

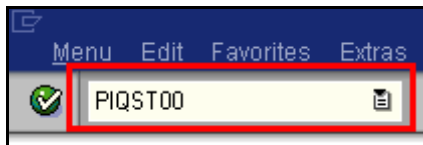
**Process:** Used to change the display layout on PIQST00 tabs. You can change which fields are displayed, thus show the data you want to see at a glance. Changing the layout will help you personalized your view of the data.

**Role:** Authorized Personnel

**Frequency:** When Needed

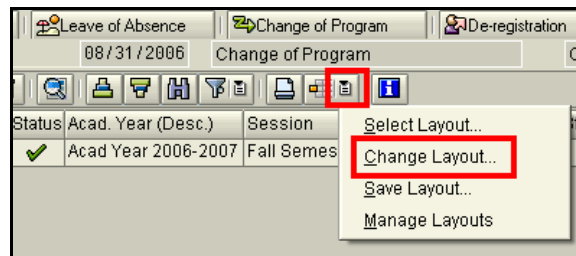
## BEGINNING

Enter the transaction code

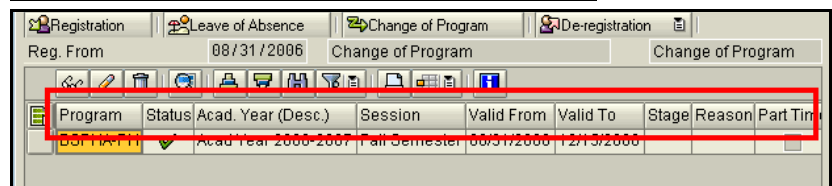
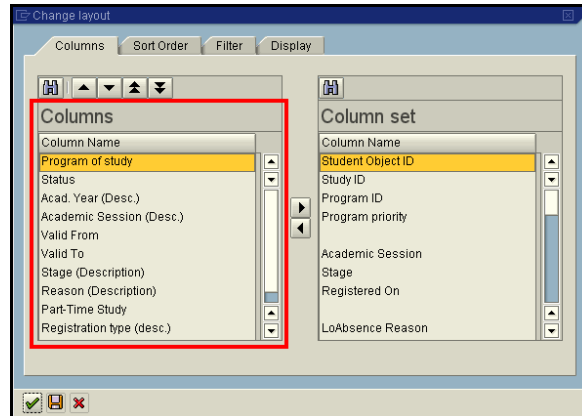


PIQST00 <- Two zeros on the end

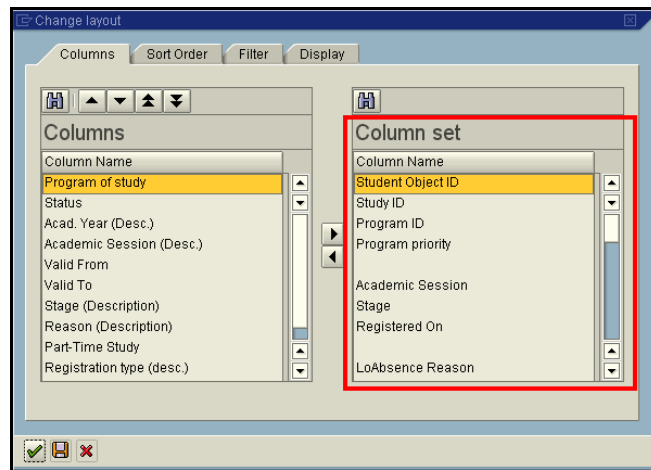
Click on the **Drop-Down List** icon on the **Layout Settings** button and select **Change Layout**



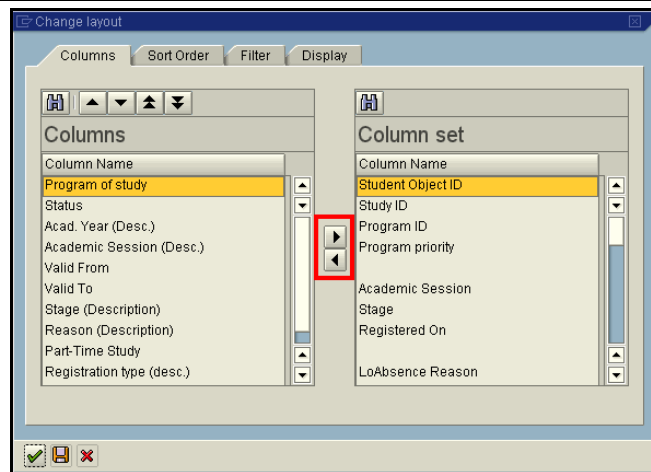
The **Columns** window displays the current layout and order for the data fields on the tab



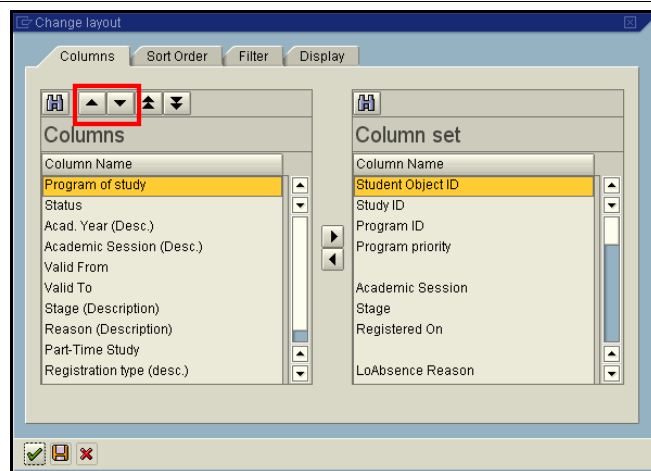
The **Column Set** window displays fields that are not currently displayed but they can be added to the layout



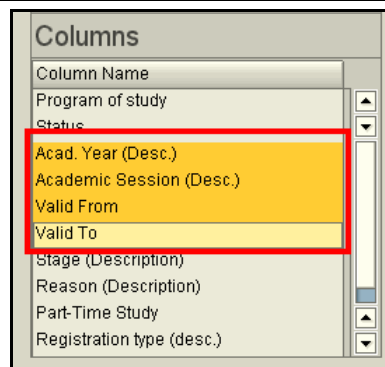
Fields can be added or removed from the **Columns** window by selecting the field you want and clicking on either the **Add** or **Drop** icons located between the two windows



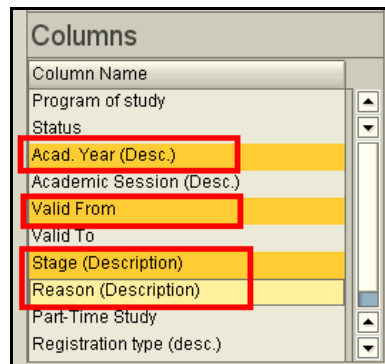
The order of the fields in the **Column** window can be moved up or down one position by selecting the field you want to move and clicking on the **Selected Row(s) Up One Position** or **Selected Row(s) Down One Position** icons



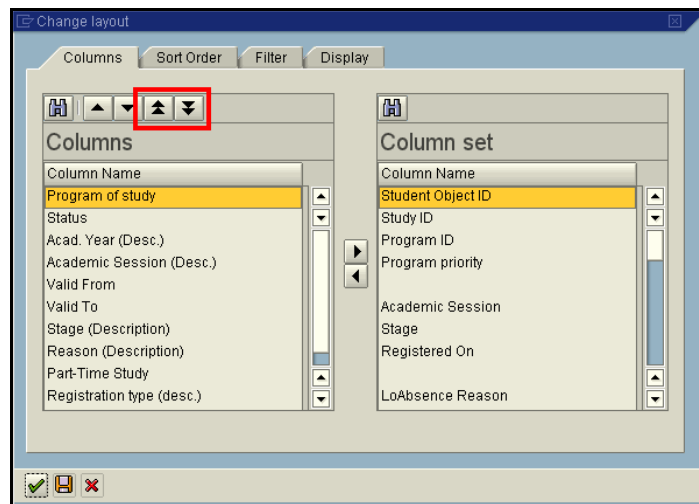
You can move several fields in a row by holding down the **Shift** key, clicking on the first field, and then clicking on the last field before you click on the **Up One Position** or **Down One Position** icons



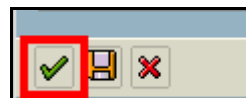
You can move several fields which are not in a row by holding down the **Ctrl** key and clicking on each field that you want to move before you click on the **Up One Position** or **Down One Position** icons



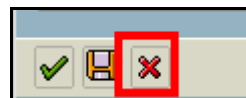
To move a field up to the top or down to the bottom of the list, select the field and click on either the **Selected Row(s) to Top** or the **Selected Row(s) to Bottom** icons



To use the layout without saving it, click on the **Continue** icon

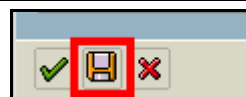


To cancel changing the layout, click on the **Cancel** icon



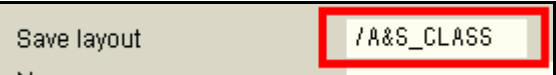
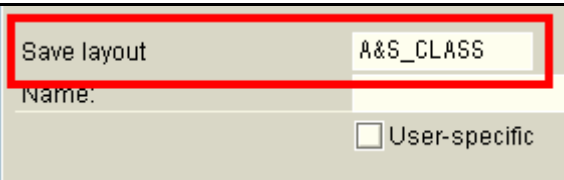
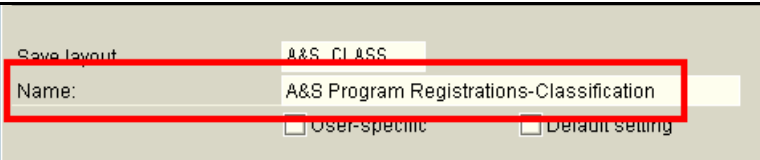
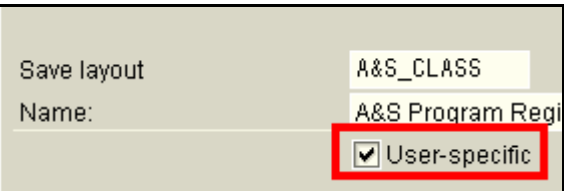
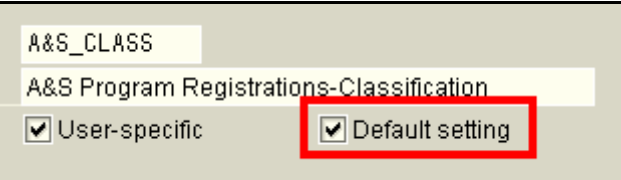
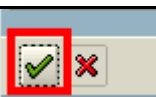

## SAVING THE LAYOUT SETTING

To save the layout for future use, click on the **Save** icon



# PIQST00 Changing Layout Settings



<p>Enter a short abbreviation in the <b>Save Layout</b> field</p> <p><b>Tip:</b> If you want to share this layout with others in your area, begin the abbreviation with a slash mark / , such as <b>/A&amp;S_CLASS</b></p> 	
<p>Enter a longer description in the <b>Name</b> field</p>	
<p>If this layout is for personal use, click in the <b>User-specific</b> checkbox</p>	
<p>If you would like to make this layout your default layout, click in the <b>Default Setting</b> checkbox</p>	
<p>When you have entered all the information needed to save the layout, click on the <b>Continue</b> icon</p>	
<p>You will be returned to the <b>Change Layout</b> window which you can close it by clicking on the <b>Continue</b> icon</p>	
<p>Your new layout will be displayed</p>	