How to Set up Mandatory Fields on the SC Client Entry / View Screen
## Quick Reference Guide

There are four fields that can be setup as mandatory fields on the SC Client Entry / View Screen which are **Contact Name, Account Manager, Lead Source** and **Quality Rating.**

To set up one or more of these fields to be mandatory, begin from the main Sales & Catering Maintenance Screen.

Select the **Codes II** Menu

And then select Client **Mandatory Information Maintenance**
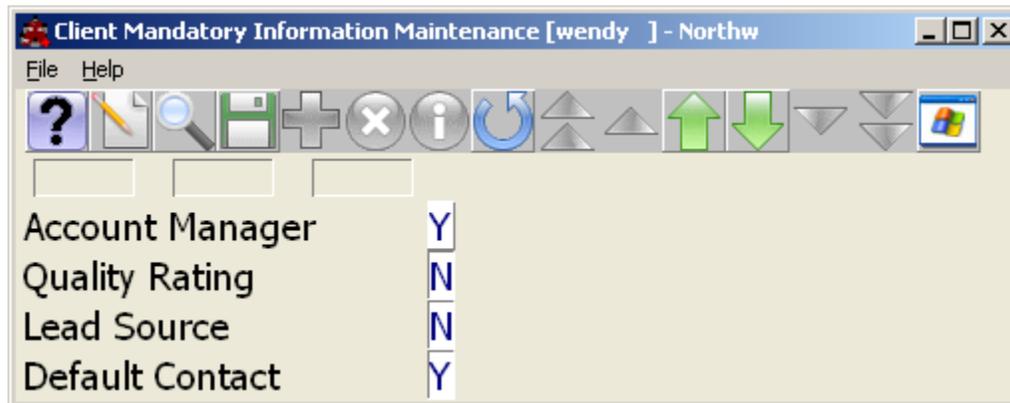
For each field, type a **Y** to make the field mandatory and require that information is filled in or type an **N** to allow this field to be left blank.

Once completed, ensure that users log out of their current Maestro session and log back in, for the changes to take effect.

Maestro

PMS like no other.