## Working with Value Lists Last Modified on 09/13/2023 4:47 pm EDT

This guide explains how to edit value lists in aACE. It is intended for system administrators.

System administrators can edit the value lists found throughout aACE. These values can be updated from System Preferences and certain module detail views.

## **Edit a Value List Using System Preferences**

1. Navigate from Main Menu > System Admin > System Preferences > Custom Value Lists > Actions > Edit Out-Of-The-Box Value Lists.

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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	»]»
_UNIV: Blank	Custom Values	"/*", "This value list is used when a value list in the interface file previously referenced a value list here and was subsequently cha
_UNIV: Phone Number Formats	Custom Values	"Do Not Format", "(###) ###-####", "###.###.####", "###-###-####", "################
_UNIV: Times_BusinessHalfHou	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 PM", "12:30 PM", "1:00 PM",
_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", "9:00 AM", "10:00 AM", "11
CAMP: Tracking Status	Custom Values	"Structure", "Plan", "Design", "Distribute", "Assess"
COM: Bank Account Class	Custom Values	"Personal", "Corporate"
COM: Bank Account Type	Custom Values	"Checking", "Savings"
COM: Credit Card Types	Custom Values	"Visa", "MasterCard", "Maestro", "American Express", "Discover"
COM: Referral Sources	Custom Values	"WEB KEYWORDS", "BROCHURE", "WEBSITE", "RADIO", "TELEVISION"
COM: Tax Exemption Codes	Custom Values	"A) Federal government (United States)", "B) State government (United States)", "C) Tribe / Status Indian / Indian Band (both)", "D
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.

Values	ount Class	
Use values from field: " <undefined>"</undefined>	Specify field	
O Use value list from another file:	<unknown></unknown>	0
Value list:	<unknown></unknown>	0
<ul> <li>Use custom values</li> </ul>		
	Each value must b	e separated
Personal Corporate	by a carriage retur Add a divider by e hyphen "-" on a lir	rn. ntering a ne by itself.

4. Click **OK**, then click **OK** again.

## Edit a Value List Using the Module Detail View

You can edit value lists from the detail view of certain record types, including:

- Orders
- Companies
- Shipping Logs
- Purchase Orders
- Disbursements
- Invoices

• Receipts

As an example, you can edit the Tracking Status field from an Order record's detail view:

- 1. Navigate from Main Menu > Order Management > Orders > select the desired Order.
- 2. At the Order record detail view, click the **Tracking Status** field in the footer.

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- 3. In the list of options, click Edit.
- 4. In the Edit Value List dialog, enter new values or delete old values.



5. Click OK.