

# Dropdown Editor

A "drop-down editor" typically refers to a tools for creating and editing dropdown lists. It allows users to specify options within a dropdown menu, often used for user input or selection within web applications.

## Adding Title

[Settings](#) >> [Dropdown Editor](#)

Select the Item Type for which the Title is to be added and Click Save option.

The screenshot shows the 'Dropdown Editor' interface. At the top, there are two input fields: 'Item Type\*' with a dropdown menu set to 'Designation', and 'Title\*' with the text 'Office Assistant'. To the right of these fields are 'Save' and 'Cancel' buttons. Below the input fields are 'Refresh' and 'Active' buttons. The main part of the interface is a table with the following structure:

Item Type ^	Title	Value	Action
<input type="checkbox"/> Designation	<input type="text" value="Title"/>	<input type="text" value="Value"/>	<input type="button" value="Search"/> <input type="button" value="Reset"/>
<input type="checkbox"/> Designation	Service Facilitator		<input type="button" value="edit"/> <input type="button" value="delete"/>
<input type="checkbox"/> Designation	Registered Nurse		<input type="button" value="edit"/> <input type="button" value="delete"/>
<input type="checkbox"/> Designation	Administrative		<input type="button" value="edit"/> <input type="button" value="delete"/>
<input type="checkbox"/> Designation	PCA/CNA		<input type="button" value="edit"/> <input type="button" value="delete"/>
<input type="checkbox"/> Designation	Administrator		<input type="button" value="edit"/> <input type="button" value="delete"/>

Now, the required information is added under Item type Designation. Similarly we can add the Title for the required Item Type.

The screenshot shows the 'Dropdown Editor' interface after the title has been added. The 'Item Type\*' dropdown is still set to 'Designation', but the 'Title\*' field is now empty. The 'Save' and 'Cancel' buttons are still present. Below the input fields are 'Refresh' and 'Active' buttons. The main part of the interface is a table with the following structure:

Item Type ^	Title	Value	Action
<input type="checkbox"/> Designation	<input type="text" value="Title"/>	<input type="text" value="Value"/>	<input type="button" value="Search"/> <input type="button" value="Reset"/>
<input type="checkbox"/> Designation	Service Facilitator		<input type="button" value="edit"/> <input type="button" value="delete"/>
<input type="checkbox"/> Designation	Registered Nurse		<input type="button" value="edit"/> <input type="button" value="delete"/>
<input type="checkbox"/> Designation	Administrative		<input type="button" value="edit"/> <input type="button" value="delete"/>
<input type="checkbox"/> Designation	PCA/CNA		<input type="button" value="edit"/> <input type="button" value="delete"/>
<input type="checkbox"/> Designation	Administrator		<input type="button" value="edit"/> <input type="button" value="delete"/>
<input type="checkbox"/> Designation	Office Assistant		<input type="button" value="edit"/> <input type="button" value="delete"/>

## Editing Title

## Settings >> Dropdown Editor

Select the Item Type and Click Edit option on the right side of the screen.

Item Type\*  Title\*  Save Cancel

Item Type ^	Title	Value	Action
<input type="checkbox"/> Designation	<input type="text" value="Title"/>	<input type="text" value="Value"/>	<input type="button" value="Search"/> <input type="button" value="Reset"/>
<input type="checkbox"/> Designation	Service Facilitator		<input type="button" value="Edit"/> <input type="button" value="Delete"/>
<input type="checkbox"/> Designation	Registered Nurse		<input type="button" value="Edit"/> <input type="button" value="Delete"/>
<input checked="" type="checkbox"/> Designation	Administrative		<input type="button" value="Edit"/> <input type="button" value="Delete"/>
<input type="checkbox"/> Designation	PCA/CNA		<input type="button" value="Edit"/> <input type="button" value="Delete"/>
<input type="checkbox"/> Designation	Administrator		<input type="button" value="Edit"/> <input type="button" value="Delete"/>
<input type="checkbox"/> Designation	Office Assistant		<input type="button" value="Edit"/> <input type="button" value="Delete"/>

Now, after editing the Title for the required Item type, Click Save option. Similarly we can edit the Title information for all the Item type in the system.

Item Type\*  Title\*  Save Cancel

Item Type ^	Title	Value	Action
<input type="checkbox"/> Designation	<input type="text" value="Title"/>	<input type="text" value="Value"/>	<input type="button" value="Search"/> <input type="button" value="Reset"/>
<input type="checkbox"/> Designation	Service Facilitator		<input type="button" value="Edit"/> <input type="button" value="Delete"/>
<input type="checkbox"/> Designation	Registered Nurse		<input type="button" value="Edit"/> <input type="button" value="Delete"/>
<input checked="" type="checkbox"/> Designation	Administrative		<input type="button" value="Edit"/> <input type="button" value="Delete"/>
<input type="checkbox"/> Designation	PCA/CNA		<input type="button" value="Edit"/> <input type="button" value="Delete"/>
<input type="checkbox"/> Designation	Administrator		<input type="button" value="Edit"/> <input type="button" value="Delete"/>
<input type="checkbox"/> Designation	Office Assistant		<input type="button" value="Edit"/> <input type="button" value="Delete"/>

## Delete Item type

### Settings >> Dropdown Editor

Select the Item type from the List using the check box and click Delete option or Disable selected option in the screen.

Item Type\*  Title\*  Save Cancel

Refresh Active Disable Selected

Item Type ^	Title	Value	Action
<input type="checkbox"/> Designation	<input type="text" value="Title"/>	<input type="text" value="Value"/>	<span>Search</span> <span>Reset</span>
<input type="checkbox"/> Designation	Service Facilitator		<span>✎</span> <span>✖</span>
<input type="checkbox"/> Designation	Registered Nurse		<span>✎</span> <span>✖</span>
<input type="checkbox"/> Designation	Administrative Officer		<span>✎</span> <span>✖</span>
<input type="checkbox"/> Designation	PCA/CNA		<span>✎</span> <span>✖</span>
<input checked="" type="checkbox"/> Designation	Administrator		<span>✎</span> <span>✖</span>
<input type="checkbox"/> Designation	Office Assistant		<span>✎</span> <span>✖</span>

Now, the required item type has been deleted and we can view them under Deleted list.

Item Type\*  Title\*  Save Cancel

Refresh Deleted

Item Type ^	Title	Value	Action
<input type="checkbox"/> Designation	<input type="text" value="Title"/>	<input type="text" value="Value"/>	<span>Search</span> <span>Reset</span>
<input type="checkbox"/> Designation	Administrative Officer		<span>✎</span> <span>Active</span>

The deleted Item Type can also be restored by using the option Active on the right side of the screen.

Item Type\*  Title\*  Save Cancel

Refresh Deleted

Item Type ^	Title	Value	Action
<input type="checkbox"/> Designation	<input type="text" value="Title"/>	<input type="text" value="Value"/>	<span>Search</span> <span>Reset</span>
<input type="checkbox"/> Designation	Administrative Officer		<span>✎</span> <span>Active</span>

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