



To alter or add to any of the lists that appear as a **drop down list** on screen follow the information below.

The most common lists to alter are the *Entered By* or *Contact* on the job screen and the stock group on the stock screen but this applies to any list.

Entered By	HELEN	Contact	
Order No.	FIONA	Order Date	
First Contact	HELEN	Expiry Date	
	KEITH		
	SIMON		

To get to the list you need to have sufficient permissions, if you don't then ask an administrator to alter it for you.

Go to General Maintenance / Misc File Maintenance.

**DO NOT USE** the icon at the top unless you are really sure that you want to delete the entire Misc field section. If you just want to delete one item from the list, then highlight it and use the backspace button on your keyboard.

SIGN OFF SIGNED SITE ACCESS SITE MANAGER SITE TYPE SOURCE SOURCEDETAIL SOURCEREF STOCK TURN SECTION STOCKGROUP STOCKGROUP0 STOCKGROUP1 STOCKSECTION STORESSTOCK <b>TAKENBY</b> TYPE OF EVENT	Name	TAKENBY	Update
	Type	Pick From List	
	Additional Type	None	
		FIONA	
		HELEN	
	KEITH		
	SIMON		
	DAVE		

Find the name associated with the list and click on it. For example:

- *Entered By* is linked to TAKENBY
- *Contact* is linked to ASSIGNEDTO
- *Stock Group* is linked to STOCKGROUP

Type the new data into the left hand column. If you want to re order the list alphabetically then click on the column header box at the top of the list. When you have finished making changes press the Update button at the top right and then close the section down.

The new data will be available after you close and re open the program.

Entered By	HELEN	Contact	
Order No.	FIONA	Order Date	
First Contact	HELEN	Expiry Date	
Ext	KEITH	Prep Days	0
	SIMON		
	DAVE		

