

Adding new Classification columns to the Caretaker List:

1. Log in at <http://cms.feralcatcaretakers.org> and select the **Administration** link:

Caretaker Management System

Your Account [Go](#)

Main Menu

- [Home](#)
- [Caretaker List](#)
- [Export Address List](#)
- [News Articles](#)
- [Forum](#)
- [Submit News](#)
- [My Account](#)
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Who's Online

We have 0 guests and 1 member online

You are logged in as

Accessing the Database

Click on the Caretaker List link to the left or [here](#) to access all the people associated with the Feral Cat Caretakers Coalition.

News Article Title
Article introduction goes here. This can be plain text or HTML tags. Click on the title to read the rest of the story.
Published Oct 15, 2003 - 11:54 PM

New Classifications added
You can now classify a person as:
Fosterer
Donor
Volunteer
TNR
Caretaker
Member
Food Source
Feeder

Also, each person is identified with the classifications that s/he belongs to.

Published May 24, 2003 - 02:25 AM

2. Next, select the **pnAddressBook** link:

Caretaker Management System

Your Account [Go](#)

Main Menu

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- [Export Address List](#)
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Who's Online

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Administration Menu
[[Online manual](#)]

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Programmed articles
There are no programmed articles

Last 20 Articles

4	News Article Title	English	PostNuke	(Edit-Delete)
3	New Classifications added	English	FAQ	(Edit-Delete)

Story ID : [Edit](#) [Go](#)

3. Next, select the **Custom Fields** link.

We have 0 guests and 1 member online

You are logged in as **garrett.**

Graduate	Checkbox	<input type="checkbox"/>	↑ ↓
Feeder	Checkbox	<input type="checkbox"/>	↑ ↓
Food Source	Checkbox	<input type="checkbox"/>	↑ ↓
Packet	Checkbox	<input type="checkbox"/>	↑ ↓
Contact Date	Date	<input type="checkbox"/>	↑ ↓
2002 Donation	Decimal numbers	<input type="checkbox"/>	↑ ↓
2003 Donation	Decimal numbers	<input type="checkbox"/>	↑ ↓
2004 Donation	Decimal numbers	<input type="checkbox"/>	↑ ↓
2005 Donation	Decimal numbers	<input type="checkbox"/>	↑ ↓
2006 Donation	Decimal numbers	<input type="checkbox"/>	↑ ↓
2007 Donation	Decimal numbers	<input type="checkbox"/>	↑ ↓
2008 Donation	Decimal numbers	<input type="checkbox"/>	↑ ↓
Referred By	Text, 60 chars, 1 line	<input type="checkbox"/>	↑
	Text, 60 chars, 1 line	< = New	

Add new columns

Change the sequence of the columns

Commit Changes

4. Add a new column as needed. Follow the examples above for instructions.