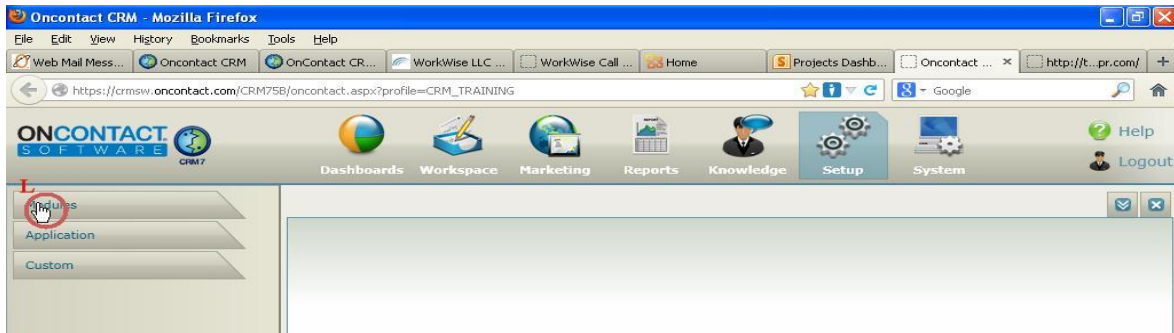


# Add Item to Drop Down List

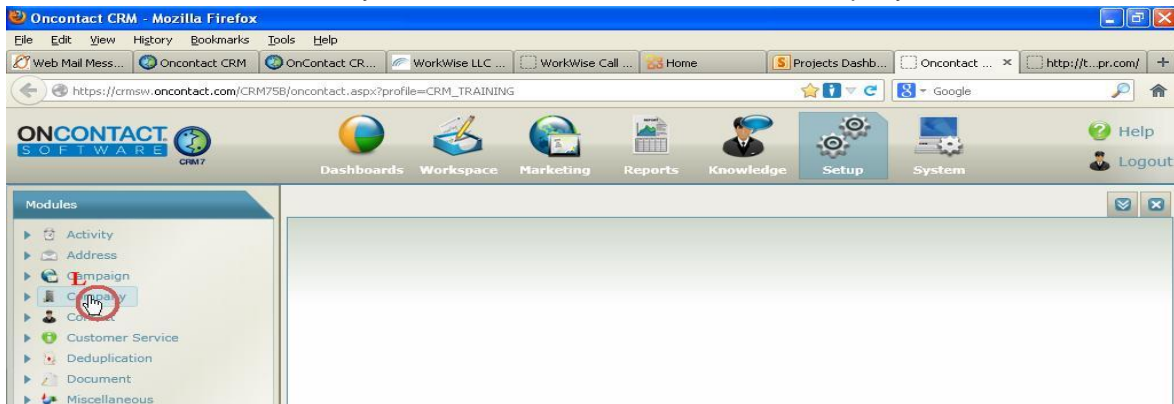
1. Left Click the Setup Icon.



2. Left Click Modules.

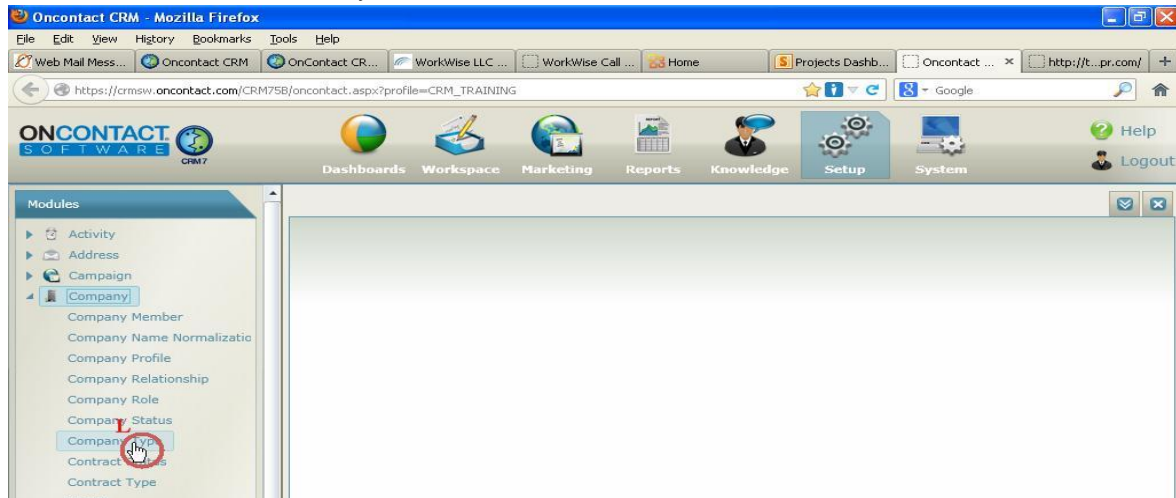


3. Left Click the set of records you want to customize. We selected Company.

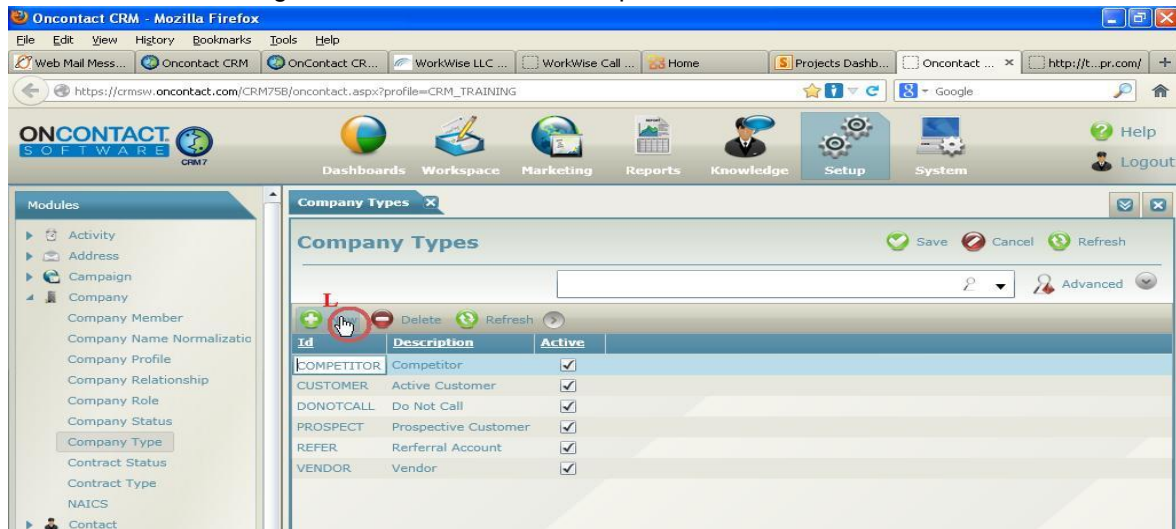


## Add Item to Drop Down List

4. Click to select the field that you want to customize.

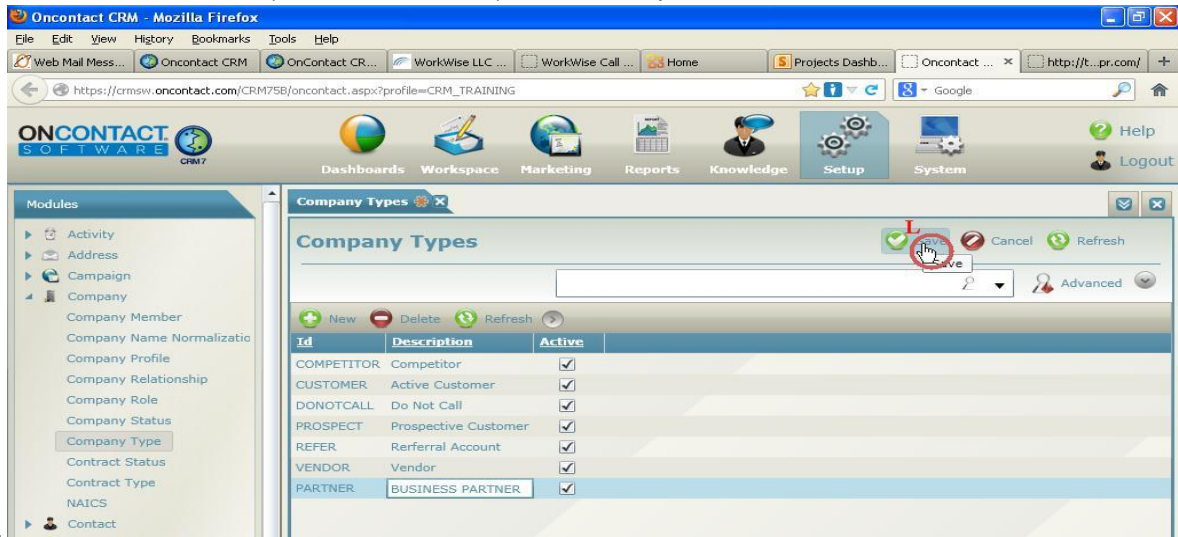


5. Left Click the Plus sign to add a new item to a drop down list.



## Add Item to Drop Down List

6. Type the name for the ID (Id to 10 characters) and a description. We added 'Business Partner.' Click



Save.

7. Your change is made! (Sometimes you may need to log out and back in to see it). Here's our Company Record. Notice that Business Partner is now listed under Company Type!

