## Setting up the General Data in BowTie Pro™

BowTie Pro™ uses a number of lists which promote consistency when developing bowties. Ideally this data will be configured at the outset, however the data can be updated and amended as bowties are developed.

To access these tables, select the "Data" option from the drop-down menu at the top of the main screen. This will reveal a list of options, see right. In some instances, a further sub-menu will appear, e.g. under Permitted Operations.

Each option will open an edit screen that has a number of buttons at the top of the screen. These will vary depending on the information being edited but are typically:
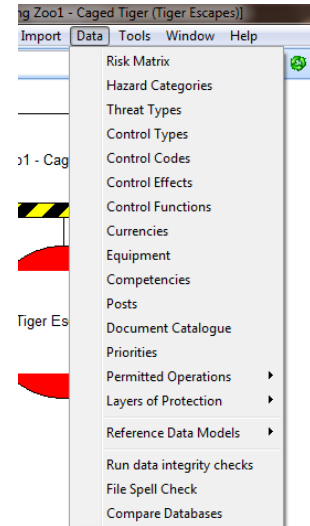
**＋** Add a new item

**▲** Edit the existing selected item

**━** Delete the selected item. Note: items have already been referenced in a Bowtie cannot be deleted unless they are removed from all Bowties.

**↕** Move the item up one position

Move the item down one position

**ABC** Spell Checker

**⟳** Change all the entries for a different value - see below

**ⓘ** Information on where the item is used

First select the item from the drop-down list, e.g. Control Types, to open the list of existing entries:
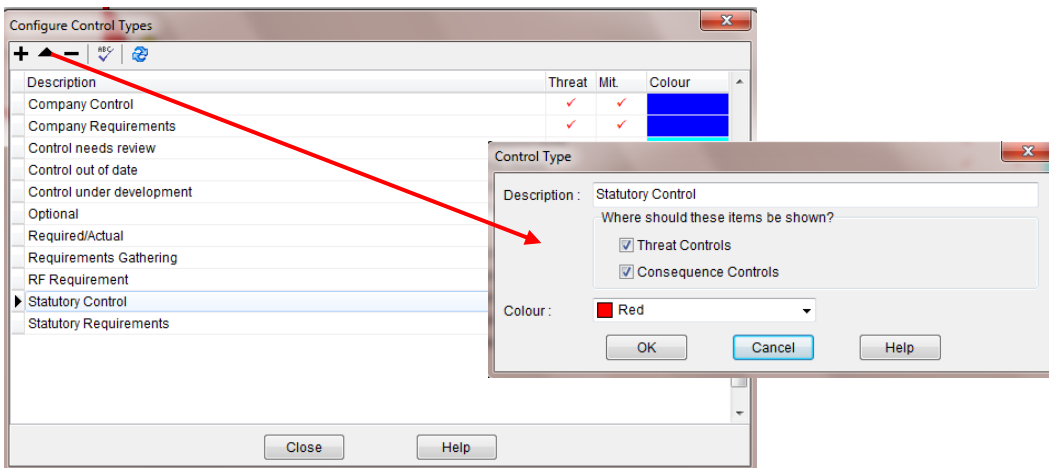
Selecting an item then clicking on the **＋** or **▲** button will open the edit screen, as above. The information on the edit screen can then be amended as required. When all changes have been made, click on the OK button to save and close the screen.

Items may also be deleted by highlighting them and clicking on the **━** button, however this will be prevented if the item has already been used on a Bowtie.

An item can be substituted for another item, thereby removing all instances of it from bowties. Click on the **⟳** button to open the Change Lookup screen.

Set the value to be removed in the From box and the replacement value in the To box. Alternatively, an item can be removed without substituting it by clicking on the Blank all uses box.
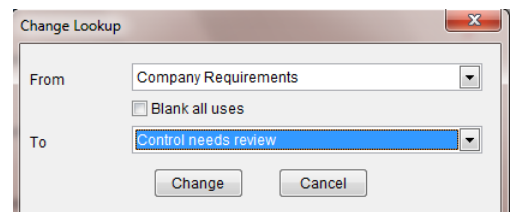
Click on Change to save and close the screen. Once an item has been removed it can be deleted if required.

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