

COLLEAGUE TIP...DID YOU KNOW?

Have you ever entered information in Colleague, such as a name or description, only to have it change the case on you? Did you know you can force Colleague to keep the case exactly the way you enter it?

Before you knew about this tip, if you typed this:

Description THIS SHOULD BE UPPERCASE!

It would change to this when you hit 'Enter':

Description This Should Be Uppercase!

Keep it the way you want it, though, by putting an = (equal sign) before your entry:

Description =THIS SHOULD BE UPPERCASE!

Hit 'Enter' and now it is exactly how you entered it:

Description THIS SHOULD BE UPPERCASE!