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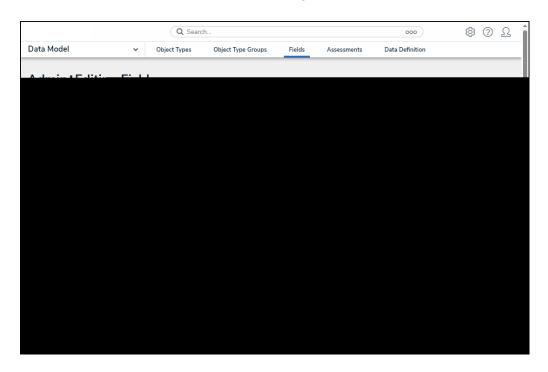


Editing a Select List Field

- 1. From the *Admin: Edit Field* screen, users cannot edit the **Field Type** field. Instead, you must create a new field.
- 2. Enter a new field name in the **Field Name** field.

Field Name Field

3. Click the **Lock** icon to unlock and edit the **Unique Name** field.



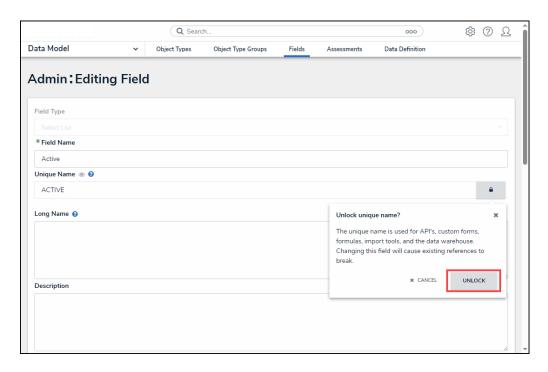
Lock Icon

4. A *Confirmation* screen will appear, indicating that changing the unique name can interfere



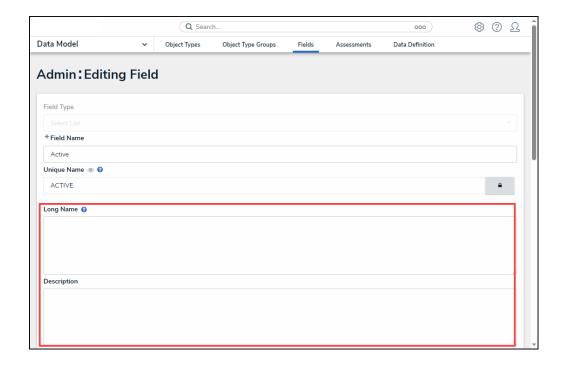
with existing data as it is used throughout the system.

5. Click the **Unlock** button to unlock and edit the **Unique Name** field.



Unlock Button

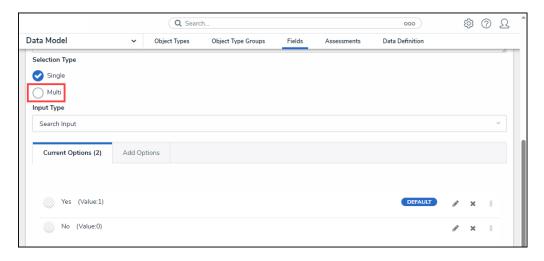
- 6. Enter a new long name in the **Long Name** field. The **Long Name** field can include an alternate name, alternate spelling, or additional instructions. The Long Name can appear on configurable forms.
- 7. Enter a new description in the **Description** field. The **Description** field can be used for additional information.





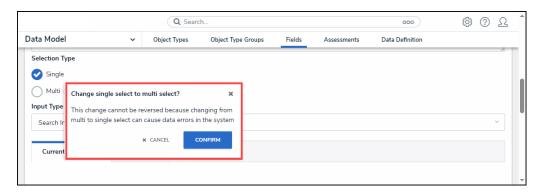
Long Name and Description Fields

- 8. The **Selection Type** radio buttons will appear if the **Field** is a single-select or a multi-select list.
- 9. Click the Multi-radio button to switch from a single-select to a multi-select list.



Multi-Radio Button

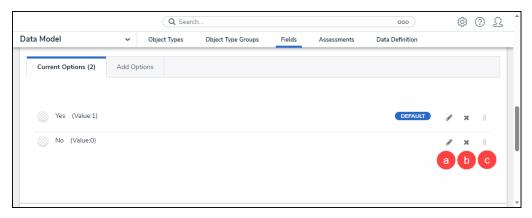
10. A *Confirmation* screen will appear, indicating that the switch cannot be reversed.



Confirmation Screen

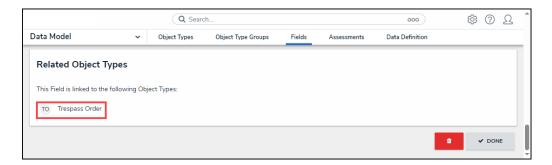
- 11. Click the **Confirm** button to switch from a single-select to a multi-select field.
- 12. Users cannot switch a multi-select list to a single-select list.
- 13. Select a new input type from the **Input Type** dropdown menu either:
 - **Search Input:** Select field values using a search input field.
 - **Dropdown:** Select field values using a dropdown menu.
- 14. From the *Current Options* tab, users can edit the value by clicking one of the following icons:
 - a. Edit
 - b. **Delete**
 - c. Move





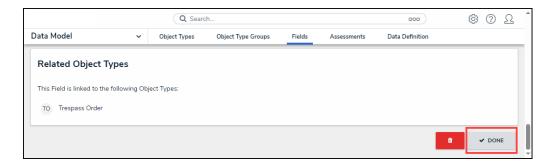
Current Options

15. If the field has been added to one or more object types, those object types will appear in the **Related Object Types** section at the bottom of the **Editing Field** page. Click the object type to view its **Edit Object Type** page.



Related Objects

15. Click the **Done** button to apply any changes to the Field.



Done button