

Rename a Field

In this example, we will rename a field on the Company record.

1. Left Click the System icon.



2. Left Click Data and select Entities.

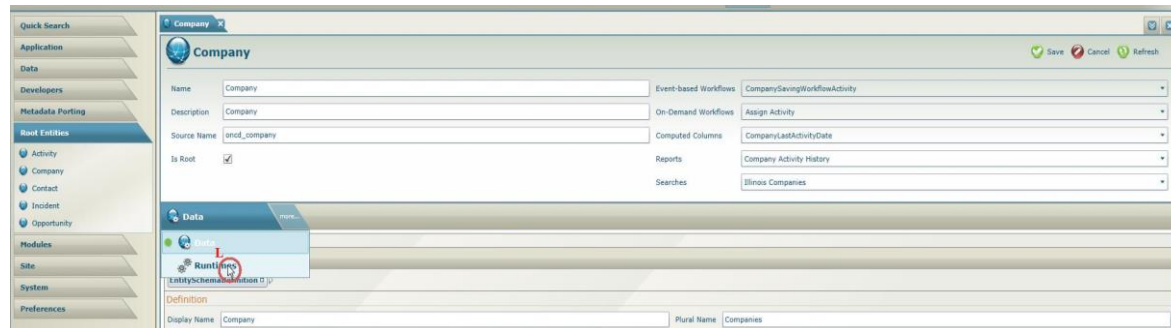
3. Search for the table/record that contains the field you want to rename. Double-click to open it.

Note: If the field is located on the TAB of a record, search for the main record first (so if you want to make a change on the Company profile tab, search for the Company Entity in this step).

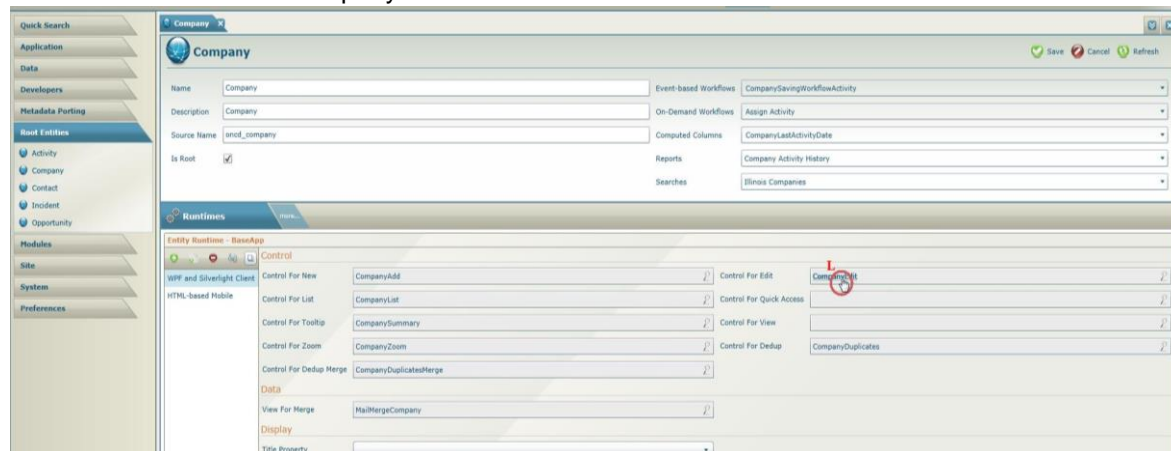
Common records include:

- Company
- Contact
- Activity
- Opportunity

4. Left Click to select the Runtimes tab.



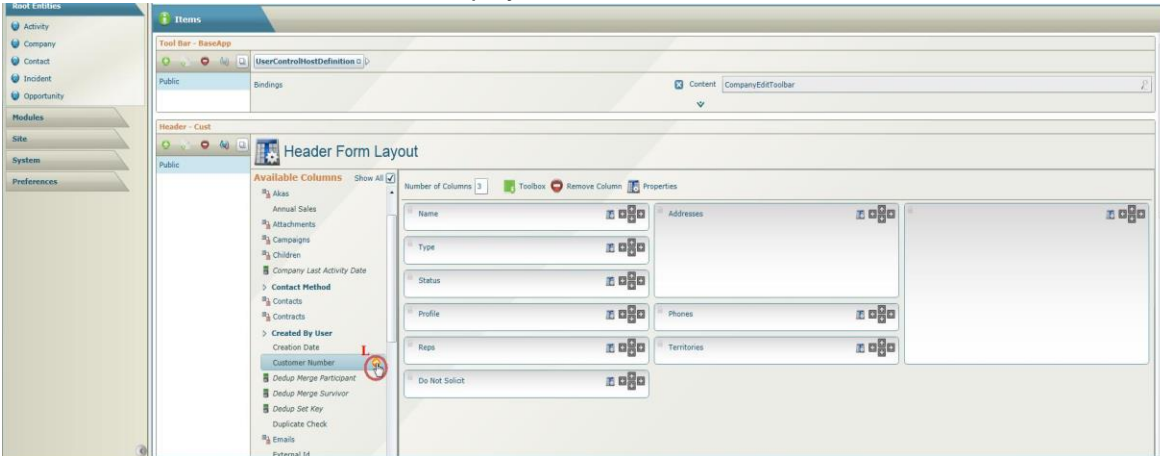
5. Left Click to Edit the Company record.



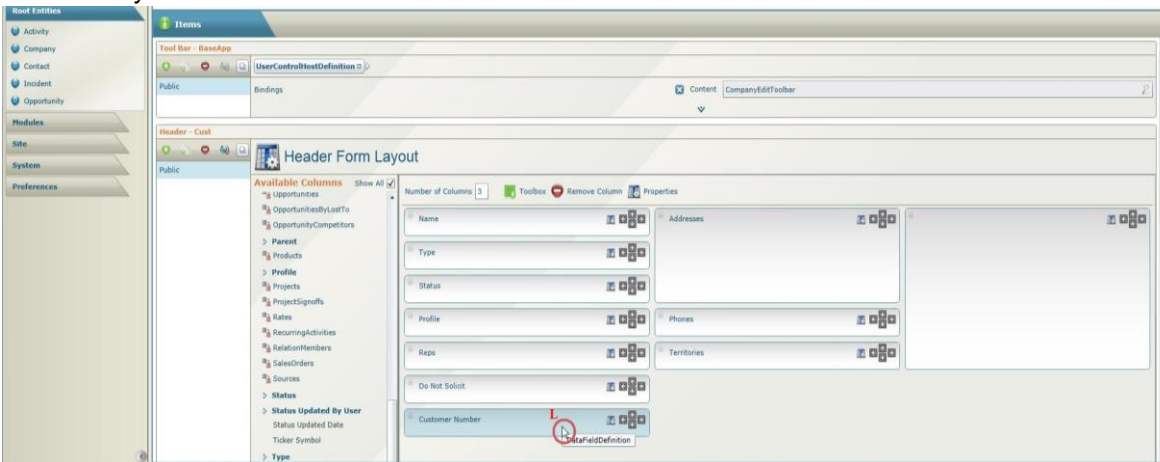
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6. Locate the field you want to change. The Company Record header fields are shown below.

Note: If the field you'd like to change is on one of the tabs on the Company record, scroll down and select the desired tab from the list to display the fields for that tab.



7. Rename the field by clicking on the field name. Select the text label, and delete/ Type the new field name you would like to use.



8. Save your changes. Your new field name is now available on the Company record.

