Working with Value Lists

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System administrators can edit the value lists found throughout aACE. These values can be updated from the System Preferences or from the module detail view:

Edit a Value List Using System Preferences

1. Navigate to Menu > System Admin > Preferences > Database Management > Edit Value Lists.

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y aACE	Hosted X Enable PSoS	Demo FMS External Authenticati	on	Edit Value Lists Edit External Data Sources
ler Management	Default Password	Server IP Address		
Order Entry	•••••	172.31.78.29 Use Current Host IP		
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	Reset Transaction Data Full Sys	tem Reset	Webservice URL (Do not include	http://)
			50.116.50.114/~dev-rest/av	wss 18/webservice

2. At the Manage Value Lists dialog, locate and select the value list you want to update, then click **Edit**.

items		View by: value list name
alue List Name	Source	Values
_One	Custom Values	n1n
_UNIV: Phone Number Formats	Custom Values	"Do Not Format", "(###) ###-####", "###.###.###", "###-###-####", "###########", "##### #
_UNIV: Times_BusinessHalfHours	Custom Values	"8:00 AM", "8:30 AM", "9:00 AM", "9:30 AM", "10:00 AM", "10:30 AM", "11:00 AM", "11:30 AM", "12:00
_UNIV: Times_FullDayHours	Custom Values	"12:00 AM", "1:00 AM", "2:00 AM", "3:00 AM", "4:00 AM", "5:00 AM", "6:00 AM", "7:00 AM", "8:00 AM",."
CAL: Resources	Custom Values	"none", "Truck 1", "Truck 2", "Truck 3", "Truck 4", "Truck 5"
CAMP: Tracking Status	Custom Values	"CAMP Tracking Status 1", "Status 2"
COM: Credit Card Types	Custom Values	"Visa", "MasterCard", "Maestro", "American Express", "Discover"
COM: Referral Sources	Custom Values	"WEB KEYWORDS", "BROCHURE", "WEBSITE", "RADIO", "TELEVISION"
CON: Primary Phone Types	Custom Values	"Direct", "Office", "Mobile", "Home"

3. At the Edit Value List dialog, make the desired changes to the custom values.

000	Edit Val	ue List	
Value List Name:	CAL: Resources		
Values			
○ Use values from " <undefined>"</undefined>	field:	Spec	cify field
🔵 Use value list fro	om another file:	<unki< th=""><th>nown></th></unki<>	nown>
	Value list:	<unki< th=""><th>nown></th></unki<>	nown>
🖸 Use custom valu	Jes		
none Truck 1 ¥ Truck 2 Truck 3 Truck 4 Truck 5			Each value must be separated by a carriage return. Add a divider by entering a hyphen "-" on a line by itself.
			Cancel OK

4. Click **OK** to exit the Edit Value List dialog, then click **OK** again to exit the Manage Value Lists dialog.

Edit a Value List Using the Module Detail View

- 1. In aACE, navigate to a record of the type that you want to update (e.g. a specific Order record).
- 2. At the detail view, in the footer, click the **Tracking Status** field.

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Record: 3 o	of 3							New E	dit 🖉 🛛 Delete 🕽	Print •	Actions
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ill To			= *	Ship To		=	*	Activities	& Comments		
Customer (Bill T	ō) >	Contact >		Ship To Company > Use Bill To	K Ship To Contact >	>					
U Physics De	epartment	Grant Harolds	on	SU Physics Department	Grant Haroldso	n					
A/R Balance	e > Credit Available	Rate Card >		Delivery Type	Courier Service						
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- 3. In the status list, click **Edit**.
- 4. In the Edit Value List dialog, change the tracking statuses as needed, then click **OK**.