



Prevail 4: Adding Rolodex Types

- 1) Prevail allows you to create an unlimited number of Rolodex types. Start by clicking on Administration > Rolodex Setup.
- 2) Click once on "Rolodex" in the list of Rolodex types on the left side of the window.
- 3) Click 'Clone' at the top of the *Rolodex Setup* window.
- 4) A new Rolodex type is created, called Rolodex – [CLONED]. Enter a new name for the Rolodex type by typing over Rolodex – [CLONED].
- 5) Click 'Save' in the *Rolodex Setup* window.