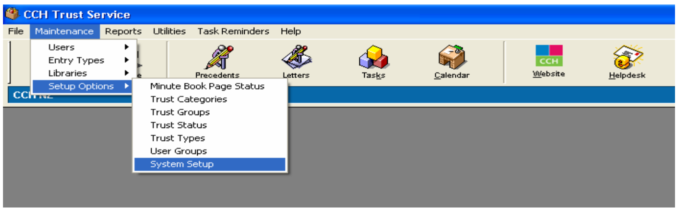
TRUST SERVICE TRAINING - LEVEL 2
SESSION 6.2

SYSTEM DEFAULTS

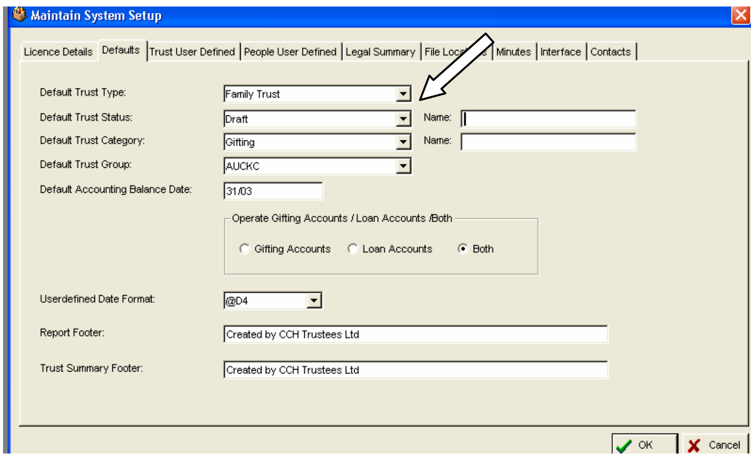
Once you have set up your drop down lists for **Trust Type**, **Trust Status**, **Trust Category** and **Trust Group** you can set the **default entry** into these fields for all new Trusts entered.

Information is added into these fields when you add a new Trust but it can be changed by the User, therefore, we recommend you select the most commonly used selection for your defaults.

Select **Maintenance**, select **Setup Options**, select **System Setup**

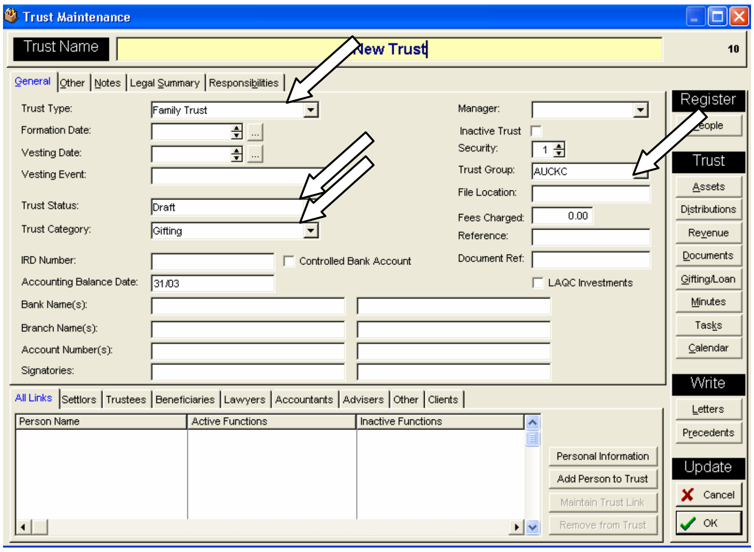


Go to the **Defaults Tab**



Use the arrow at the end of each field to **select** the **default** entry you require

The defaults are now added when you Insert a new Trust



The User can change these at any time by selecting the arrow at the end of the field and selecting another option from the list.