

Adding and Modifying Options Lists Inside WorkCenter

WorkCenter has 23 Options/Lists in addition to the custom fields lists explained in **“Setup Options - #5 Renaming custom field names (Contacts and Loans)”** video. These Options/Lists allow you to further define fields in your database to meet your particular needs.

These Options/Lists can be found by clicking on TOOLS, SETUP OPTIONS and then selecting the OPTIONS/LISTS button. As you scroll through each of these Options/Lists, it will become apparent to you how extensive your options are when editing or modifying these lists to meet your particular style and database management approach.

You can change the names or add additional names to each of these Options/Lists. If you wish to add an Option/List, simply select the one you wish to modify from the drop down menu.

For our example, we have decided to add **“Monday Mornings Only”** to the “Contact Best Time To Call” list. Select the list and type “Monday Mornings Only” at the bottom of the list and then click the “OK” box to accept your changes.

To see the results of your editing, open any contact by double clicking on that contact. Once the contact has been opened, click on the “Info Tab” and then click the down arrow next to the “Best Time to Call Box” and you will notice you now have the option to select “Monday Mornings Only”.

The ability to add or modify these Options/Lists gives you unlimited ability to customize your database to meet all of your needs.