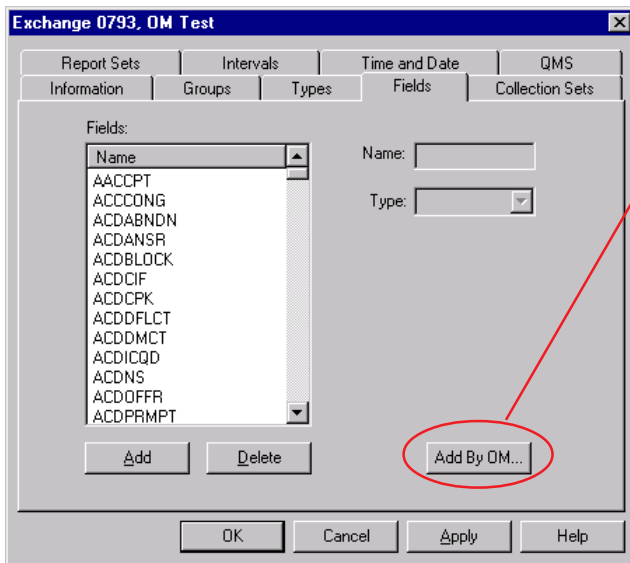


## Tip of the Month!! (DMS-100 users) May, 2002

This is also located on the CBSi website!  
Download this and other Tips of the Month from  
<http://www.cbsicom.com/products/tips.htm>

### Add fields automatically for OM groups in CTS Setup

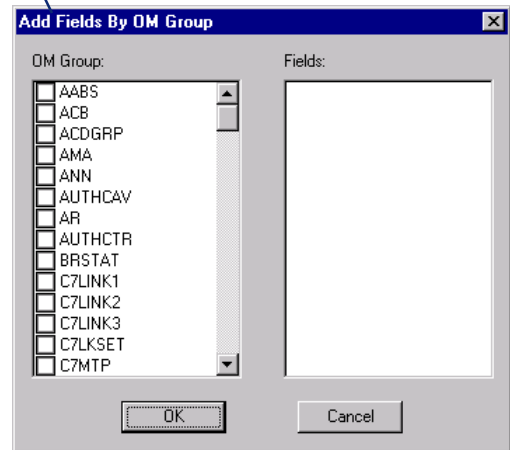
The the ability to add groups automatically for OM groups was added in version 8.00.01, which is now available for download from our website! Go to the "Downloads" page if you haven't already!



1. Click on the Fields Tab in the Exchange Setup. There is a new **Add By OM** button.

Click on this to automatically add Fields for an OM group at once.

2. The *Add Fields By OM Group* dialog box will appear.



3. To see the fields for a group, simply click on the group. To select all of the fields for a group, click in the checkbox next to the desired OM group and all of the fields for that group will become checked.

