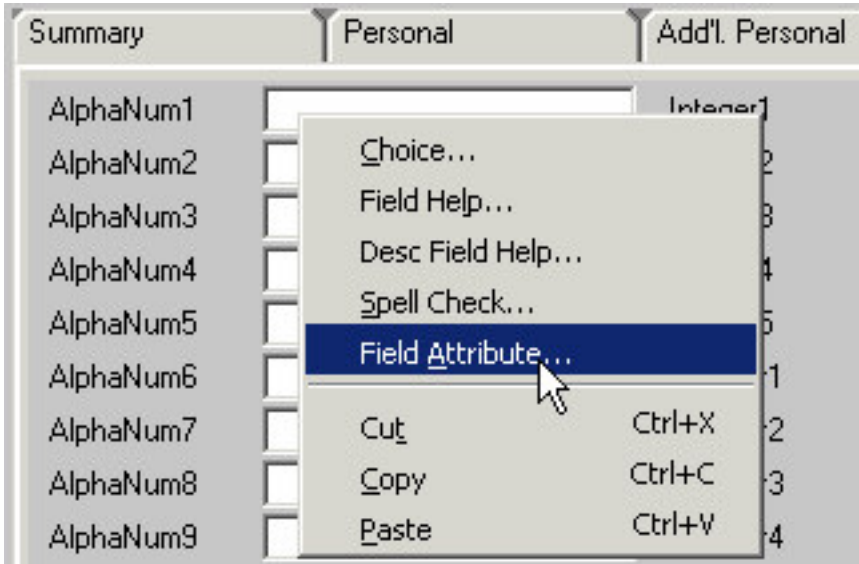


# Fast•Class File

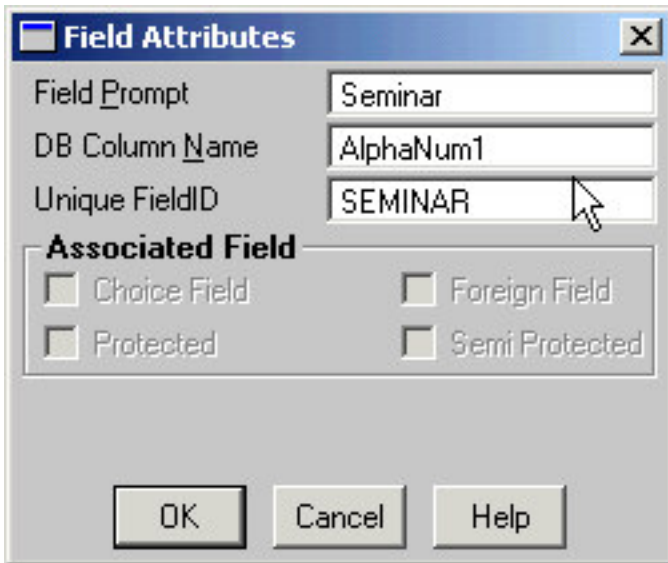
Client Data System

## Volume 21: Defining Custom Fields

To customize a field, left-click in the field you want to customize to make the field active. Right click to display the **Field** menu. Select **Field Attribute** from the **Field** menu.



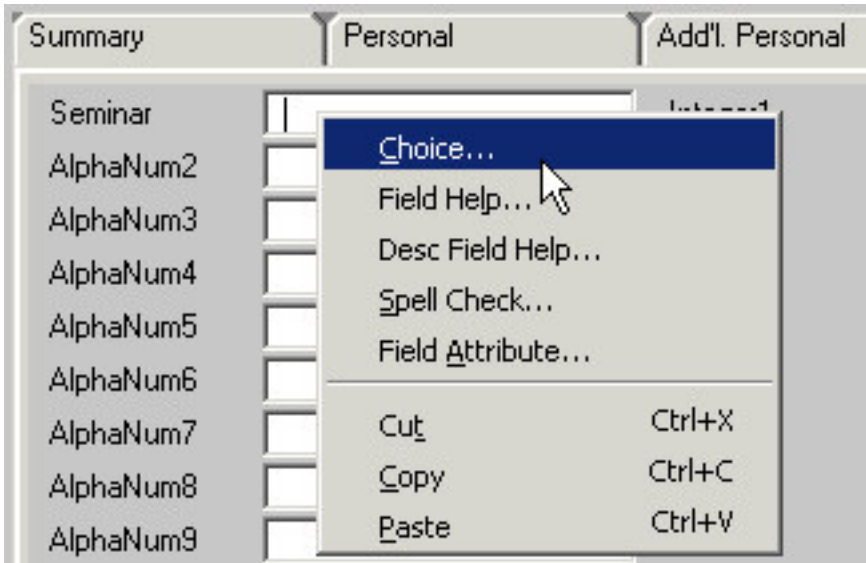
In the **Field Attributes** window, change the values in the **Field Prompt** field and the **Unique Field ID** field to your custom value. The prompt and ID entries should be the same. The value in the **DB Column Name** field will remain the same.



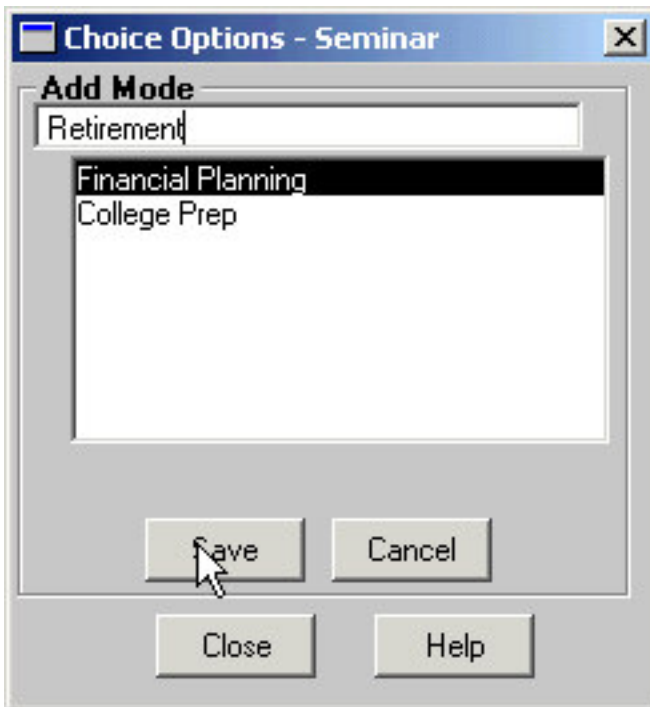
When finished, click **OK** and the field prompt will be reset to your custom value.



To customize pull-down choices, left-click in the field you would like to add pull-down choices to, then right-click for a **Field** menu. Select **Choice**.



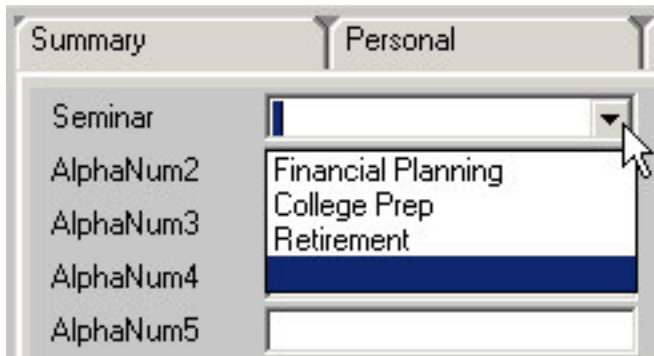
To create pull down choices in the **Choice Options** window, click on the **Add** button to launch **Add Mode**. Type the choice value in the **Add Mode** field. After typing in the choice value, click **Save**. Repeat the same process for each desired choice. Pull-down choice values can be changed or deleted in the **Choice Options** window by selecting the choice, then clicking either the **Mod** (modify) or **Del** (delete) button.



When you have finished defining your pull-down choices, click the **Close** button.



To access the choice values defined in the Choice Options window, left-click in the modified field, then left-click on the pull-down arrow on the right-hand side of the field. Select from the choices in the pull-down list.



Defining choices in the pull-down list is an excellent way of establishing a uniform convention for entering data. Pull-down choices eliminate filter and sort problems that can arise due to slight misspellings or varying data entry conventions.