# Office Admin: Managing Value Lists

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## Office / System Admin UserGuides

Administration UserGuides are divided into two groups: *Office* and *System*. The difference is that all Users can modify *Office Admin* functions, whereas only someone with System Administrator privileges can modify *System Admin* functions.

#### Office Admin functions are:

- 5.1 Managing Value Lists
- 5.2 New TeamWork Templates
- 5.3 Managing Profiles

#### System Admin functions are:

- 5.4 Firm Details Setup
- 5.5 Office Settings
- 5.6 Users & Privileges
- 5.7 Custom DDNA & System DDNA
- 5.8 Creating Project Guides

### Managing Value Lists

Value Lists are the drop-down menus that appear on various screens of System, Contacts and Projects within **iProjects**. In some cases, they can be edited in a project record by any user (such as Project Phase and Project Status). Most, however, require centralized editing, for uniform use across all projects. This editing is done by someone with System Administrator privileges. Generic Value Lists are shown under the Value List tab in Office Admin.

The **Country** and **State** drop-downs are obvious.

A number of value lists help users to classify Contacts, and find Contacts that fit a range of characteristics – see UserGuide *3.1 Contacts: Details* for a discussion of these.

Other value lists are used in defining the roles of Project Team members – see UserGuide **4.6 Project Team** for a discussion of these.

To edit any Value List, click on the empty field to display the Edit item at the bottom (scroll down if needed):

	System
Country	
State	
	Contacts
Firm Type	
Practice Type	
Relationship	
Disciplines	
Market Sectors	
Position	
Special Skills	
Source	
Link	
Profession	
Approved For	
	Projects
Team Relationships	

Team Firm Roles



Doing that opens an edit window, as displayed right, permitting you to enter new values, rearrange the order of values, and delete values you don't need.

When you're done, click the OK button, as shown in the screenshot below right.

It's that simple.

	Projects
Team Relationships	
Team	Project Principal
Firm Roles	Our Firm
	Subconsultant
	Consultant
	Construction
	other
	Edit
Design Consu Project Manag Client Developer Contractor Subcontractor Supplier Real Estate Other	Value List "ValueList03"
-	
	Cancel OK