

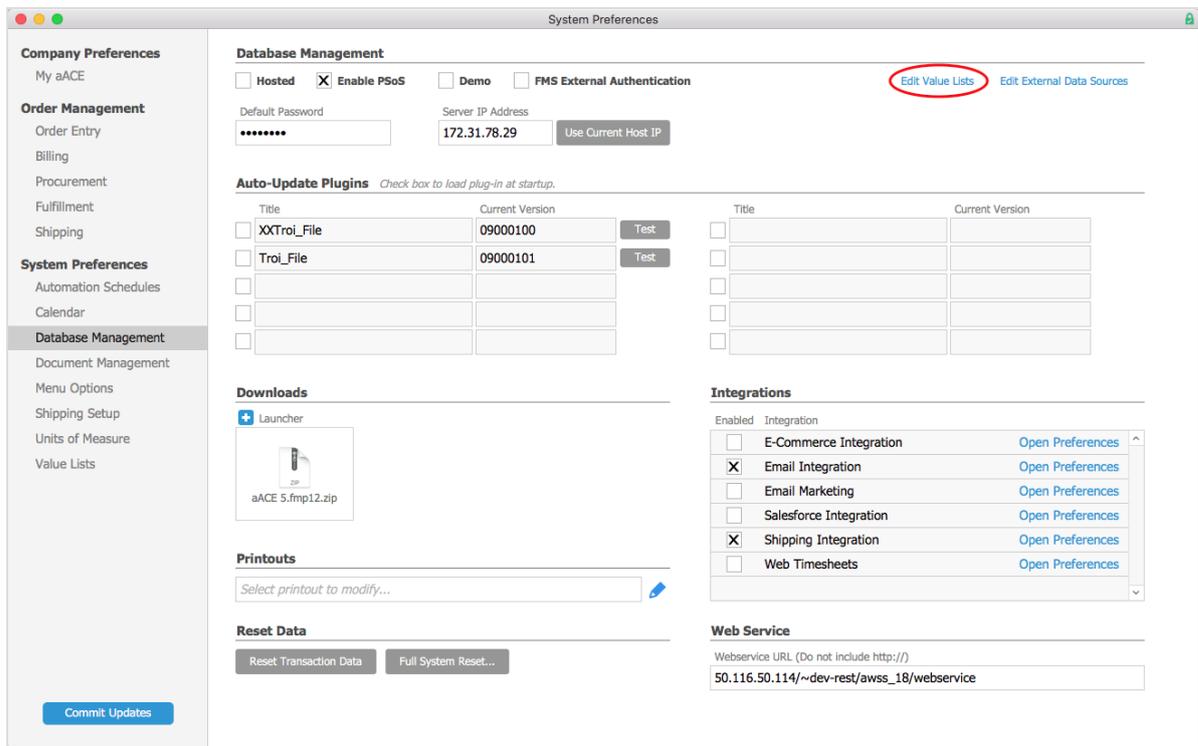
# Working with Value Lists

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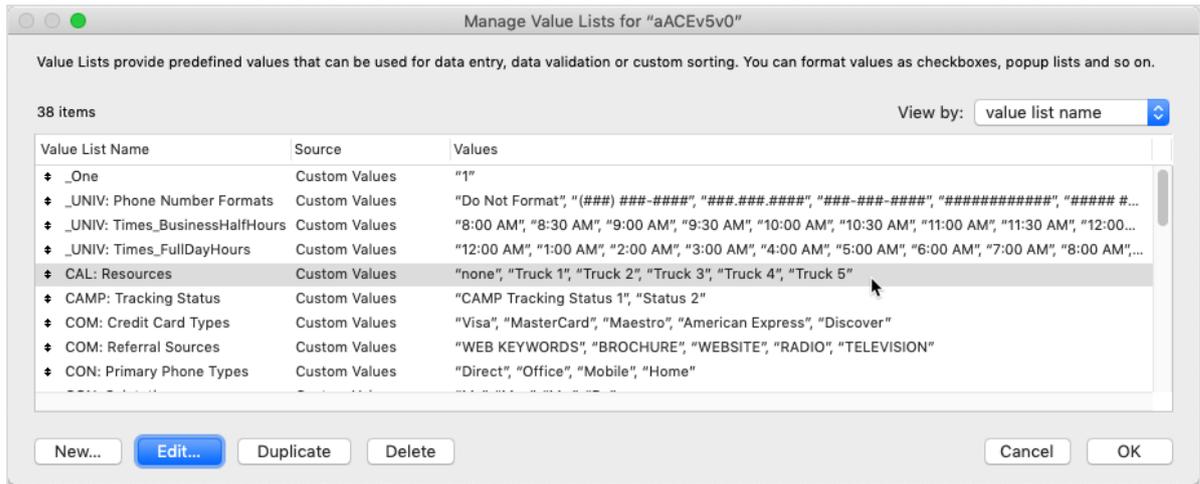
System administrators can edit the value lists found throughout aACE. These values can be updated from the System Preferences or from the module detail view:

## Edit a Value List Using System Preferences

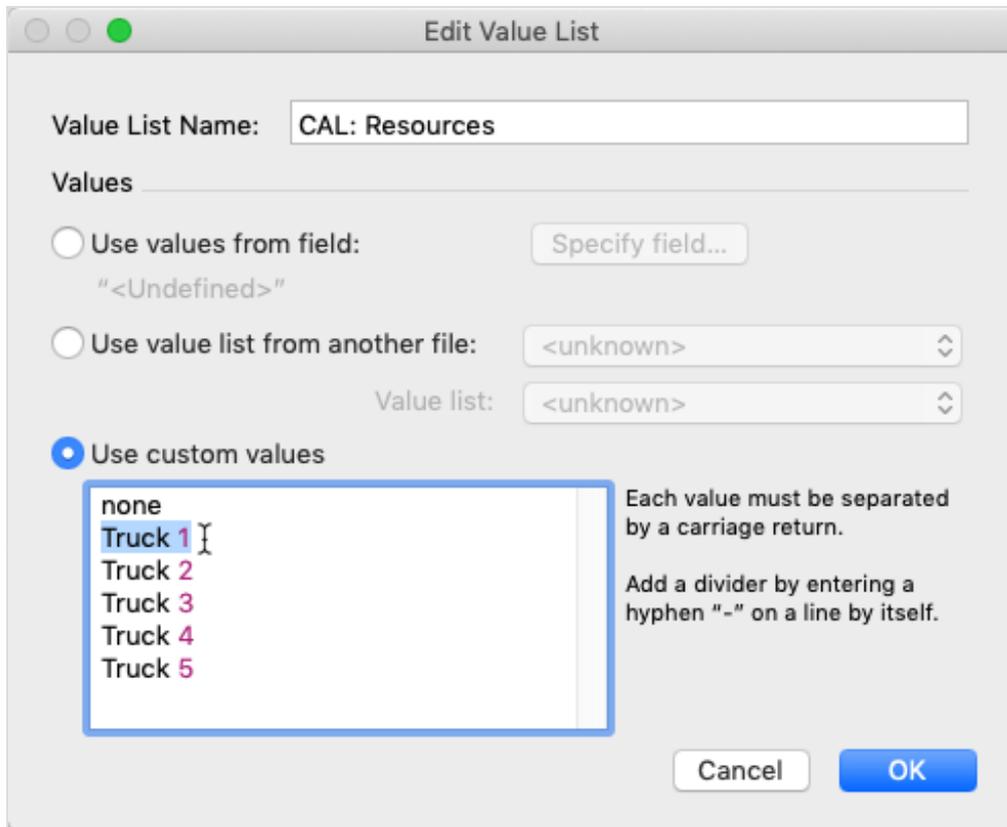
1. Navigate to **Menu > System Admin > Preferences > Database Management > Edit Value Lists.**



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.

The screenshot displays the 'Orders' window in a web browser. At the top, the order number '50064 SU Physics Department 03/25/2019' is shown, along with an 'OPEN' status indicator. The interface is divided into several sections: 'Bill To' (Customer: SU Physics Department, Contact: Grant Haroldson), 'Ship To' (Ship To Company: SU Physics Department, Ship To Contact: Grant Haroldson), 'Order Items' (Line Item Code: Ntbk-011, Description: Lab notebooks / journals, Quantity: 100, Unit Price: 3.50, Extended Price: 350.00), 'Sales' (Lead, Acct Manager, Referral Company, Campaign, Type, Route, Source), and 'Fulfillment' (Fmt Priority: Normal, Start Date: 03/25/19, End (Delivery): 04/12/19, Job: Ready for Pickup). A red circle highlights the 'Tracking Status' dropdown menu, which is currently set to 'Open Order'. The status list includes options like 'Ready for Pickup', 'To Close', 'Pending Confirmation', 'Follow-up on Initial Call', and 'Edit...'. The bottom of the screen shows the user's name 'Scot Hanson' and the department 'AI'.

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