


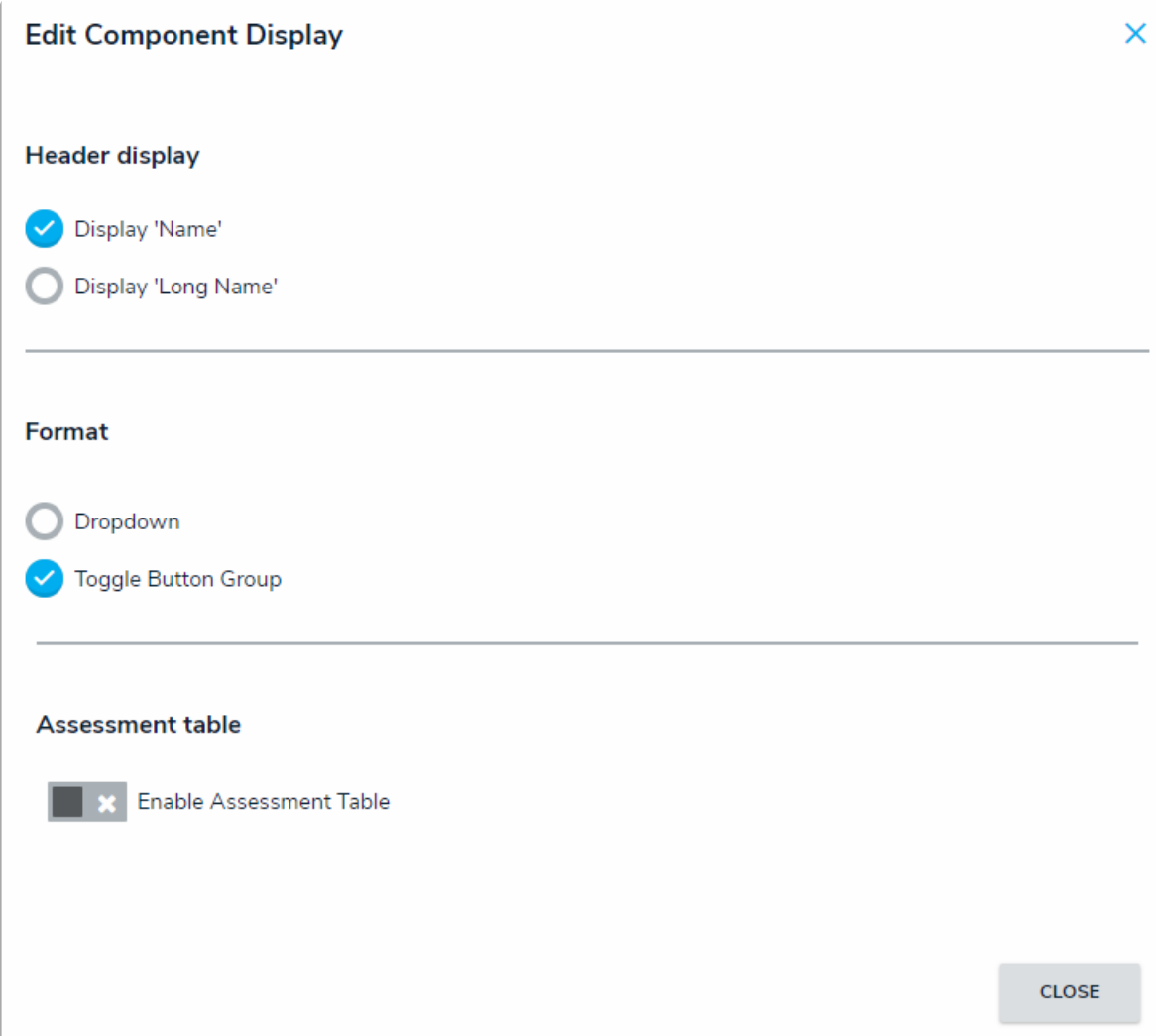
## Select List Fields

Last Modified on 07/26/2021 3:17 pm MDT

A **select list** is a field type that allows users to select one or more options. You can choose to create a single select list (users can only select one option from the field) or a multi-select list (users can select multiple options from the field). Single select lists with **five options or fewer** can also be configured to display **trending data** when added to a standard form on an object type.

By default, both single and multi-select lists appear on forms as dropdown menus. Admins can configure single select lists to appear as a group of buttons, provided the list has five options or fewer. To enable this option, add the select list to the form canvas, click the  icon in the top-right corner of the field to open the **Edit Component Display** window, then select **Toggle Button Group** in the **Format** section.

For more information on adding elements to configurable forms, see the [Add Elements to a Standard Form](#) and [Fields on Forms](#) articles.



**Edit Component Display** ✕

**Header display**

Display 'Name'

Display 'Long Name'

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**Format**

Dropdown

Toggle Button Group

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**Assessment table**

Enable Assessment Table

**CLOSE**

*The Edit Component Display window, which is available when configuring a field added to a standard form.*

This field type can also be used in [formulas](#), provided the options in the select list contain a numeric value (see step 12 below).

**Incident Category**

Select one... ▾

- Emergency
- Human Resources
- Person Incident
- Property Incident
- General Security
- Information Protection
- Cyber Security
- Executive Protection

*A select list field on an object.*

**Location(s)**

Vancouver × New York × ▾

- Edmonton
- Toronto
- Los Angeles

*A multi-select list field on an object.*


**Incident Priority**

Low  Medium  High  Urgent

*A select list appearing as a group of options on a form.*

## Instructions

### To create a new select list:

1. Click the  icon in the top bar > Fields in the Data Model section.
2. Click Create Field.
3. Hover your cursor over the Select List field type, then click Create Field.

**Select List**


A list of options to be selected from.

Select List

**CREATE FIELD**

*The Select List field type on the Fields page.*

4. Enter a name for the field as it will appear on an object type in **Field Name**.
5. **Optional:** If needed, provide additional information or instructions on completing the field in the **Long Name** section, which can be displayed on configurable forms.



The image shows a form configuration interface with four sections:

- Field Type:** A dropdown menu with the text "Select List" and a downward arrow.
- Field Name:** A text input field containing the text "Incident Category".
- Long Name:** A large, empty text area with a question mark icon in the top right corner.
- Selection Type:** A dropdown menu with the text "Single" and a downward arrow.

*The Field Name, Long Name, and Selection Type fields.*

6. Select either **Single** or **Multi** from the **Selection Type** dropdown menu. A **single** select list means the user can only select one option, while a **multi** select list allows the user to choose more than one option.
7. Ensure the **Add Options** tab has been selected.
8. Enter the options that will appear in the dropdown menu. Each option must be a maximum of 300 characters and be separated by a line break by pressing **Enter** on your keyboard.

Current Options (0)**Add Options**

**Field Options**

Emergency

Human Resources

Person Incident

Property Incident

General Security

Information Protection

Cyber Security

Executive Protection

































+ ADD OPTIONS

*Entering the options a user can choose from in the select list field.*








Avoid putting commas within the field options. The system could mistake the comma as a break before a new option.

9. Click the Add Options button. This will automatically select the **Current Options** tab.

Current Options (8)		Add Options
 Emergency	  	
 Human Resources	  	
 Person Incident	  	
 Property Incident	  	
 General Security	  	
 Information Protection	  	
 Cyber Security	  	
 Executive Protection	  	

*Saved select list options.*

10. Click the  icon next to an option to view the settings for an option.

 <b>Name</b>	<input type="text" value="Person Incident"/>	  
<b>Value</b>	<b>Color</b>	<input type="checkbox"/> Default Option
<input type="text"/>	 <input type="text"/>	

*Option settings.*




11. Enter an alternate name for the option in the **Name** field, if needed.
12. If this single select list is to be used in a [formula](#), enter a number for the option in the **Value** field. Repeat this step for each option, noting that multi-select fields cannot be used in formulas.

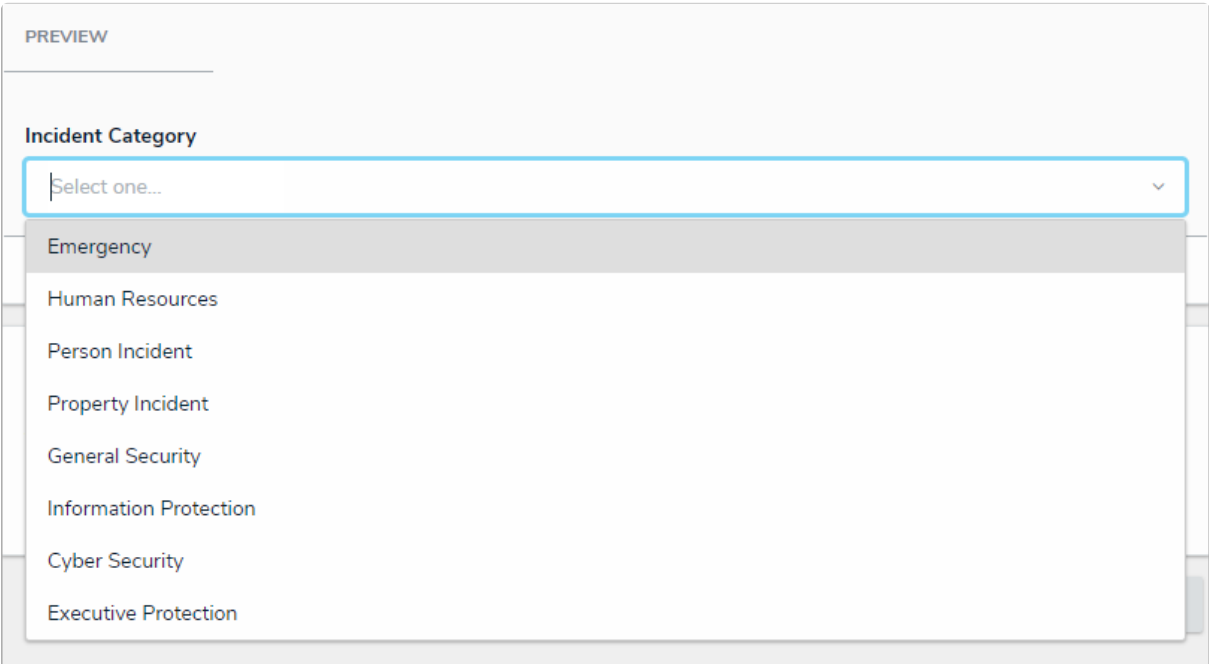


A formula will display an **Invalid Result** error if it attempts to pull data from a select list option that does not have a value. To avoid this, ensure a numeric value is applied to all select list options.

13. Click the **Color** dropdown menu to reveal the color picker. You can either click a color to select it or type a hex color into this field. This color will appear next to the options in the select list

dropdown menu.

14. Select the **Default Option** checkbox if you want the option to be automatically selected in the list when it appears on the object type. If changing the default option on a select list previously saved on one or more objects, note that:
  - If the select list on the object shows a **value (option)**, the value **will not** be updated to reflect the new default.
  - If the select list on an object shows the **previous default value (option)**, the previous default **will not** be updated to reflect the new default.
  - If the select list on an object **does not show a value (option)**, default or otherwise it **will** be updated to reflect the new default.
15. Click the  icon to close the settings for that option.
16. Repeat steps 9-14 to continue editing the options as needed.
17. To rearrange the order the options will appear on the select list, click and drag the  icon next to an option.
18. To delete an option, click the  icon.
19. Use the **Preview** section to confirm the field is correct.



PREVIEW

**Incident Category**

Select one...

- Emergency
- Human Resources
- Person Incident
- Property Incident
- General Security
- Information Protection
- Cyber Security
- Executive Protection

*A preview of the new field.*

20. Click **Create**.