

## How to Move, Add or Delete Buttons in an Invoice or Tender Window

1. Open and log into BizTracker BackOffice.
2. Go to menu Maintenance >> Setup >> Windows and select which window you wish to alter (Invoice or Tender).
3. This opens the Window Designer.
4. Select sub-window from Window Name drop down menu.
5. Click on **Edit** button.
6. To delete a button, click and drag the desired button to be removed to the trash can. Click **Save** and you are now finished.
7. To move a button within a window, click and drag the button to be moved to its new location. Click **Save** and you are now finished.
8. To add a button to a window, find the desired button in the button menu (located on left side of the Window Designer), click and drag the button to desired location in the window. Click **Save** and you are now finished.