
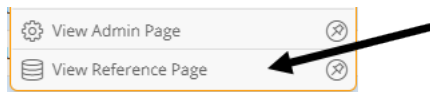


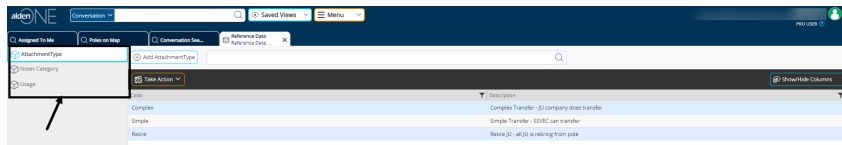
## Update Reference Lists (Picklists within Alden ONE)

To modify the **Notes Category**, you can select when adding a note, or to change the **AttachmentType** your attachers can choose from, or any other customizable pick-list selection within Alden ONE:

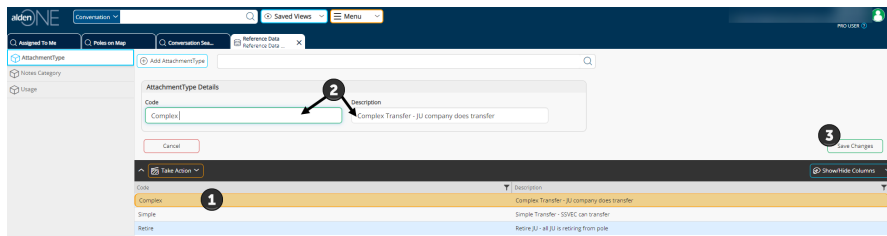
1. From within Alden ONE, click the **Menu**. 
2. From the menu, click **View Reference Page**. **NOTE:** You must have the correct role assigned to see the **Reference Page**.



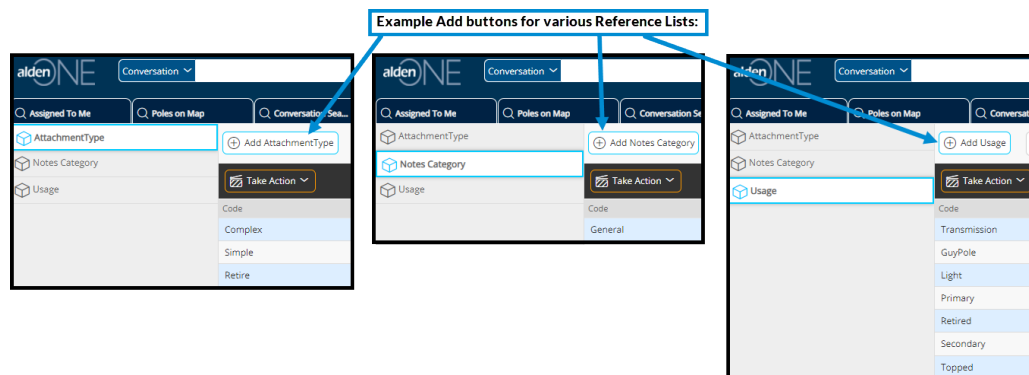
3. Select the **Reference List** you wish to edit from the lists available to you (on the left).



4. To edit an existing list item, click the list row (1), make changes in the fields as needed (2), and click **Save Changes** (3).



5. To add new items to the reference list, with the reference list selected on the left:
  - a. Click the **Add** button for the reference list:





b. Fill in the **Code** and **Description** fields.

Code	Description
<input type="text"/>	<input type="text"/>

c. Click **Save Changes**.