

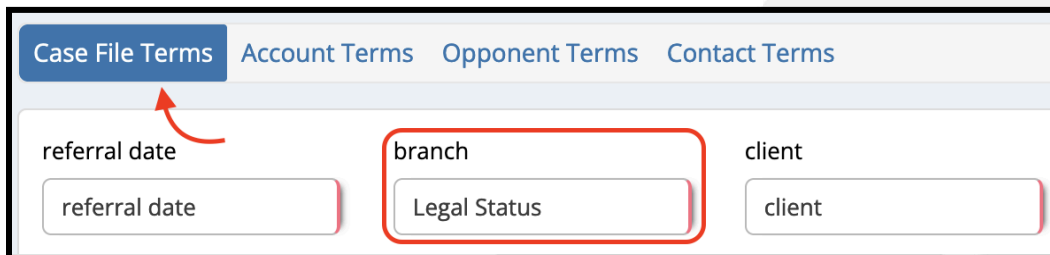
Terminology

Overview

In this document, we'll be looking at changing terminology in CMPOnline. This feature allows us to change the names of fields held internally within CMPOnline. Note, this is different from User Defined Fields. If you wish to find more information on UDFs, please view our UDFs help file or YouTube video.

Changing Terminology

- Navigate to Administration > Setup > Terminology.
- Choose the screen you wish to change a field name on from the tabs at the top of the screen. Your options include:
 - Case File
 - Account
 - Opponent
 - Contact
- Find the field you wish to update, and enter the new name of the field below it.
- In this example, we can see I updated the branch field on the Case File screen to now be the Legal Status field.

A screenshot of the "Case File Terms" screen in CMPOnline. The screen has four tabs at the top: "Case File Terms" (selected), "Account Terms", "Opponent Terms", and "Contact Terms". Below the tabs, there are three input fields. The first field is labeled "referral date" and contains the text "referral date". The second field is labeled "branch" and contains the text "Legal Status". The third field is labeled "client" and contains the text "client". A red arrow points from the "branch" label to the "referral date" field. A red box highlights the "branch" label and the "Legal Status" text in the second field.

- Click Save.

Questions?

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