

Quick guide to own layouts

Almost every window in the program is based on an AgroSoft layout. I.e. the columns and key figures shown in the windows/analyses are all selected by AgroSoft and are subject to change. You can make your own layout with specific columns and analyses to customise to fit your needs.

When making a new layout, there are certain steps necessary for the completion of the layout. The following example takes its starting point in Progeny – [Entry](#) though the steps are the same for **all** windows that has the Layout Setup icon 

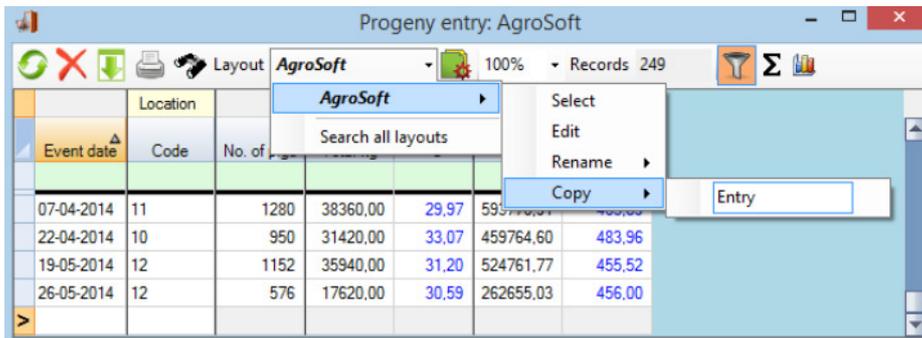
1. Make the layout your own

If you e.g. want to add another registration column, you first need to make the AgroSoft layout your own:

1. At the top of the window you see the currently used layout, which in this case is the standard AgroSoft layout:

AgroSoft layout: 

2. Click on the arrow to the left
3. Click on **AgroSoft**
4. Click Copy
5. Enter a new name



6. Press Enter to finalise the layout and make it your own. You can now see that the layout currently selected is no longer the AgroSoft layout but rather your new layout (in this case named Entry)



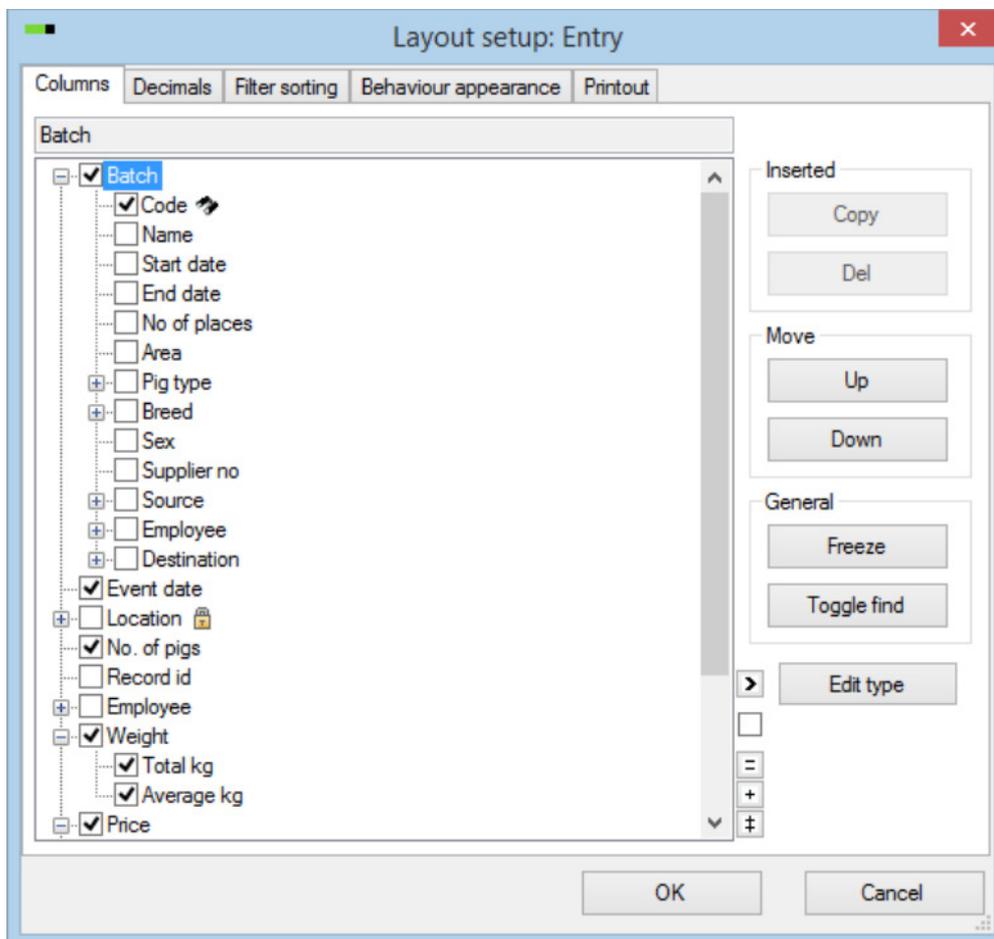
7. The program will now open this window with the newly created layout. If you would rather use the AgroSoft layout you can always switch back and forth between the different layouts. You can also always rename the layout by selecting the Rename instead of Copy. It is not possible to delete the layout that currently is active

- The changes made to the new layout will always be saved. If you make changes to an AgroSoft layout instead, the changes will be overwritten on the next program update. Remember to always make a new layout to avoid this

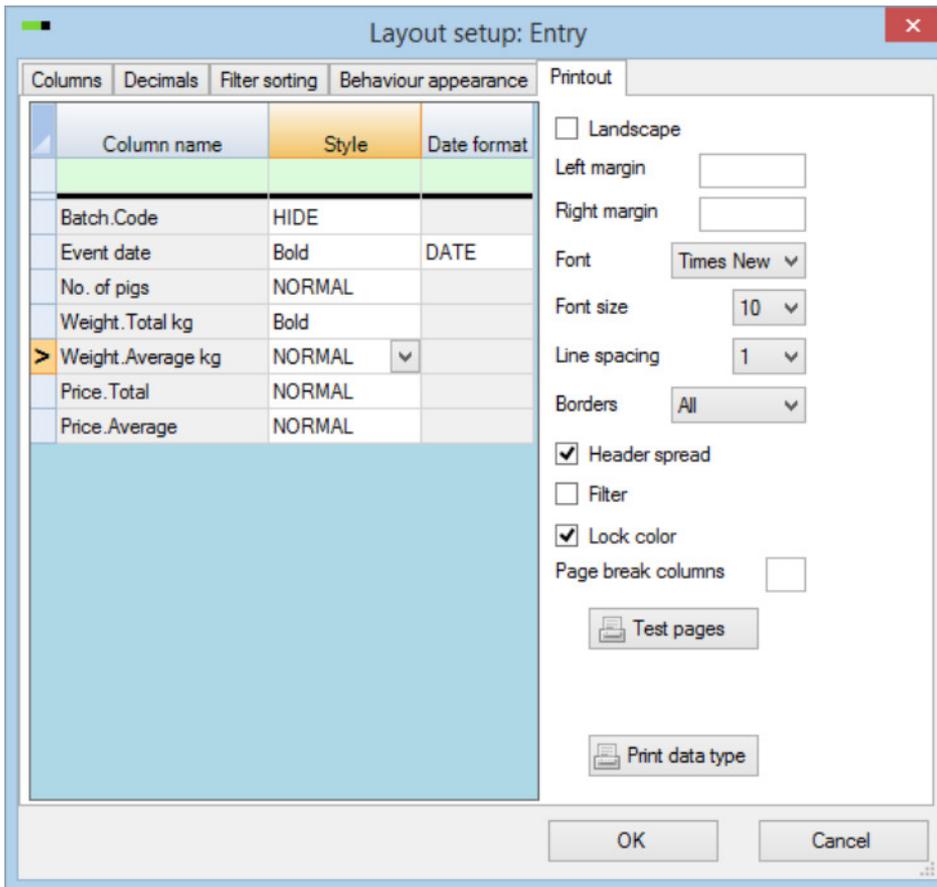
2. Change the layout

After you have copied the layout and made it your own you can change the layout of it. You can e.g. select or deselect different registration columns and key figures:

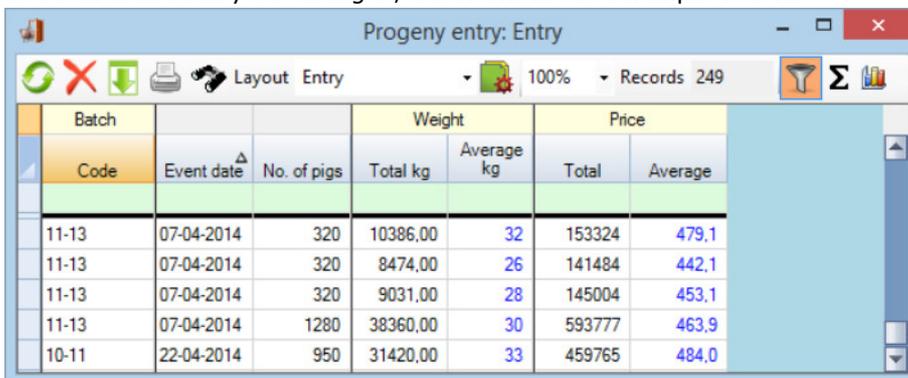
- Click on the Layout Setup icon
- This will open the Layout setup which is split into the following tabs (and further explained at [Layout setup](#)):
 - Columns: Add or remove a mark next to the columns/key figures you want to select or deselect. With the Up and Down buttons you can move columns. The ones closest to the top will be shown to the left in the window. In the example below, the Location Code has been removed while Batch Code has been added and moved up before Event date



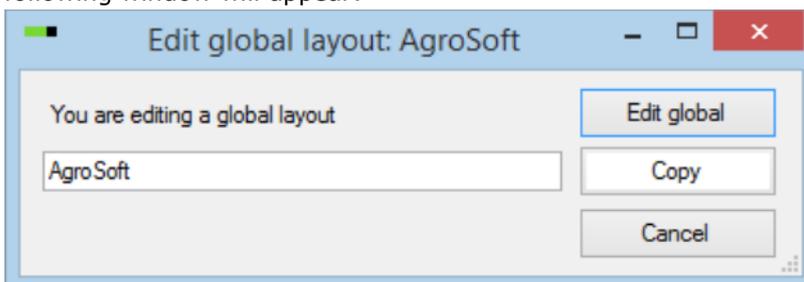
- Decimals: You can select the number of decimals to be shown in each column/key figure. You can only select for the columns/key figures that is currently active in the window and you can only select decimals where it is relevant (e.g. not for dates)
- Filter sorting: If you have used the filter line or a specific sorting (explained at [Filter and sorting](#)) you can activate current filterings/sortings or lock the filter/sorting so the window opens with the same filter/sorting
- Behaviour appearance: Select the appearance in regard to headline space etc.
- Printout: Options concerning printouts, e.g. font size, hidden columns, etc.



3. Click OK when you have made the changes
4. You can now view your changes, as shown in the example below:



5. If you click on the Layout setup icon  to change the layout without first making your own, the following window will appear:

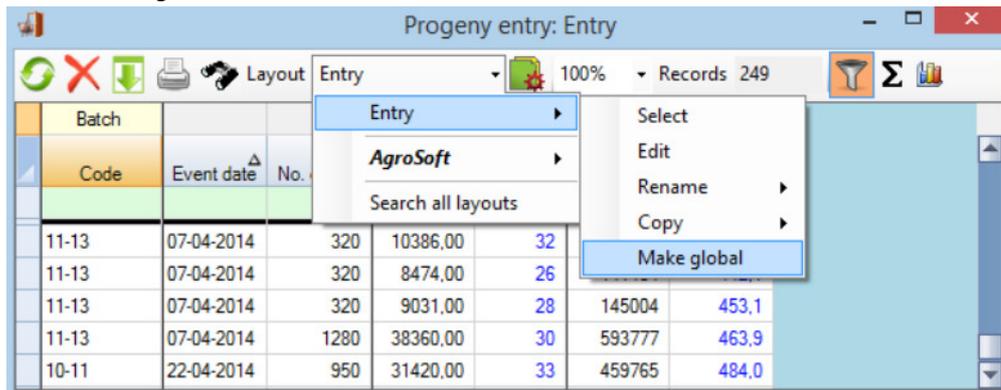


- Choose whether or not you want to change the AgroSoft layout by clicking on Edit global. If you click Cancel you will be taken back to the registration window from which you can make your own layout

3. Make layouts global

If you are multiple users with different log-ins you may make your layouts global. When a layout is global it can be used by everyone contrary to just the creator of the layout. This is especially useful if one has made an excellent layout or if you want to make sure the necessary registrations are made.

- Click on the name of the layout
- Click "Make global"



- The layout will now be shown in a bold font instead which symbolises that a layout is global. Colleagues/personnel will now also be able to use the layout.