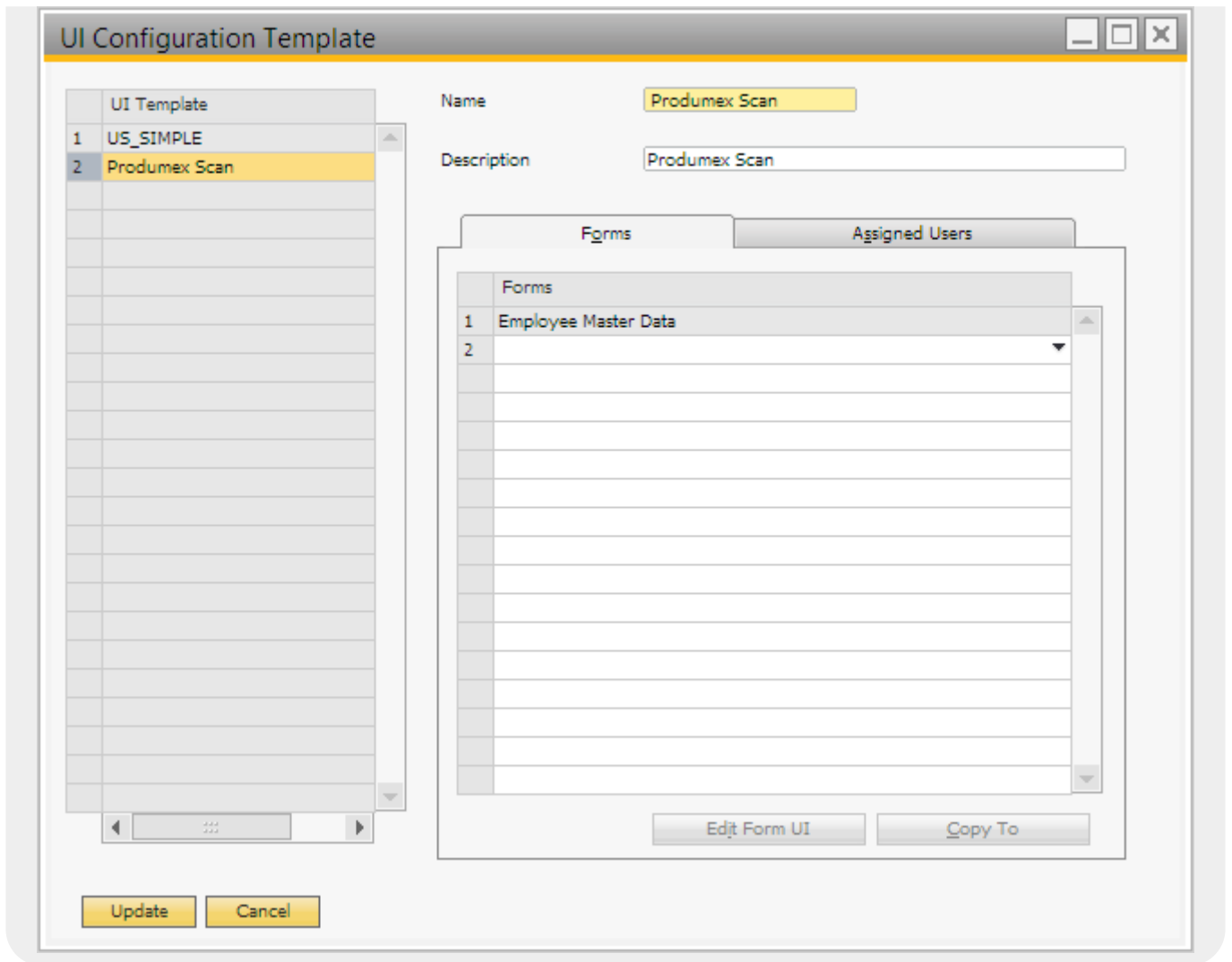
4.2. Create a configuration template

Open the UI Configuration Template form by following the path: Administration > Utilities > UI Configuration Template.



Go to 'Add' mode and create a new template. On the Forms tab add the Employee Master Data. It is possible to assign the template to selected users only on the Assigned Users tab.

We will name our template 'Produmex Scan'.



4.3. Edit the Employee Master Data UI

Select the Employee Master Data line and click on the *Edit Form UI* button. The Employee Master Data form will open in UI Edit Mode.

The screenshot shows the 'Employee Master Data - UI Edit Mode' window. It features a main form with fields for personal information (First Name, Middle Name, Last Name, Employee No., Ext. Employee No., Active Employee checkbox), job details (Job Title, Position, Department, Branch, Manager, User Code, Sales Employee, Cost Center), and contact information (Office Phone, Ext., Mobile Phone, Pager, Home Phone, Fax, E-Mail, Linked Vendor). Below these are tabs for Address, Membership, Administration, Personal, Finance, Remarks, and Attachments. The Address tab is active, showing 'Work Address' and 'Home Address' sections with fields for Street, Street No., Block, Building/Floor/Room, Zip Code, City, County, State, and Country. A right-hand panel, titled 'General', contains a list of system settings, each with a 'No' dropdown menu, such as 'Aut. for Batch Delivery', 'Aut. for Batch SO Creation', 'Aut. for Batch SO Transfer', 'Aut. for Batch Transfer', 'Aut. for Bin Attributes', 'Aut. for Bin Locking', 'Aut. for Cash and Carry', 'Aut. for Credit Note', 'Aut. for Free GR PO', 'Aut. for Goods Issue', 'Aut. for Goods Receipt', 'Aut. for Goods Receipt PO', 'Aut. for Issue for Prod.', 'Aut. for Mass Transfer', 'Aut. for Packing', 'Aut. for Picking', 'Aut. for Picking Delivery', 'Aut. for Print Labels', 'Aut. for Production Return', 'Aut. for Quick Counting', 'Aut. for Receipt By-Products', 'Aut. for Receipt from Prod.', 'Aut. for Recommendations', 'Aut. for Sales Issue', 'Aut. for Sales Return', 'Aut. for Stock Counting', 'Aut. for Stock Transfer', and 'Aut. for Transfer Request'. At the bottom of this panel are fields for 'Default Printer', 'Mobile Password', and 'PIN Code'. 'Find' and 'Cancel' buttons are located at the bottom left of the main form.

To add a new tab, select the *Add tab* option from the right-click menu.

We will add a Scan tab.

The screenshot shows a dialog box titled 'Add Tab'. It has a single text input field labeled 'Tab Name' containing the text 'Scan'. Below the input field are two buttons: 'OK' and 'Cancel'.

Drag the User Defined Fields and drop it on the new tab. After the field is placed on the tab, it can be resized. To arrange the UDFs on the tab, select multiple fields and align them with a right-click menu aligning option.

It is also possible to move standard SBO fields or standard SBO buttons from other tab as well. As the best practice, grab the button, place it on the header area, then go to the destination tab. Grab again

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the button and place it on the destination tab.

Please note: The Mobile User Preference and the Mobile User Printer button cannot be moved.

The image shows two side-by-side screenshots of the 'Employee Master Data' application. The left window is titled 'Employee Master Data - UI Edit Mode' and the right window is titled 'Employee Master Data'. Both windows contain a form for entering employee information and a table of authorization options.

Employee Master Data - UI Edit Mode (Left):

- Fields: First Name, Middle Name, Last Name, Employee No., Ext. Employee No., Job Title, Position, Department, Branch, Manager, User Code, Sales Employee, Cost Center, Office Phone, Ext., Mobile Phone, Pager, Home Phone, Fax, E-Mail, Linked Vendor.
- Table Headers: Address, Membership, Administration, Personal, Remarks, Attachments, Finance, Scan.
- Table Content (Authorization Options):

Option	Value	Option	Value
Aut. for Batch Delivery	No	Aut. for Production Return	No
Aut. for Batch SO Creation	No	Aut. for Quick Counting	No
Aut. for Batch SO Transfer	No	Aut. for Receipt By-Products	No
Aut. for Batch Transfer	No	Aut. for Receipt from Prod.	No
Aut. for Bin Attributes	No	Aut. for Recommendations	No
Aut. for Bin Locking	No	Aut. for Sales Issue	No
Aut. for Cash and Carry	No	Aut. for Sales Return	No
Aut. for Credit Note	No	Aut. for Stock Counting	No
Aut. for Free GR PO	No	Aut. for Stock Transfer	No
Aut. for Goods Issue	No	Aut. for Transfer Request	No
Aut. for Goods Receipt	No	Default Printer	
Aut. for Goods Receipt PO	No	Mobile Password	
Aut. for Issue for Prod.	No	PIN Code	
Aut. for Mass Transfer	No		
Aut. for Packing	No		
Aut. for Picking	No		
Aut. for Picking Delivery	No		
Aut. for Print Labels	No		

Employee Master Data (Right):

- Fields: First Name (John), Middle Name, Last Name (Doe), Employee No. (1), Ext. Employee No. (JD1), Job Title, Position, Department, Branch, Manager, User Code, Sales Employee (-No Sales Employ), Cost Center, Office Phone, Ext., Mobile Phone, Pager, Home Phone, Fax, E-Mail, Linked Vendor.
- Table Headers: Address, Membership, Administration, Personal, Remarks, Attachments, Finance, Scan.
- Table Content (Authorization Options):

Option	Value	Option	Value
Aut. for Batch Delivery	Yes	Aut. for Production Return	Yes
Aut. for Batch SO Creation	Yes	Aut. for Quick Counting	Yes
Aut. for Batch SO Transfer	Yes	Aut. for Receipt By-Products	Yes
Aut. for Batch Transfer	Yes	Aut. for Receipt from Prod.	Yes
Aut. for Bin Attributes	Yes	Aut. for Recommendations	Yes
Aut. for Bin Locking	Yes	Aut. for Sales Issue	Yes
Aut. for Cash and Carry	Yes	Aut. for Sales Return	Yes
Aut. for Credit Note	Yes	Aut. for Stock Counting	Yes
Aut. for Free GR PO	Yes	Aut. for Stock Transfer	Yes
Aut. for Goods Issue	Yes	Aut. for Transfer Request	Yes
Aut. for Goods Receipt	Yes	Default Printer	
Aut. for Goods Receipt PO	Yes	Mobile Password	
Aut. for Issue for Prod.	Yes	PIN Code	
Aut. for Mass Transfer	Yes		
Aut. for Packing	Yes		
Aut. for Picking	Yes		
Aut. for Picking Delivery	Yes		
Aut. for Print Labels	Yes		

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