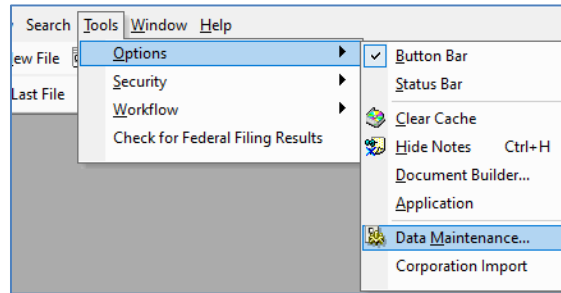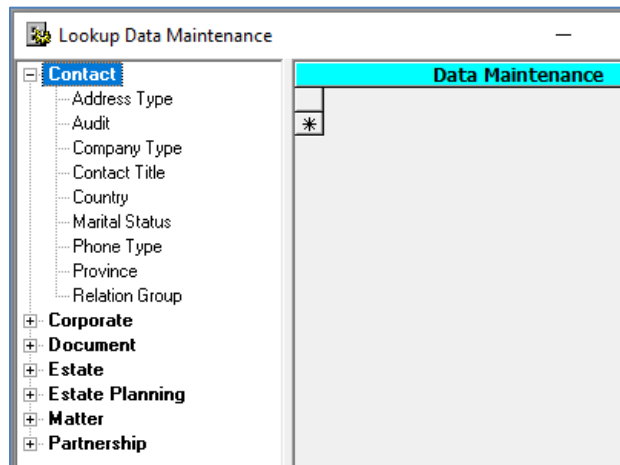# Data Maintenance Tables

Changing Drop-Down Fields

Only Admin Users have the ability to make changes to drop down fields. Go to the main menu bar and select **Tools > Options > Data Maintenance**.

The Corporate and Estate Manager Lookup Data Maintenance window appears.

From the list in the left column of this window, expand Corporate and select the heading for the field you would like to change.
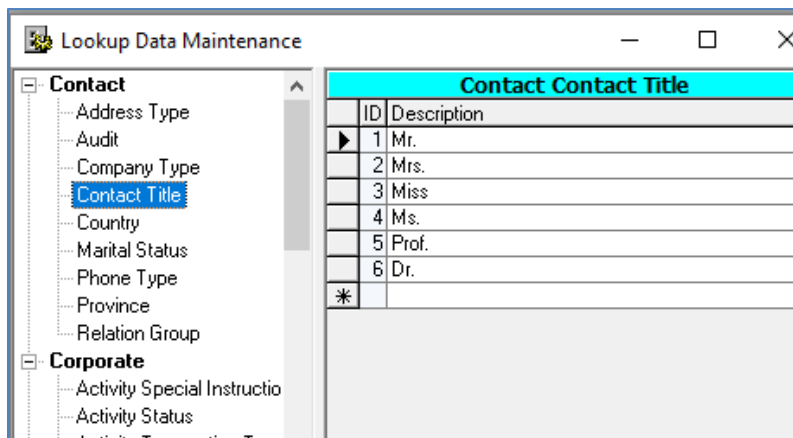
Enter additional information or delete selections from the columns that appear in the right portion of the window.

NOTE: Do not delete a value from a row and leave it blank if you want to remove it from a list. It is important that the entire row be deleted by selecting the row and using the **Del** key on the keyboard. Deleting the value only will leave a blank in the dropdowns.

Adding Timekeepers Types

The purpose of the Timekeepers section is to enter the Employee Contacts that are responsible for the Matter within your firm. This includes Lawyers, Law Clerks, Secretaries, Agent for Service, etc. Many of these Types can depend on your Jurisdiction.

A new Type/Relationship can be added through **Tools > Options > Data Maintenance > Matter > Player Type**.