

## Accessing People Define Lists on the Fly

When you place your cursor over some field names while working in ACS, they become hyperlinks. You can click on these hyperlinks to access define lists "on the fly". This is helpful if you're working in ACS and find that you need to add a new list item to a drop-down list, because you don't have to stop what you're working on to add it.

1. In the View/Edit Individual window, on the **Additional Fields** tab, click the link for the additional field you want to access.
2. **Optional:** If the field is not activated, click **Activate Field**.
3. Click **Add** to create the new item in the list.
4. In the Field Description field, enter a description for the new field.
5. Click **OK**.
6. Click **Close** to return to the View/Edit Individual window.