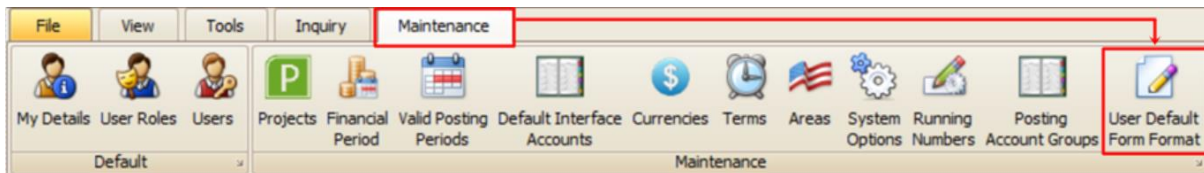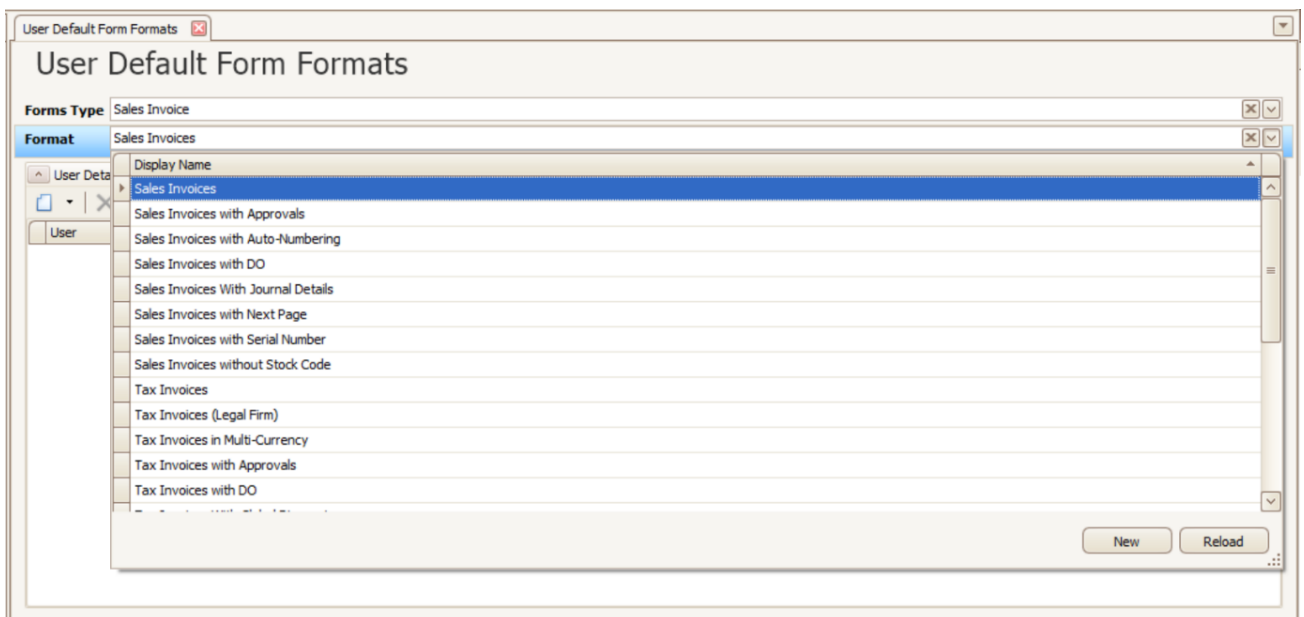# HOW TO ASSIGN A DEFAULT FORM TO A USER

In System, there is a feature where a Form Format can be set by Default per User.

To set a Default Form Format, under Maintenance tab > *User Default Form Format*
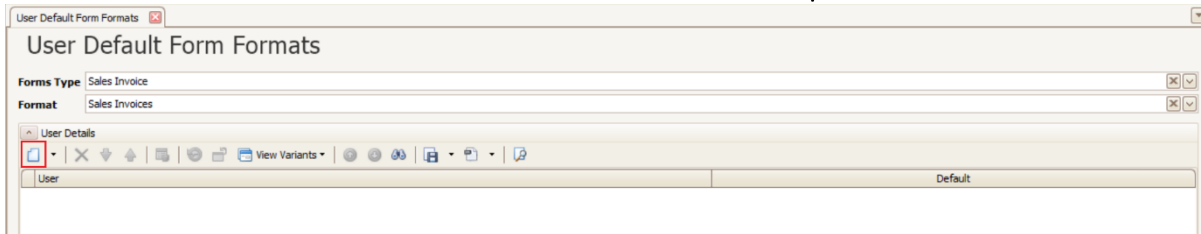

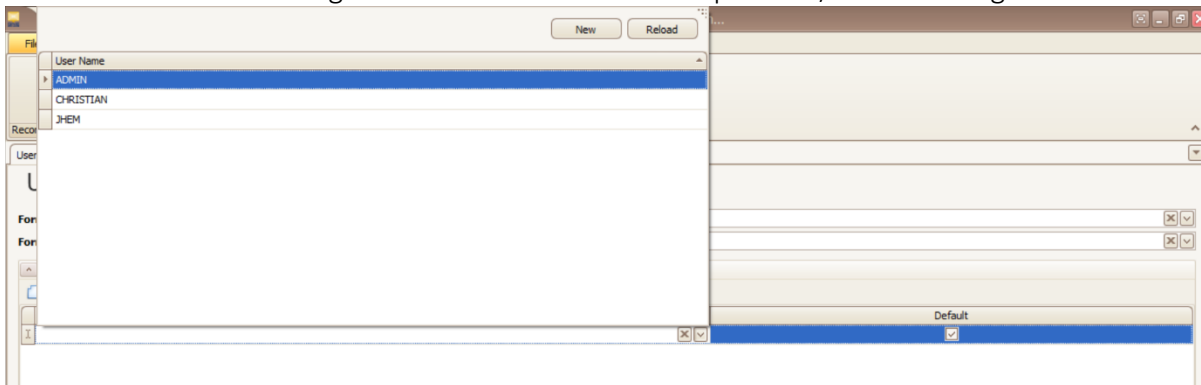Supply the two necessary fields;

- Forms Type: This is the Transactional Forms
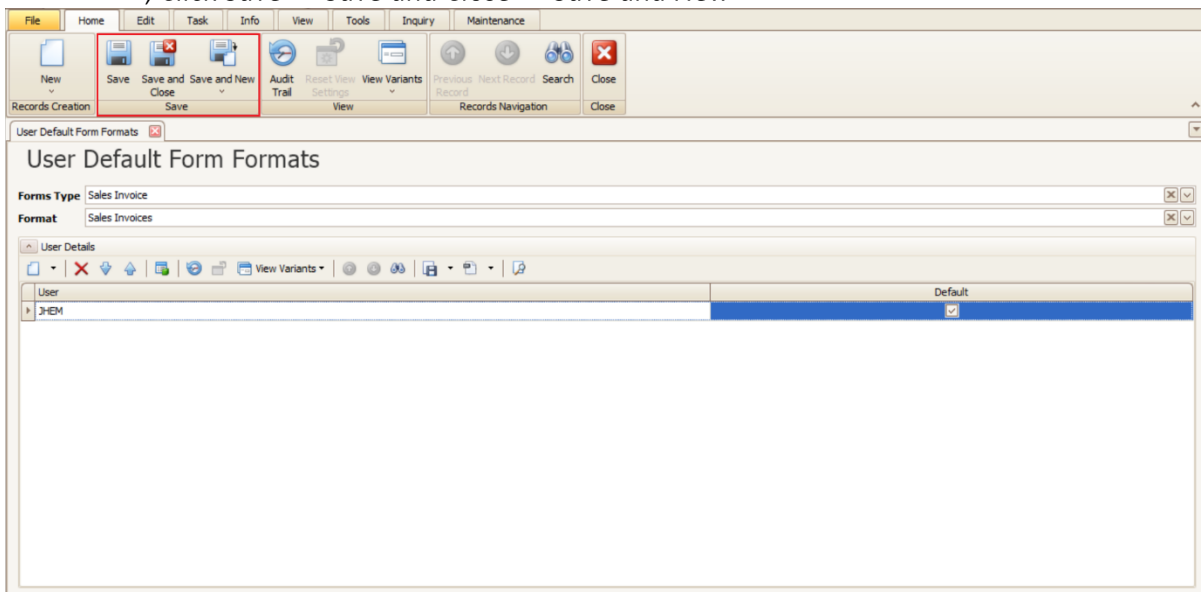- Format: The list of Form Formats under the *Selected Forms Type*

Then to Add the User for the Default Form Format, click the *Paper Icon*

Select the *User* to be Assigned and take note that Multiple User/s can be assigned.

Once done, *Click Save* or *Save and Close* or *Save and New*

TIP:

The function of this is to assign the particular Form Formats that will be used of the User.

For example: a particular *Sales Invoice Format* should be the default assigned to a particular User.