



X Skill Set	X Cost Savings	X Performance	X Efficiency
Progeos Web Help Guide			

## Progeos Tips Customizing Progeos Layouts and Labels

Labels, drop down menus and many other features can be edited by the user allowing them to create a custom interface at no additional cost

### Using Progeos Administrator tools a user can customize data labels and menu items.

When a municipality purchases software, they are often faced with using the look and layout given to them by the software provider. Any customization in the layout would require changes by the software provider or a consultant, costing the municipality both time and money.

Progeos tools allow municipal personnel to edit the data field labels and menu items, creating a custom layout quickly and easily.

## Progeos Online software tools allow for users to create custom field names and custom menus, maximizing their investment in the software

### Updating Field Names

In many municipalities there may be several different names for the same process. For example, a municipality may have several types of building permits that need to be recognized by the system. The user can modify the field labels in the Progeos system to match the local definitions of processes that are completed using the Progeos tools.

With the Administrator tool users can select the field name they wish to update, change the name to the preferred name and then save the changes. The update will appear the next time users log into the system.

### Updating Menu Items

Typical software formats limit users to a given number of choices in drop-down menus. Updating this information can be a long process which may involve opening a database program, adding the data to the database and then reloading the software.

Progeos removes this often confusing method of updating data fields. For example, the Progeos Administrator tool allows a user to create a new work order type in Service Manager or a new employee to send reports to in Permit Manager.

Municipalities can quickly and easily add new permit types, employees, service request types and much more with the Progeos Administrator tools

For more information please visit:  
[www.progeos.com](http://www.progeos.com)