Create Custom Problem Types in CLASS

1. Go to 'System Settings' in the left hand menu bar on CLASS (at the very bottom)
2. Select 'Types & Categories' from the left hand menu
3. Scroll through the options until you find the Types that you want (in this case 'Problem Type') and click on this.
4. To add new fields, click 'New' at the top right of the screen
5. You will need to select a 'parent' field from the existing intervals listed (in this case we used 'Other Civil')
6. Enter the desired code (in this case 6903)
7. Name the problem Type
8. Select Save & Close
9. you can then change the display order if you prefer. Enter the new order number in the Display Order column and hit 'Reorder'.
10. You can then hide or unhide and other problem Types as desired by selecting either 'Hide' or 'Unhide' from the far-right column.
11. For these changes to take effect, you will need to log out and log back into CLASS

The custom Problem type should look something like this:

| Flood | 6903 | Civil Law | Other civil law problem type | Other civil | | 1 | Yes | Deidre Ross | 09/03/2022 02:09 PM | No | Set as Default | | Hide |