

# 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

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

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

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

## 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		

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		

Revision #1

Created 22 November 2023 19:33:28 by Thamarai

Updated 22 November 2023 19:33:28 by Thamarai