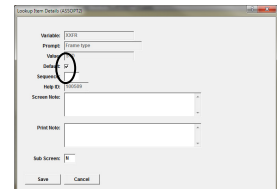
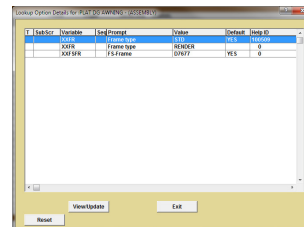
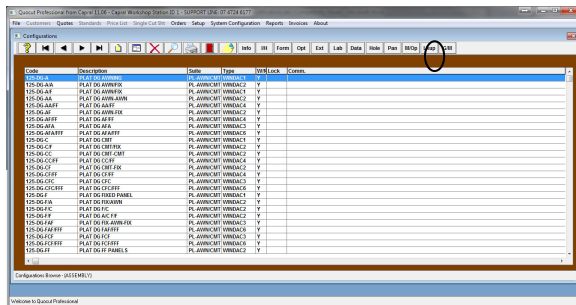


## MODIFYING DEFAULT OPTIONS

### 1. Modifying lookup defaults

Defaults in lookup or drop down lists can be defaulted to the user's requirements.

- Go to Configurations and highlight the specific configuration where default needs to be modified.
- Select Lkup



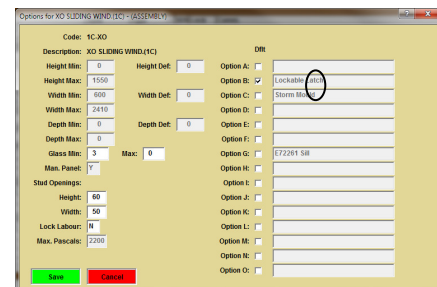
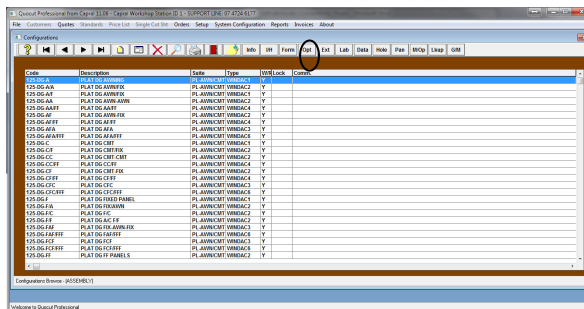
- Highlight the item to be modified and select default and SAVE

**Note – when the default is selected this will deselect the original setup. Any updates will not change your modified selections.**

### 2. Modifying options

Options which appear as tick boxes in a quotation can be checked to become a default to the user's requirements.

- Go to Configurations and highlight the specific configuration where default needs to be modified.
- Select Opt and tick the required option to be defaulted



## MODIFYING DEFAULT OPTIONS

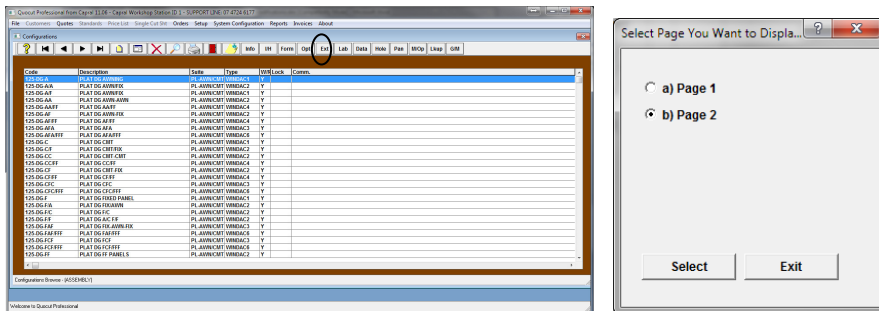
### 3. Modifying extra dimensions

Dimensions preset in the program can be altered to suit the user's requirements.

**Example 1:** In a security configuration you can modify an adjustment for certain measurements or wording (Lock height) etc that appears on the quote item screen.

**Example 2:** In an Emperor shower you may wish to change the wording for polished edging or add a default quantity.

- Go to Configurations and highlight the specific configuration where modification is required.
- Select Ext – Page 2



- Modify as required and select locked field beside the modification made to ensure any updates will not revert back to the program defaults.

