

Adding Rolodex Types

Prevail 4

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.