

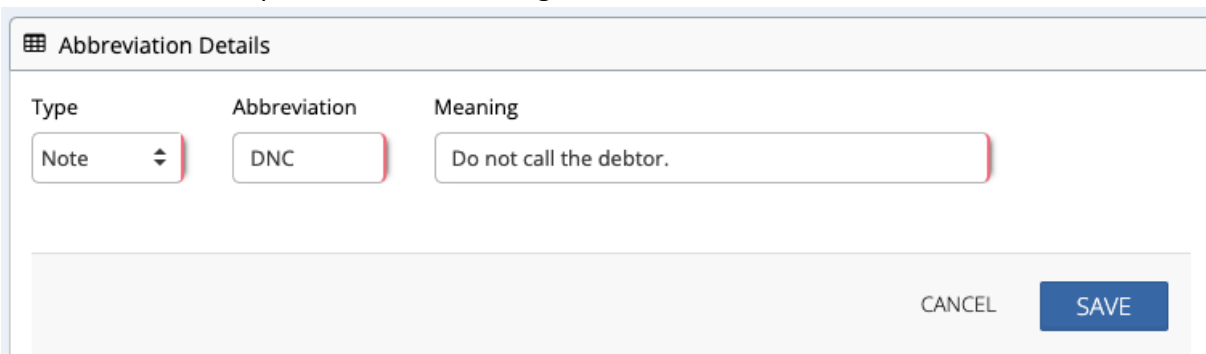
Abbreviations

Overview

This document details how to add abbreviations to CMPOnline. Among the other ways to save time using CMPOnline, including Automations, Workflows, and more, abbreviations allow users to save key phrases as several letters for quick use at any time.

Adding an Abbreviation

- Navigate to Administration > Lookups > Case File > Abbreviations.
- Click Add New.
- Select where you would like to use this abbreviation using the type field.
 - Notes
 - Billing
 - Deposits
- Enter the abbreviation in the Abbreviation field. For example, for the phrase *Do not call the debtor.* you may use the letters DNC.
- Enter the full phrase in the Meaning field.

A screenshot of a web form titled "Abbreviation Details". The form has three main input fields: "Type", "Abbreviation", and "Meaning". The "Type" field is a dropdown menu with "Note" selected. The "Abbreviation" field contains the text "DNC". The "Meaning" field contains the text "Do not call the debtor.". At the bottom right of the form, there are two buttons: "CANCEL" and "SAVE".

Type	Abbreviation	Meaning
Note	DNC	Do not call the debtor.

Using an Abbreviation

- Navigate to the area your abbreviation will populate. This is the Type field selected when configuring your abbreviation.
- Enter the abbreviation.
- Press tab.

Questions?

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