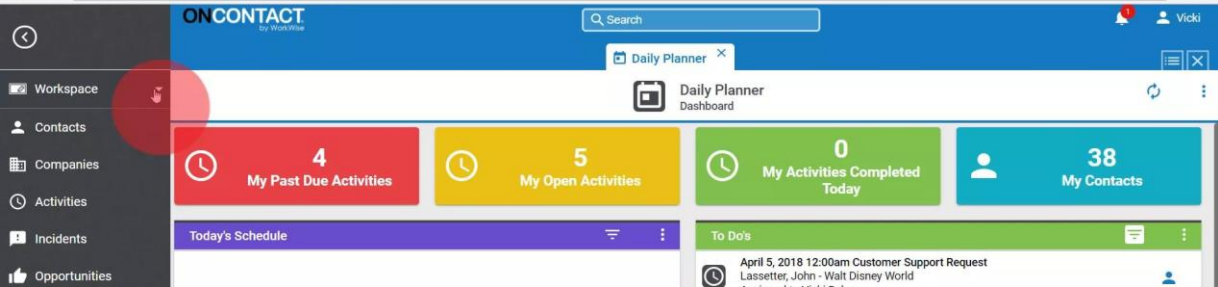
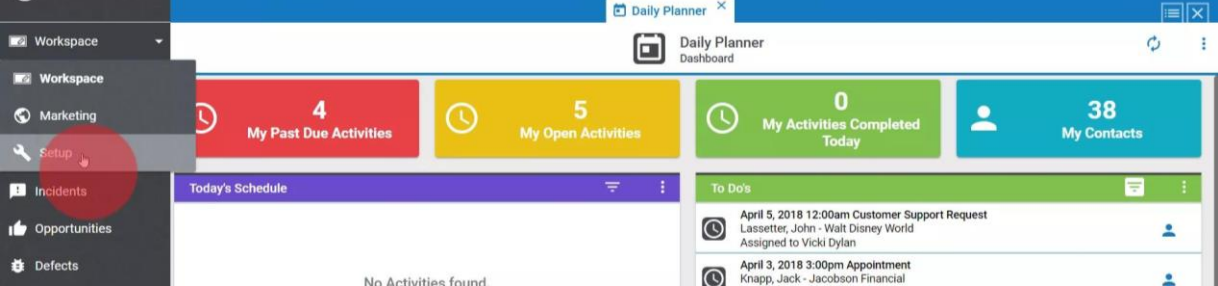


ADD A NEW CODE TO DROP DOWN FIELD

1. Click Workspace



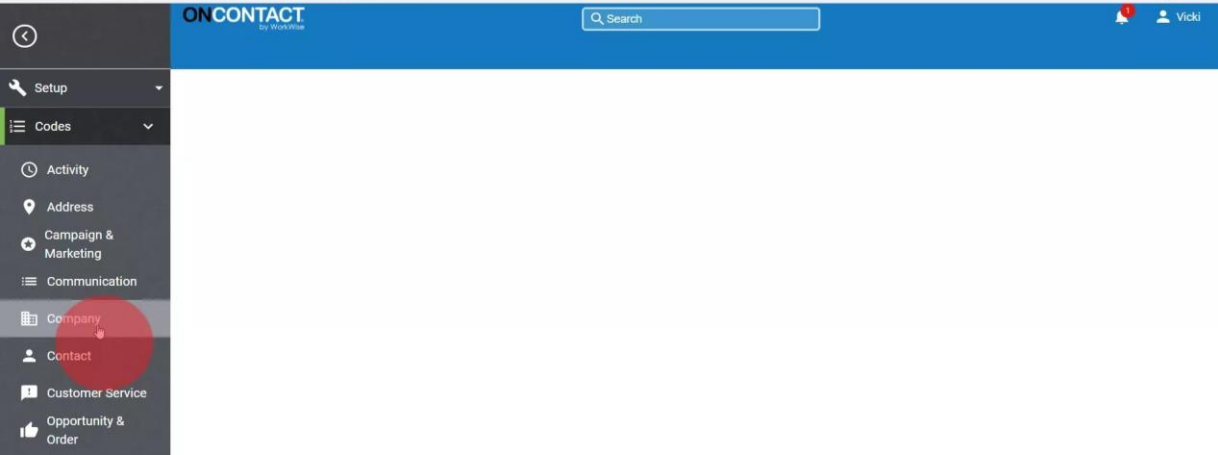
2. Choose Setup



3. Open Codes

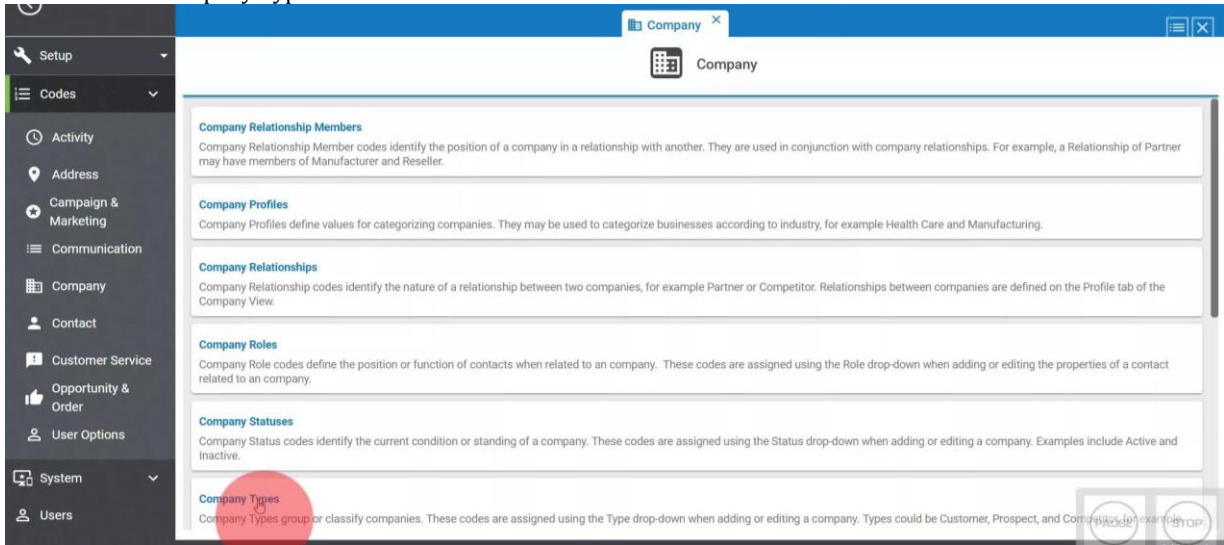


4. Select record type to update

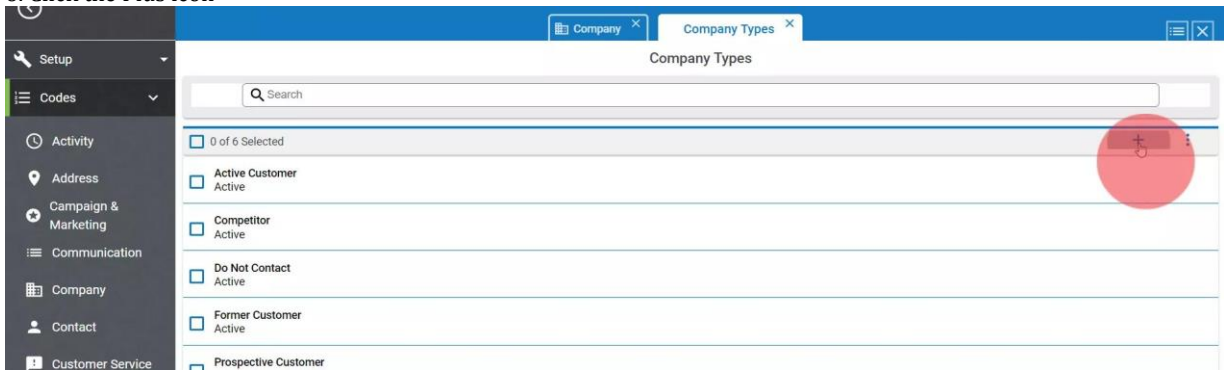


ADD A NEW CODE TO DROP DOWN FIELD

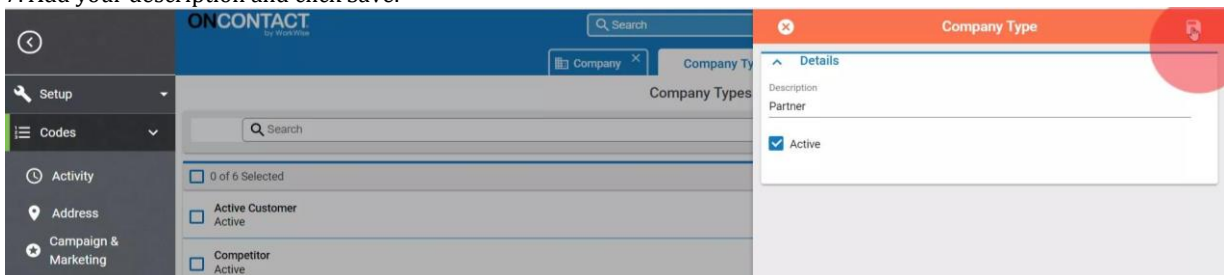
5. We selected Company Type



6. Click the Plus icon



7. Add your description and click Save.



8. Your new value is added to the drop down list.

