GrantWave allows you to customize it to your specific needs. You might not need all the components available or you might need an extra field here and there. This article describes how you can customize it to your needs.

1. Hiding or showing tabs

In the *organization*, *program* and *grant* module you see by default all available data tabs. If you don't need certain tabs select *Tools >>> Options* and click on
Show / Hide Tabs.
Check or uncheck the checkbox as needed. When done, click
OK
and restart the application.

2. Changing the labels of custom fields

Almost every data table in GrantWave provides you with two custom fields. These custom fields are by default named Custom 1 and Custom 2. You can change the name to better fit your purpose by selecting *Tools >>> Options* and clicking on the *Custom Labels* tab. In the grid scroll down to the label you like to change and enter the new name.
Note: You can also change the name of the *Organization* and *Program* module here as well. Maybe *Hospital* and *De partment*
fits your organization better.

3. Changing the content of the drop down menus.

In many of GrantWave's data forms you find drop down menus like *States, Organization Type. Program Type, Grant Type, Grant Status*
, etc. You can customize the entries of any drop down menu in GrantWave. Just go to
Tools
>>>
Options
and select
Look Up Tables
. In the drop down menu select the lookup table you would like to change. In the resulting grid. Add, edit, or update the menu choices. Click
OK
and restart your application.

4. Changing the generated Save As field for *Organizations*, *Contacts* and *Grantors*

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You might have notices that whenever you enter a new organization, contact, or grantor that GrantWave automatically generates a *Save As* entry for you. You can customize the way this fields get generated by selecting *Tools >>> Options*
and selecting
General
. In the drop down menu select the format you want and click
OK
.

5. Customize the Checklist

GrantWave provides you a with a checklist in the *Grant* module. Most likely you don't need all of these fields, so why not get rid of them? Go goto
Tools
>>>·
Options
and select
Checklist.
Uncheck not needed checkboxes and click OK.