To Customize a Field:
- Left-click in the field you want to customize to make the field active.
- Right click to display the Field menu.
- Select Field Attributes from the Field menu.
- In the Field Attributes window, change the values in the Field Prompt field and the Unique Field ID field to your custom value. The prompt and ID entries should be the same. The value in the DB Column Name field will remain the same.
- When finished, click OK and the field prompt will be reset to your custom value.

![Figure 1: Field Attributes Window](image)

To Customize Drop-down Choices:
- Left-click in the field you would like to add drop-down choices to.
- Then right-click for a Field menu.
- Select Choice.
- To create drop-down choices in the Choice Options window, click on the Add button to launch Add Mode.
- Type the choice value in the Add Mode field.
- After typing in the choice value, click Save. Repeat the same process for each desired choice.
- Drop-down choice values can be changed or deleted in the Choice Options window by selecting the choice, then clicking either the Mod (modify) or Del (delete) button.
- When you have finished defining your drop-down choices, click the Close button.
- To access the choice values defined in the Choice Options window, left-click in the modified field.
- Then left-click on the pull-down arrow on the right-hand side of the field.
- Select from the choices in the drop-down list.
Defining choices in the drop-down list is an excellent way of establishing a uniform convention for entering data.

To Create a Dynamic Report that Mines Data from the Custom Fields Tab:

- From the main screen in CDS, select Reports.
- In the Reports menu, select Dynamic Reports.
- In the Find Report Selection window, leave the search fields blank, and click OK.
- Click the Add button.
- Select the appropriate Primary Table and click Next.
- Select the appropriate columns to be included in the report.
- To select columns from other tables, such as the Custom Fields table, click on the Columns Available Drop-down, and select the appropriate columns from the Columns Available section.
- Adjust your column widths.
- Select a column for the Sort By section.
- When finished making your selections, click Next.
- In Step 2, select the appropriate Filters and click Next.
- In Step 3, select the appropriate Output Option and click Next.
- In Step 4, select the appropriate Output Settings and click Next.
- Enter a Description and Keyword (if necessary) and click Finish.