

E. Adding New Vendor / Client Company to Database

- a. Click File
- b. Choose "Change Logon"
- c. Box will appear, choose Database Administration
- d. Choose Pick List
- e. Choose New2001 Database
- f. Box will appear "New2001 Pick Lists"
- g. Choose the option needed for either Client or Vendor ID
- h. Box will appear "Modify Pick List"
- i. Scroll all the way to last entry
- j. Type number to be entered
- k. It will ask to save, say yes
- l. Repeat steps d-k for Client or Vendor Name