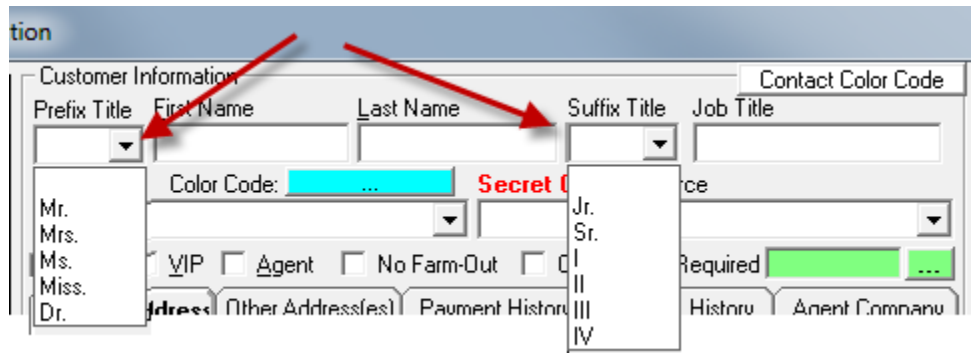


## Tech Tip Tuesday—July 1, 2014

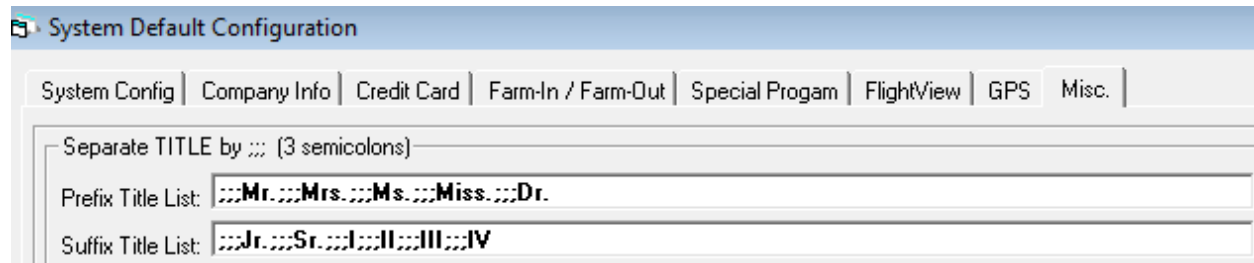
by David Hirsch

### Prefixes and Suffixes

In the contact record, there are fields for the Prefix (Mr, Mrs, etc) and Suffix (Jr, III, etc.). These fields are drop-downs, which means that you can't enter whatever you want in there, but must pick from the existing list.



If you don't like this list, or want to make additions to it (such as Rev, Esq., etc) this is easy to do. This list can be found in Maintenance...Maintain...System Default Config...Misc Tab.



If you add anything here, just make sure that you separate each with three semicolons (i.e. ;;;) You will have to launch Livery reservations again after saving the changes to see your new choices.

In the example below, we added "Esq" to keep the attorneys happy.

