# Create a Screen Boss

Quick Start Guide

## Document Details

Document #: 160_QS650_200113

Release Version: 06.50.00.00

Version Release Date: July 2019

## Overview

This document describes how to create a “Screen Boss” to define the default view for configurable grid screens.

## System Requirements

- CES Version 05.40.00 or higher
- Be sure to grab the latest version of this document here: https://links.crunchtime.com/EMQS-CreateScreenBoss

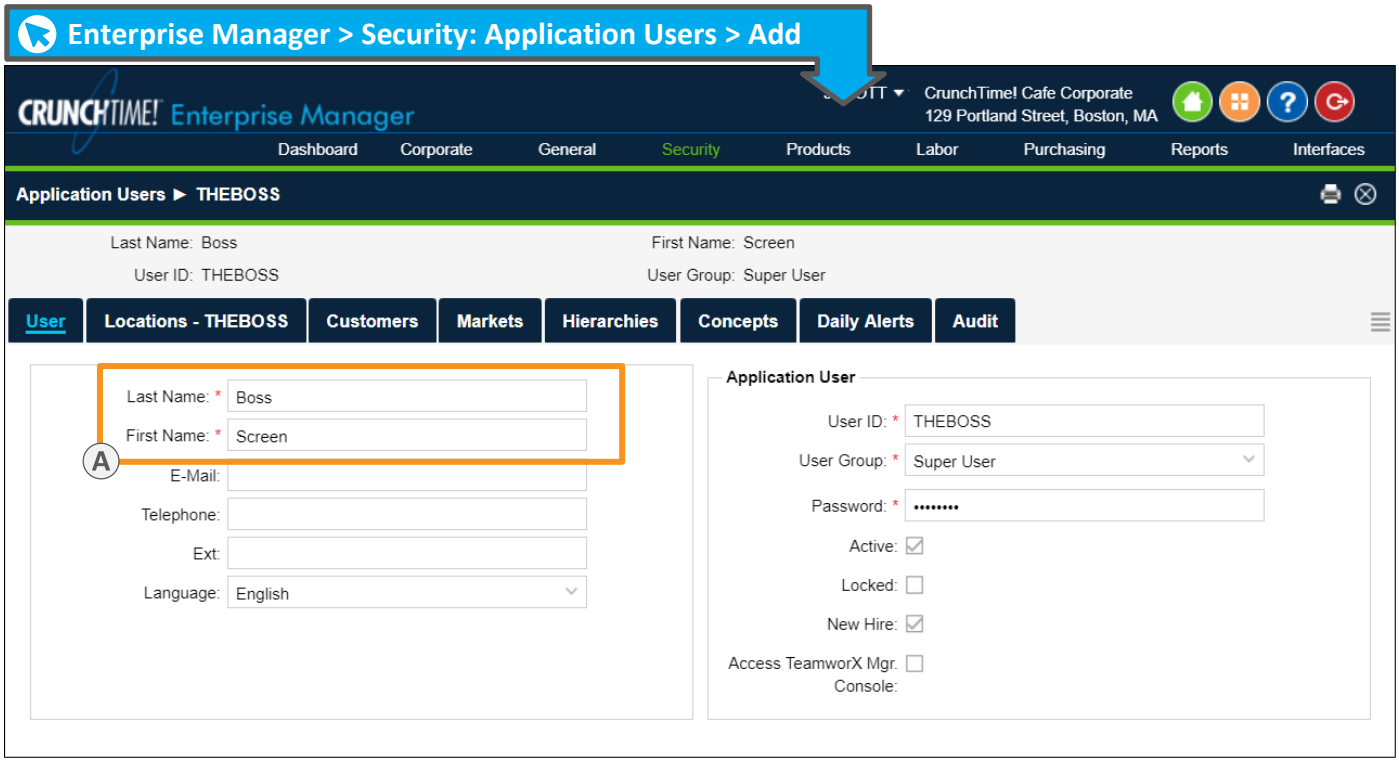
**Note:** This functionality was added in Release Version 05.40.00 but this document shows the updated, redesigned application screens that were added in Release Version 06.50.00.

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# Create a "Screen Boss" Application User

As a CrunchTime best practice, we strongly recommend that you create a unique Application User account specifically for this task. This is so that, when logging in as themselves to complete *other* tasks, the person(s) responsible for this won't customize their own screen layout and inadvertently apply it as the default view to all users.

## Using the Screen




Ⓐ The "Screen Boss" user account should be only used when logging in to define the desired default view for configurable grid screens.

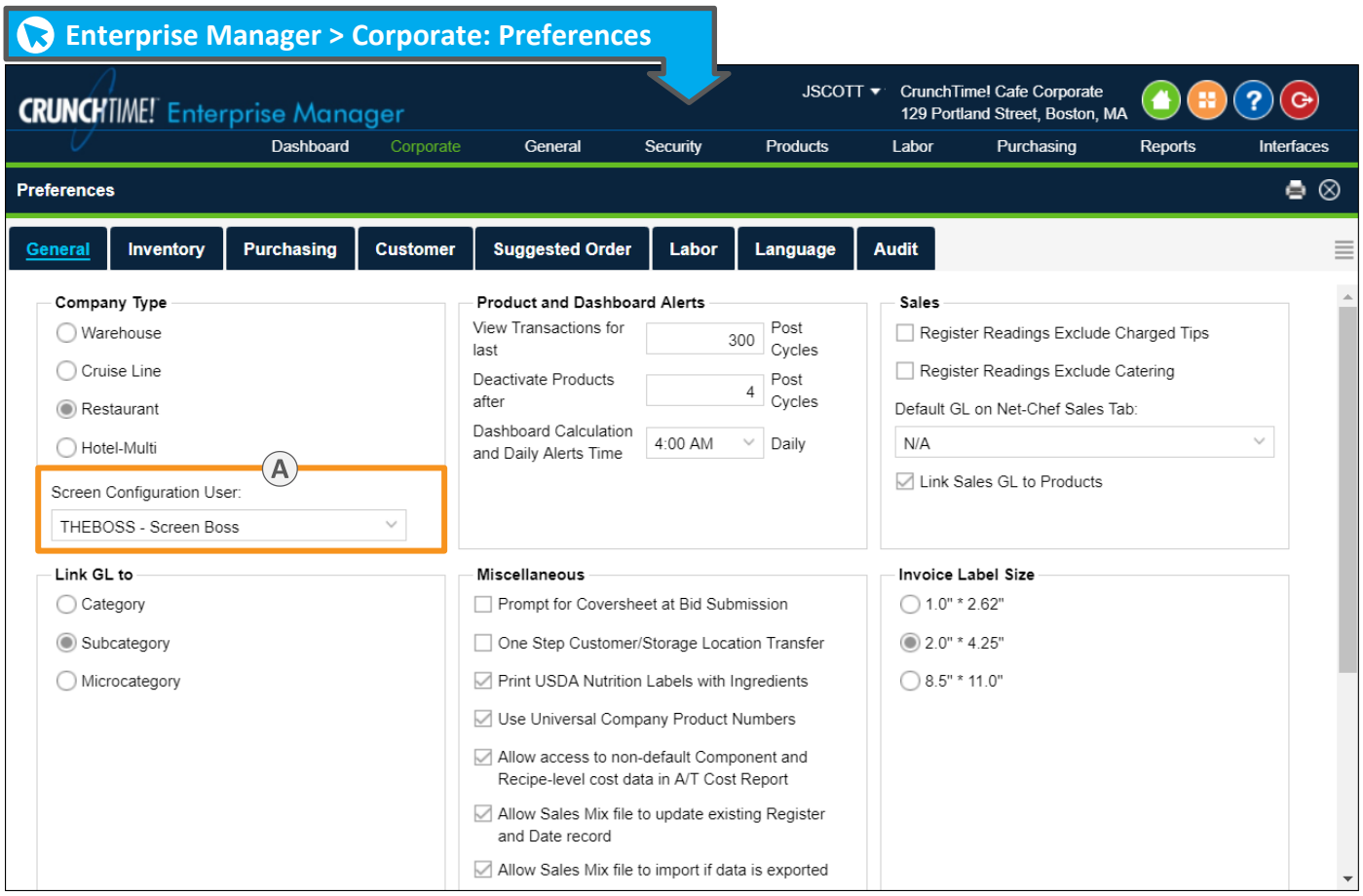
**Note:** This application user should be a Super User and should be linked to at least one Location (for logging in to Net-Chef) and one Hierarchy (to modify Consolidated reports).

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# Select the Screen Configuration User

On the General tab in the *Preferences* screen, select the Application User you just created as the "Screen Configuration User". Once this user defines the settings in a configurable grid screen, this will be the new default view that all users* will see.

## Using the Screen




Ⓐ *Screen Configuration User* – Select the "Screen Boss" application user as the one responsible for defining the default settings in the configurable grid screens. This includes the ability to select which columns are displayed, rearrange the order of the columns, and resize column widths.

**Note:** The selected user must configure each grid screen with the desired default layout before it will be applied to other application users.

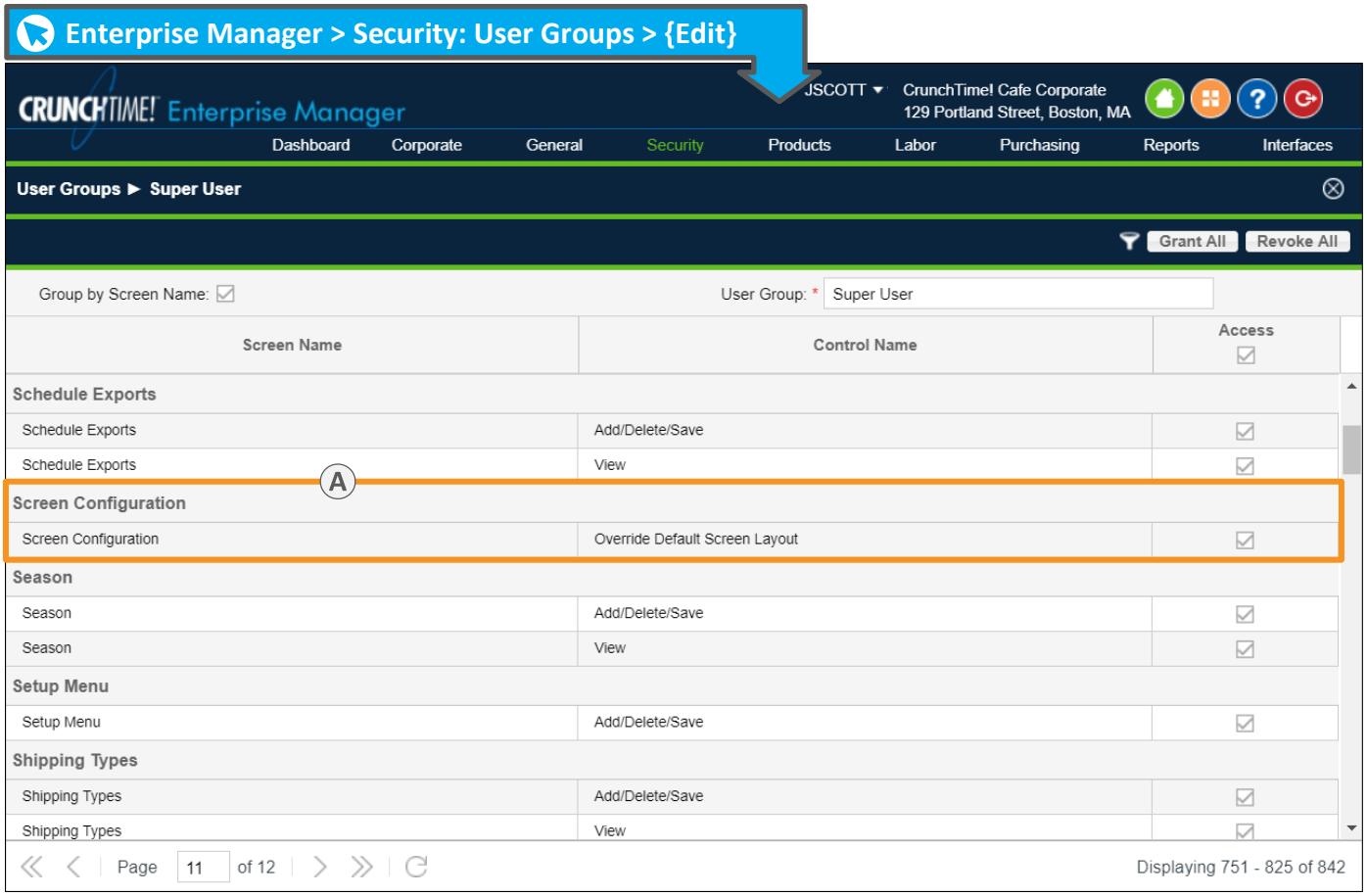
*Authorized users will be allowed to override the default layout and have their configuration saved (see next page for more details).

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# Allow Users to Override the Default Screen Layout

A new User Group control allows authorized users to override the default layout and have their customized view saved. Others users will only see the default system view (or the new default view defined by the "Screen Configuration User") each time they open a configurable grid screen.

## Using the Screen




Ⓐ *Screen Configuration / Override Default Screen Layout* – Check this box to enable this feature for application users linked to this User Group.

**Setup Alert:** Users linked to a User Group with this control disabled will still be able to reconfigure the screen while in it but their settings will not be saved; each time they enter the screen, the default layout will be applied. This is true for the default system layout as well as for the layout defined by the Screen Configuration User.

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