

# 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.

Item Type\*

Designation

Title\*

Office Assistant

Save

Cancel

Refresh

Active

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

Item Type\*

Select

Title\*

Title

Save

Cancel

Refresh

Active

## Editing Title

## Settings >> Dropdown Editor

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

Item Type\*

Select

Title\*

Title

Save

Cancel

Refresh

Active

Disable Selected

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\*

Designation

Title\*

Administrative Officer

Save

Cancel

Refresh

Active

Disable Selected

## 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\*

Select

Title\*

Title

Save

Cancel

Refresh

Active

Disable Selected

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

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

Item Type\*

Select

Title\*

Title

Save

Cancel

Refresh

Deleted

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

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

Item Type\*

Select

Title\*

Title

Save

Cancel

Refresh

Deleted

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

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