# 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**.
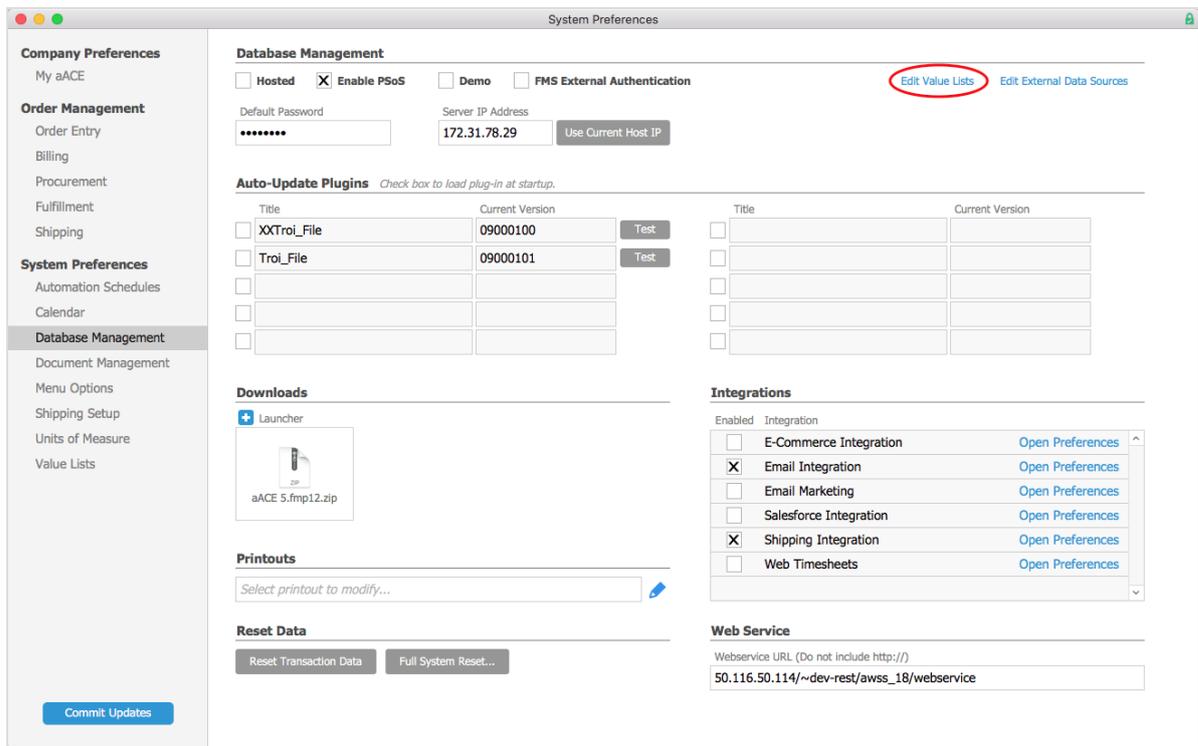


2. At the Manage Value Lists dialog, locate and select the value list you want to update, then click **Edit**.
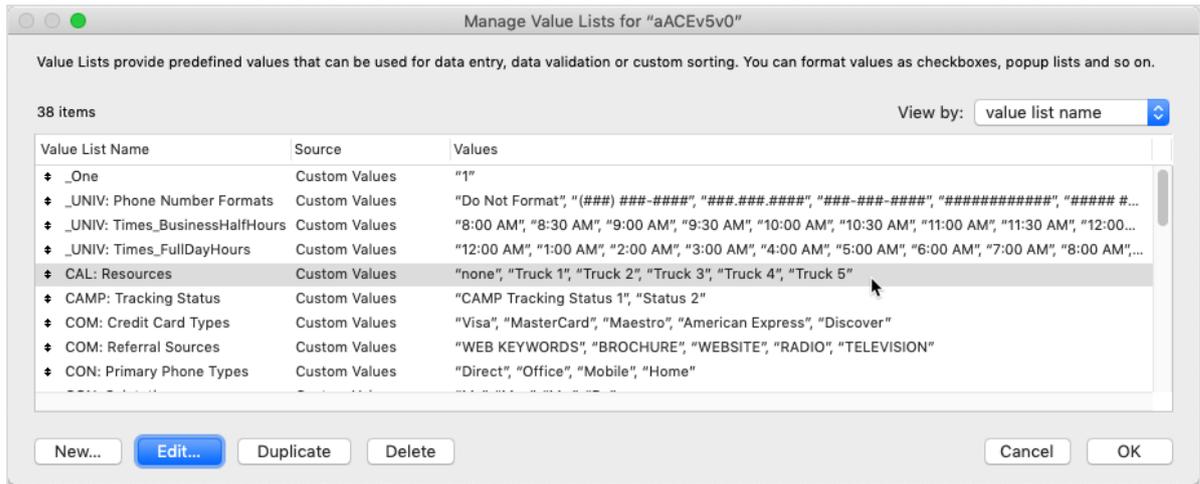
3. At the Edit Value List dialog, make the desired changes to the custom values.
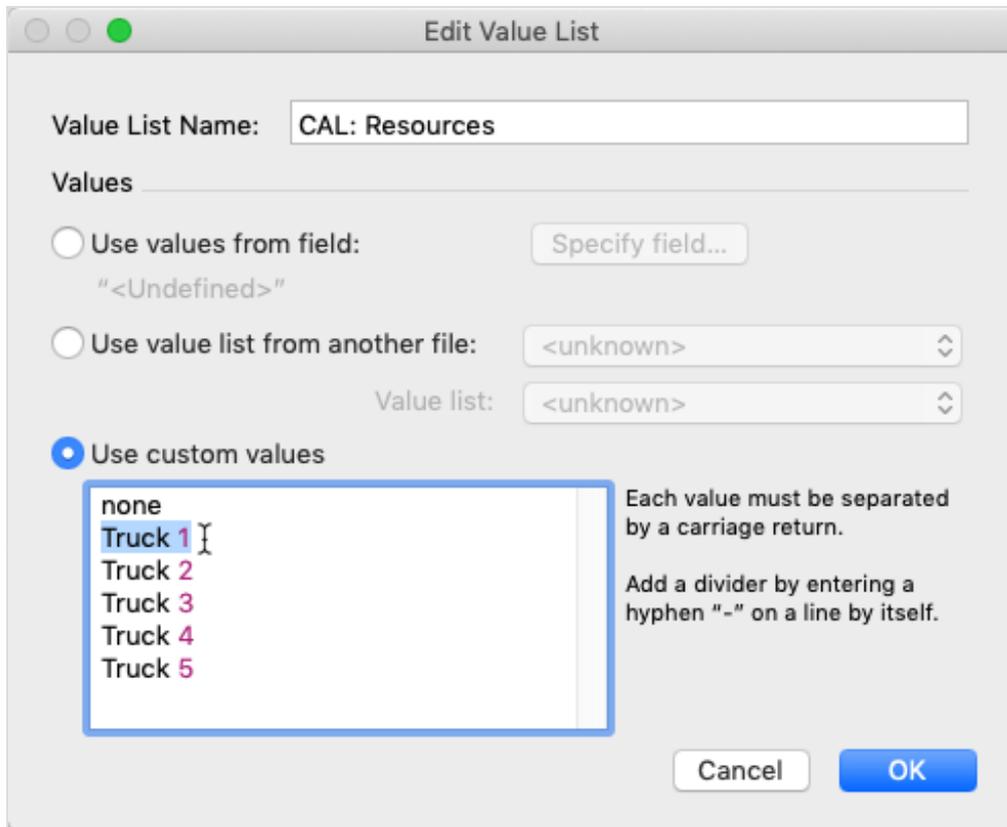


4. Click **OK** to exit the Edit Value List dialog, then click **OK** again to exit the Manage Value Lists dialog.

## 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.

3. In the status list, click **Edit**.
4. In the Edit Value List dialog, change the tracking statuses as needed, then click **OK**.