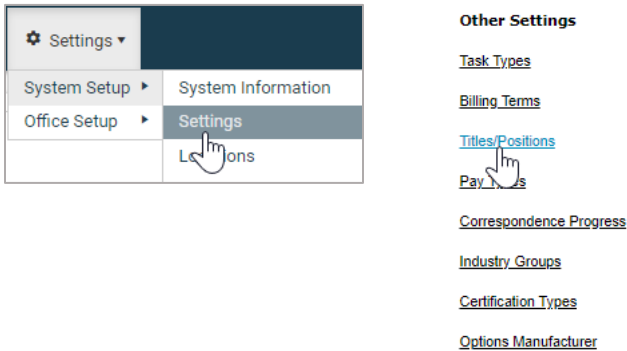# Titles/Positions - Setup

The Admin can setup Titles/Positions by going to Settings → System Setup → Settings → Other Settings, Titles/Positions

Click the Add icon to add a Title/Position.

A pop-up window will display, complete the following steps.

1. Add the Title/Position description
2. Select which area(s) the Title/Position will be available within.
Note: When the title dropdown is selected the titles defined for that area will display.
3. Add an Order number (if applicable)
4. Click Add

Proceed with steps 1-4 until all Titles/Positions have been entered.

Titles/Positions - Setup

Click the pencil to edit or inactivate an existing Title/Position.

Titles/Positions

Title/Position	Company	Sub/Tech	Job	Employee	Order	Status	
Accountant	☑	☐	☐	☑	0	Active	✏ 🗑 Edit
Adjuster	☑	☐	☐	☐	0	Active	🔍 🗑

Company – Company Contact Record Title Example

Titles/Positions - Setup

Sub/Tech – Employee Record Title Example

Job – Job Contact Title Example

Titles/Positions - Setup

Lead Entry Page – Job Contact Title Example

Employee Record – Title/Position dropdown example