

Create or Modify Customized AudBase Lists

- From either the Home Window or Subject List, select “File” from the top toolbar
- Click “Preferences”
- In the Preferences window, *Entry Formats* will be highlighted in left window, select “Modify Entry Lists” on the right side of the window
 - o Audio_AudiometerType
 - List of Audiometers used
 - o Audio_CommentsExtended
 - List of long “standard” comments (See Instructions on Adding Comments)
 - o Audio_CommentsShort
 - List of short “standard” comments (See Instructions on Adding Comments)
 - o Audio_Examiner
 - List of Audiologists for printed and saved audiometric record
 - o Audio_Other_Info_Data_Modified
 - List of other data to include in audiometric record, viewed in “Notes” tab
 - o Audio_SpondeeType
 - List of Spondees used in speech testing
 - o Audio_TestingLocation
 - List of primary testing locations
 - o Audio_TestingMethod
 - List of Test Methods used (Conventional, VRA, Conditioned Play, etc)
 - o Audio_TestingSublocation
 - List of secondary testing locations (Ex. booth numbers or remote locations)
 - o Audio_Transducer
 - List of transducers used in testing
 - o Audio_WordRecList
 - List of Word Rec Lists used
 - o ClinicalGroup_Type
 - List of Clinical or Research Groups if relevant
 - o Provider_Occupation
 - Used when creating new Providers
 - o Race
 - If relevant, used in Demographics
 - o Reminder_Type
 - List of Reminder Types available to choose from
 - o Salutation
 - Used in Demographics
 - o Telephone_Type
 - List of Telephone Types in Demographics and Provider List (Work, Home, Cell, etc)
- To change or add to an existing list, Click to highlight the List Item you wish to modify
- Click “Modify List” button on right side of window
- To Edit an existing item, press and hold the <Alt> key and click on the item in the window
- To Add a new item
 - o Click “Add Item”
 - o Enter New List Item
 - o Select “OK”
 - o Repeat above steps if adding more than one item
 - o Click “Update”
- When finished with modifications, Click “Finished”
- Click “Close” from main “Preferences” screen