

Editing a Select List Field

Last Modified on 11/22/2024 3:40 pm EST

Overview

Administrators can edit and delete an existing field. Applying edits to an existing field will affect all object types related to the field. Deleting a field will remove the field from all related object types.

User Account Requirements

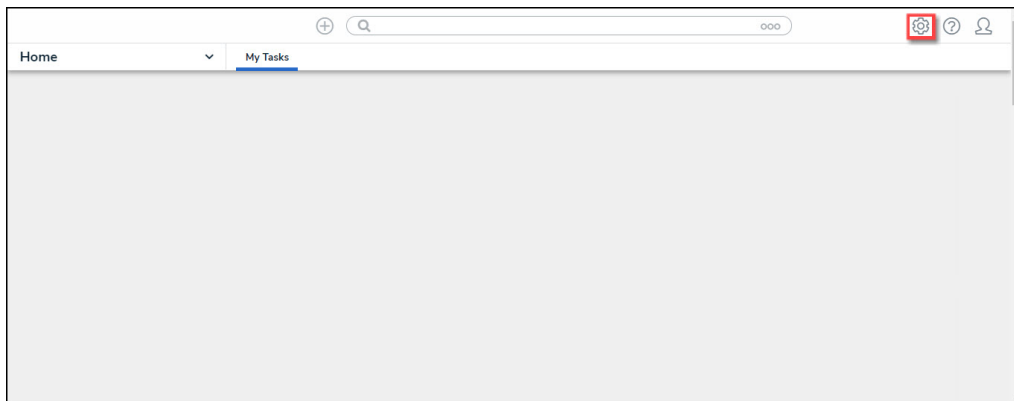
The user account you use to log into Resolver must have Administrator permission to edit or delete a field.

Related Information/Setup

Please refer to the [Select List Field](#) article for further information on adding a new select list field.

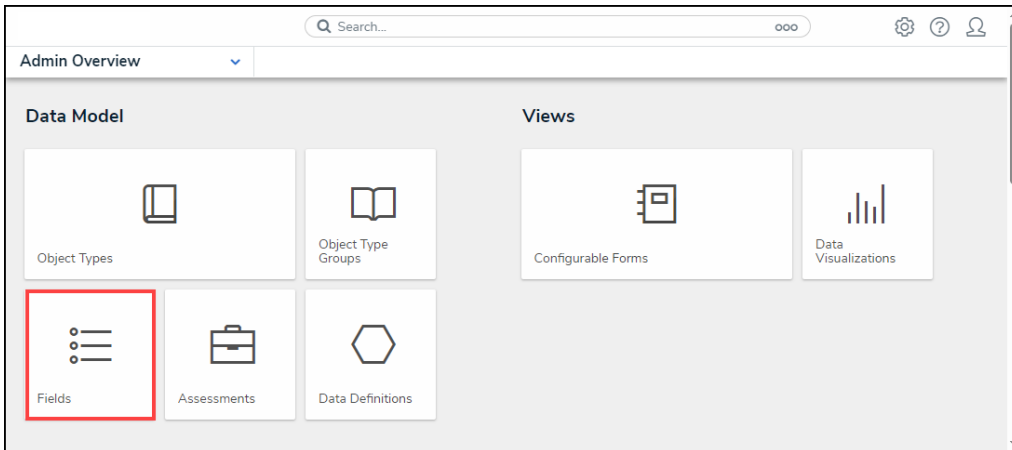
Navigation

1. From the **Home** screen, click the **Administration** icon.



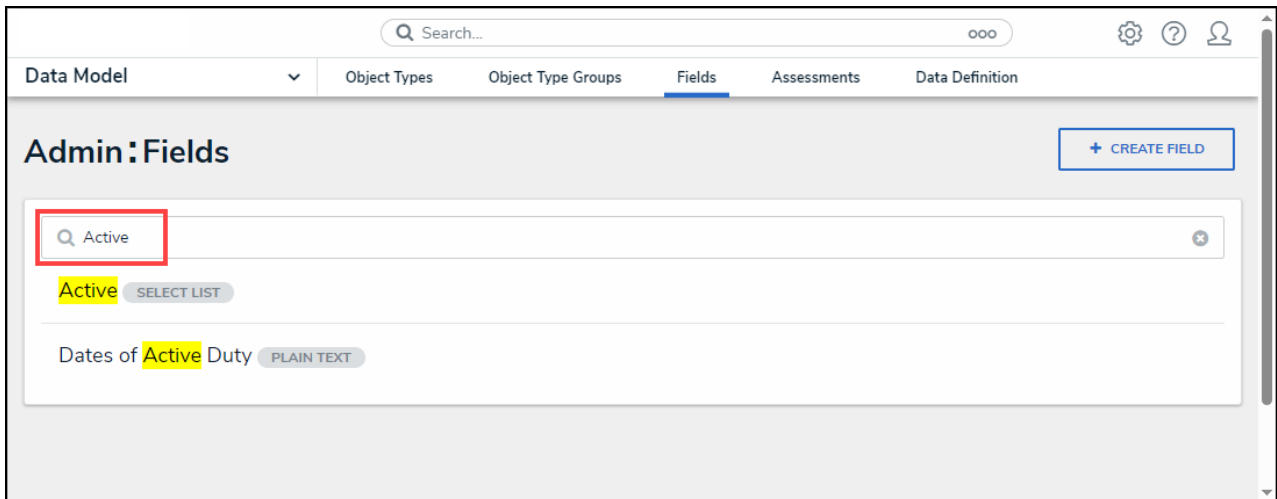
Administration Icon

2. From the **Admin Overview** screen, click the **Fields** tile under the **Data Model** section.



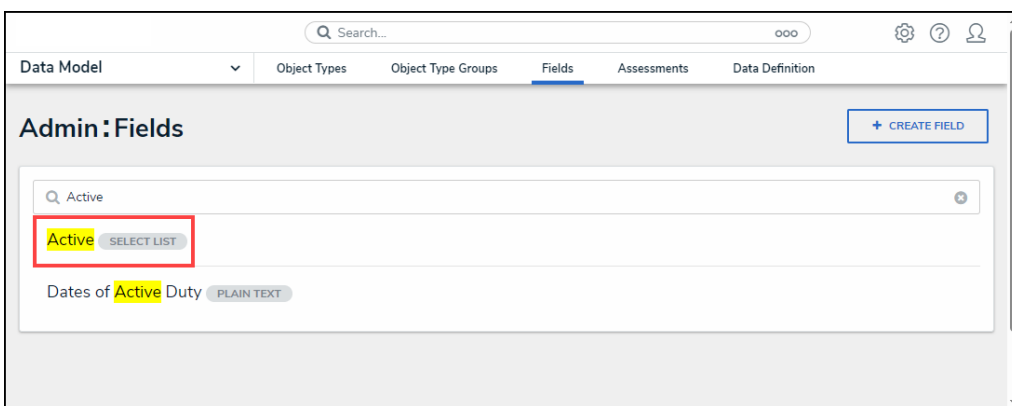
Fields Tile

3. From the **Admin: Fields** screen, enter a keyword in the **Search** field to narrow the search results.



Search Field

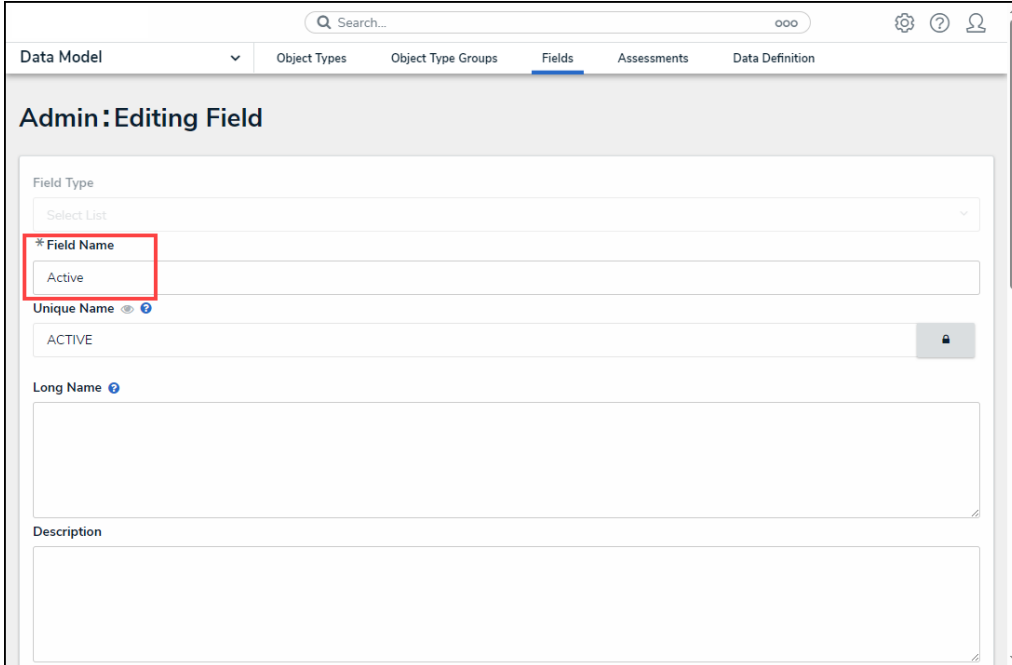
4. Click the **Field** link for the field you want to change.



Field Link

Editing a Select List Field

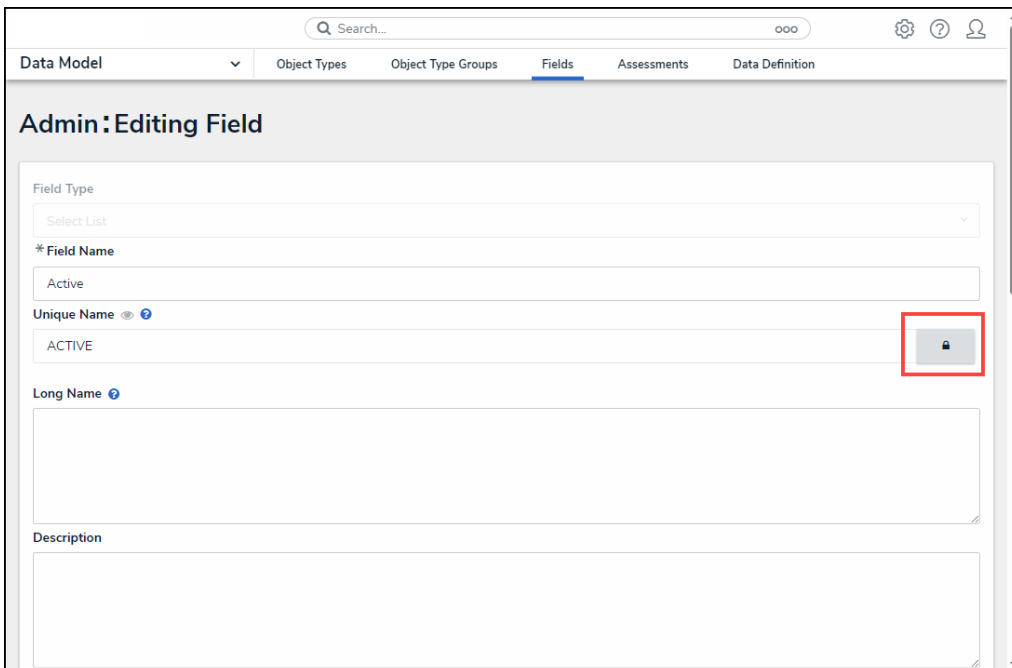
1. From the **Admin: Edit Field** screen, users cannot edit the **Field Type** field. Instead, you must create a new field.
2. Enter a new field name in the **Field Name** field.



The screenshot shows the 'Admin: Editing Field' interface. At the top, there is a search bar and navigation tabs for 'Data Model', 'Object Types', 'Object Type Groups', 'Fields', 'Assessments', and 'Data Definition'. The 'Fields' tab is selected. The main content area contains several input fields: 'Field Type' (a dropdown menu with 'Select List' selected), '* Field Name' (a text input field containing 'Active', highlighted with a red box), 'Unique Name' (a text input field containing 'ACTIVE' with a lock icon on the right), 'Long Name' (a text input field), and 'Description' (a text input field).

Field Name Field

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



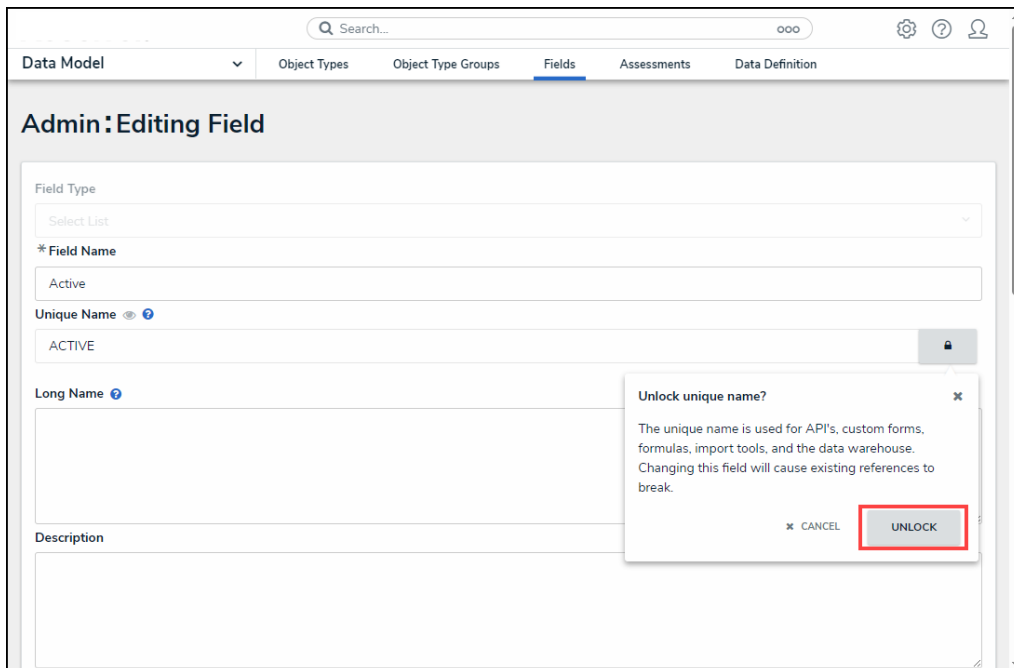
This screenshot is identical to the previous one, but the lock icon on the 'Unique Name' field is highlighted with a red box. The lock icon is a small grey square with a white padlock symbol inside.

Lock Icon

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

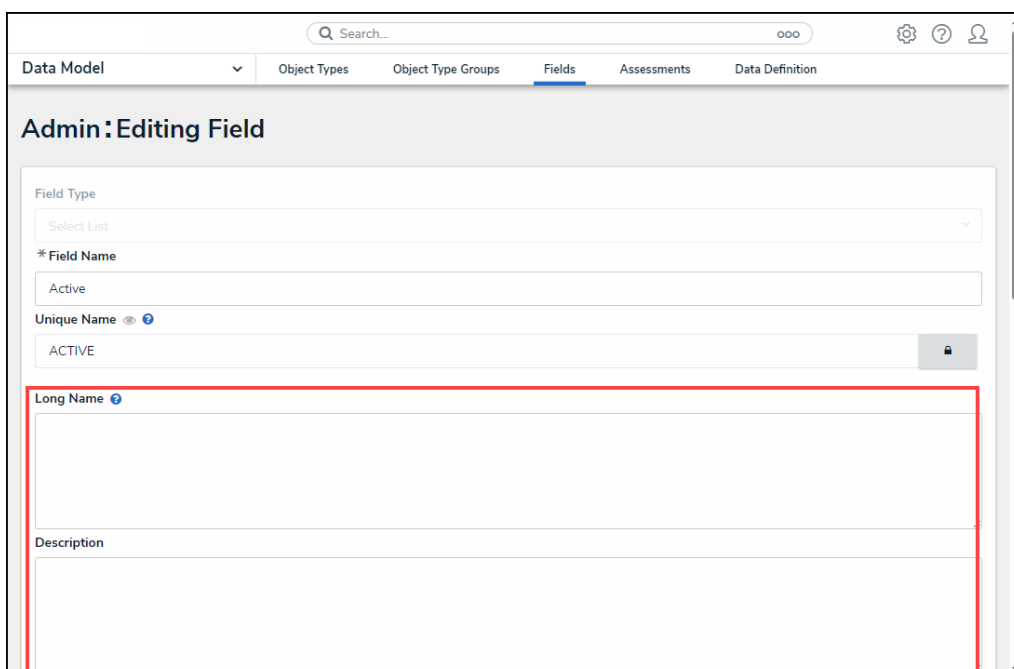
with existing data as it is used throughout the system.

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



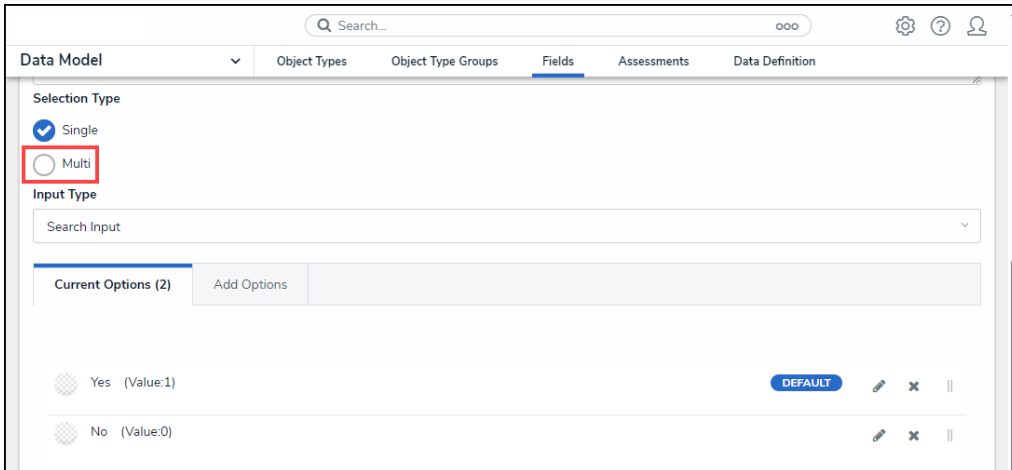
Unlock Button

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.



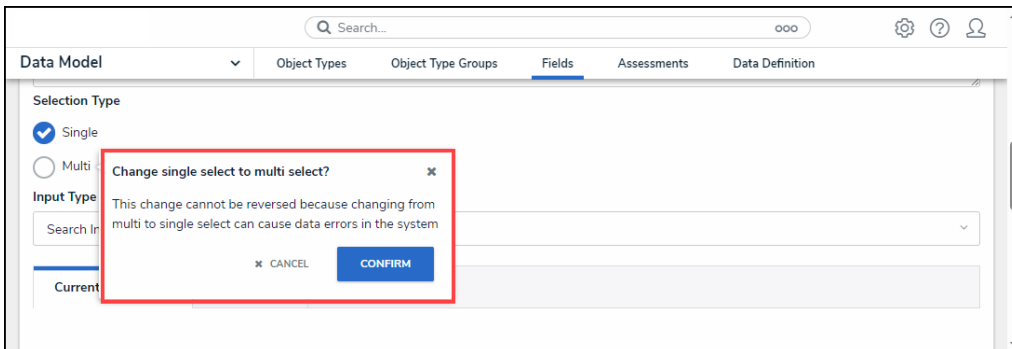
Long Name and Description Fields

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.



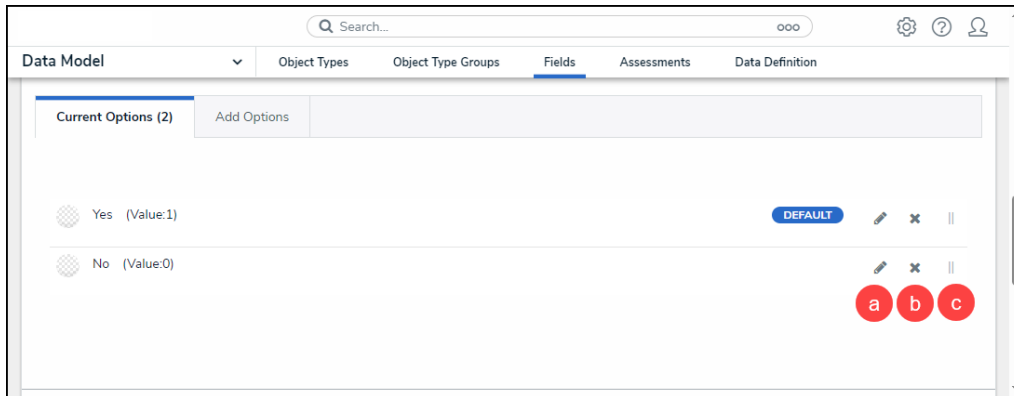
Multi-Radio Button

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



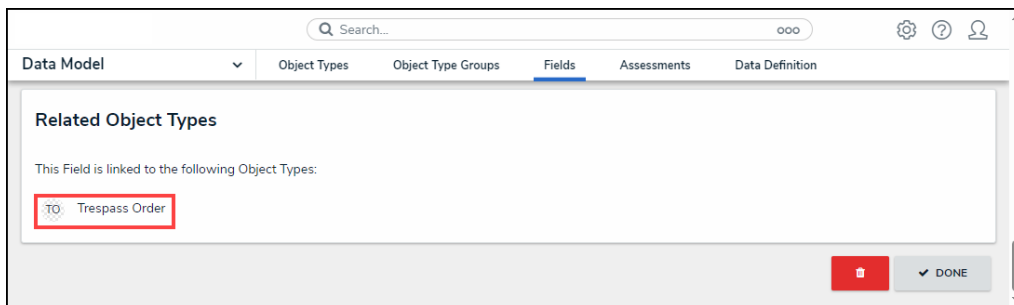
Confirmation Screen

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:
 - o **Search Input:** Select field values using a search input field.
 - o **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**



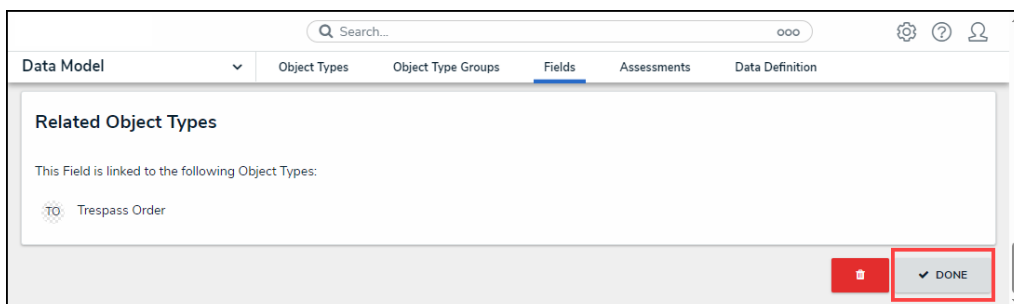
Current Options

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

Adding Options to a Select List

1. Click on the **Add Options** tab to add field options.

The screenshot shows the 'Fields' configuration page in the Resolver application. At the top, there is a search bar and navigation icons. Below that, a tabbed interface shows 'Fields' as the active tab. The main area contains several sections: 'Long Name' with a text input field; 'Selection Type' with a dropdown menu set to 'Single'; 'Input Type' with a dropdown menu set to 'Search Input'; and 'Current Options (0)' with an 'Add Options' button highlighted by a red box. Below the options section, there is a 'PREVIEW' section and 'CANCEL' and 'CREATE' buttons at the bottom right.

Add Options Tab

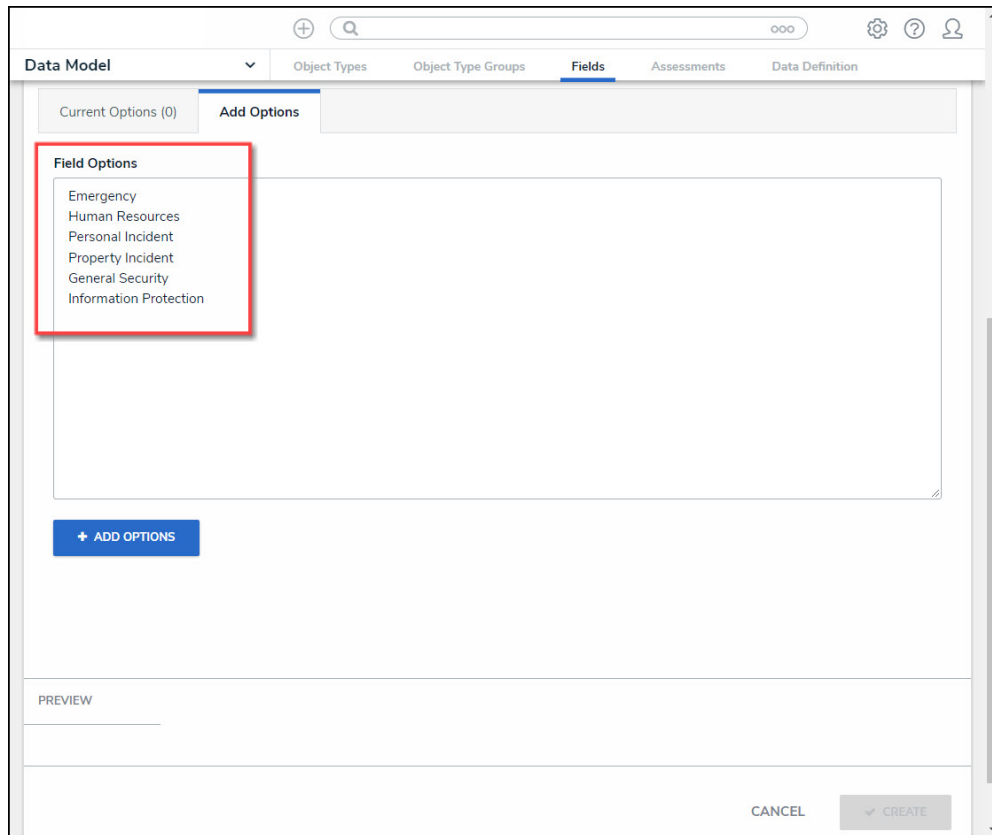
2. Enter field options that will appear in the **Input Type** (e.g., Search Input or Dropdown) in the **Field Options** text box.
 - You can add different field option elements on the same line if you use a comma (,) to separate the elements. Adding elements allows you to add Hex Color Codes and numeric values to a field option.

This is a close-up view of the 'Field Options' text box. The text 'Emergency, 5, #46A095' is entered into the box. The text box is highlighted with a red border. Above the text box, there are tabs for 'Current Options (0)' and 'Add Options'.

Field Option - Hex Code - Numeric Value

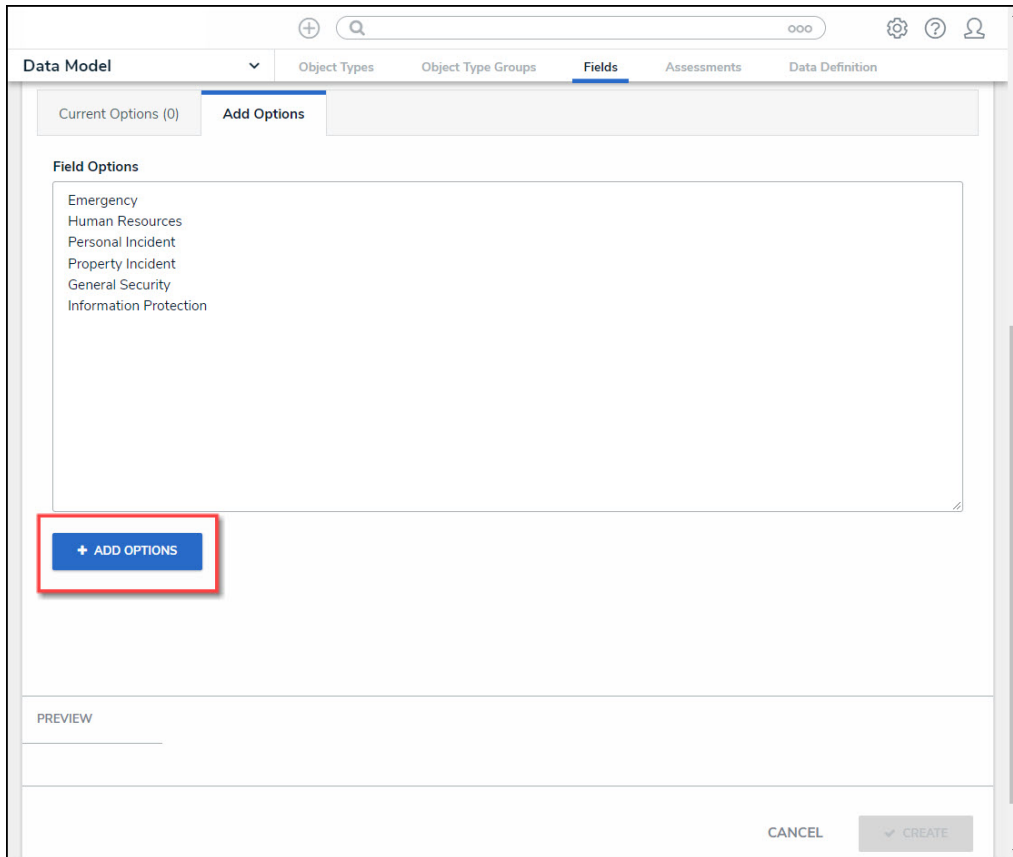
- You can add a total of 1000 options per field.

- You can use up to 300 characters (max) per option.
- Press the **Enter** key to separate each option using a line break.



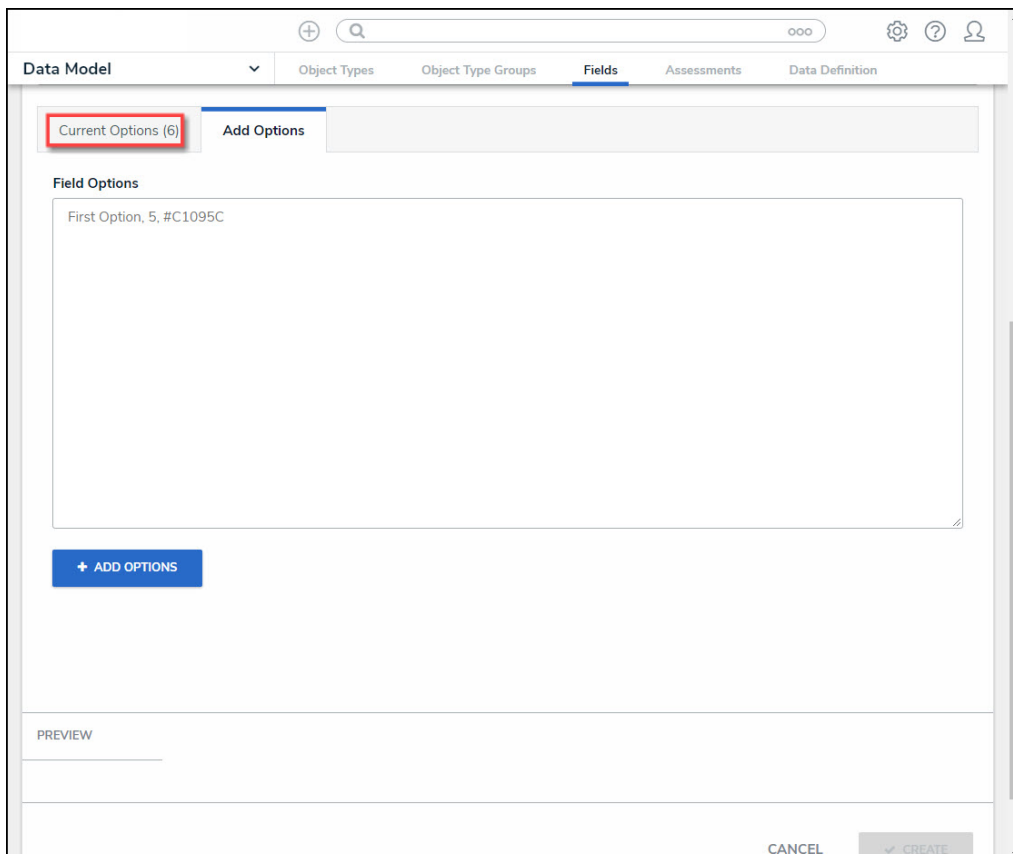
Field Options Text Box

3. Click the **+ Add Options** button to add the Field options to the **Current Options** tab.



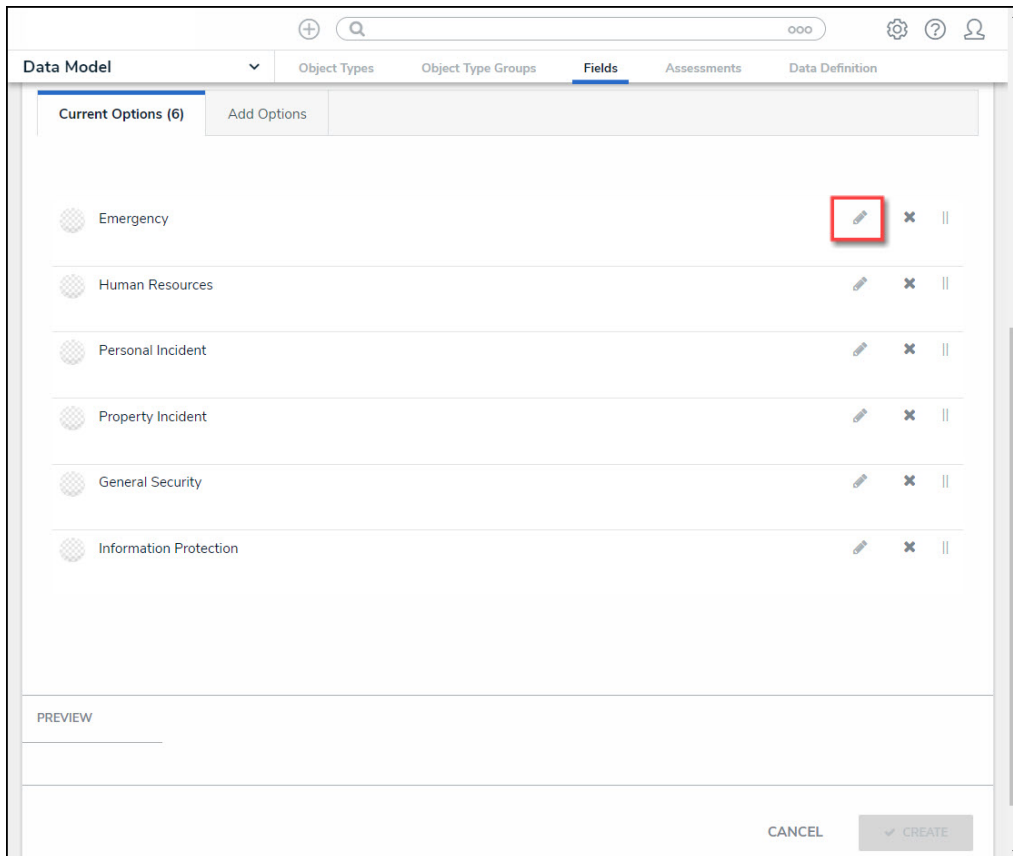
+ Add Options Button

4. The number of field options added is displayed within the **Current Options** tab header.



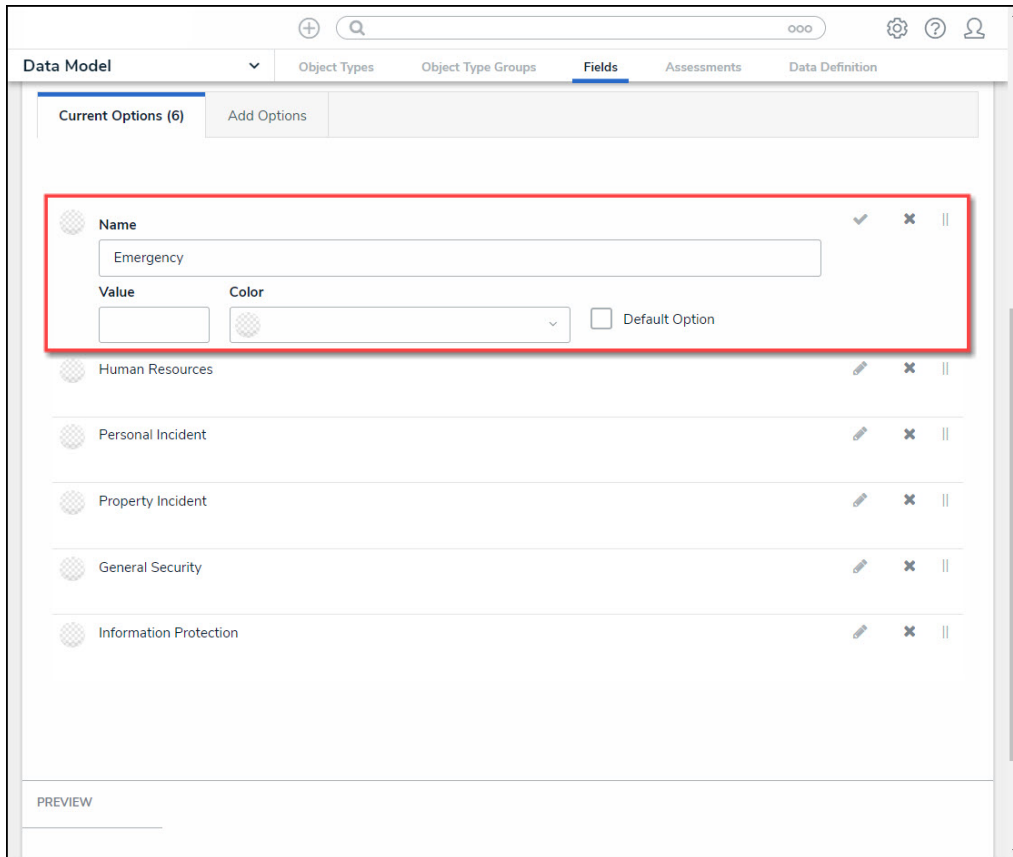
Current Options Tab Header

5. Click on the **Current Options** tab.
6. From the **Current Options** tab, click the **Pencil** (edit) icon next to an option to view/edit its settings.



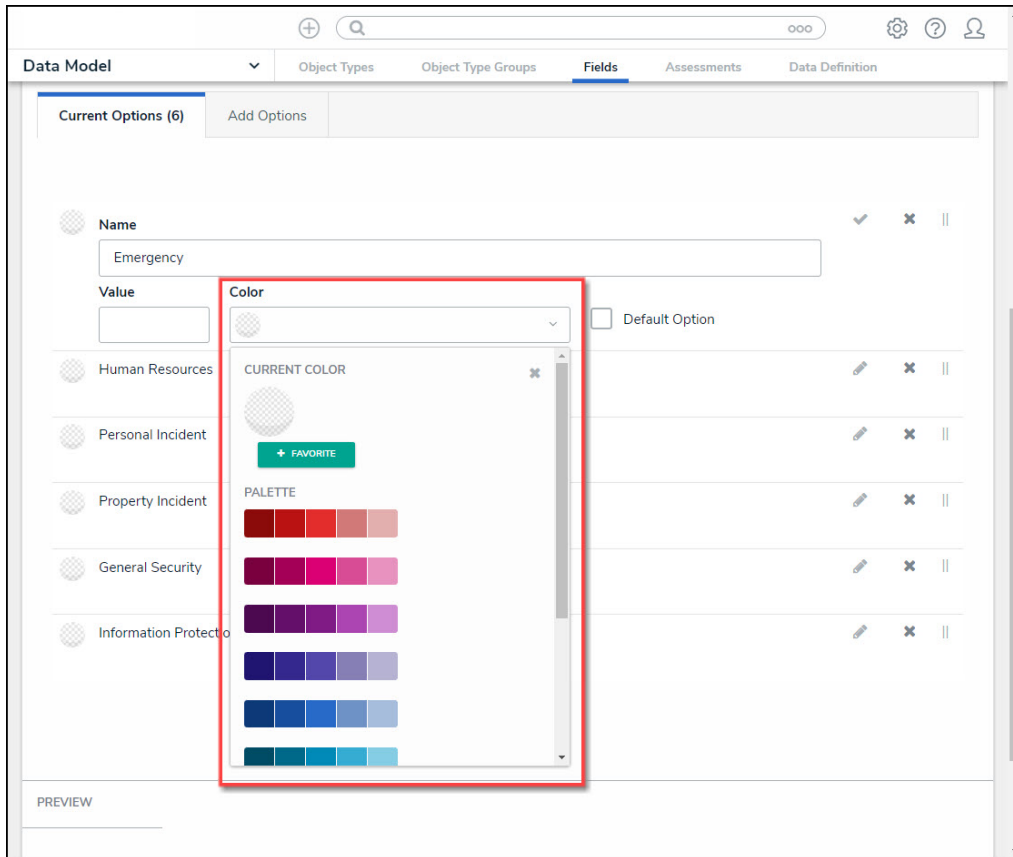
Pencil (Edit) Icon

7. **(Optional)** Edit the following **Field Options Settings**:



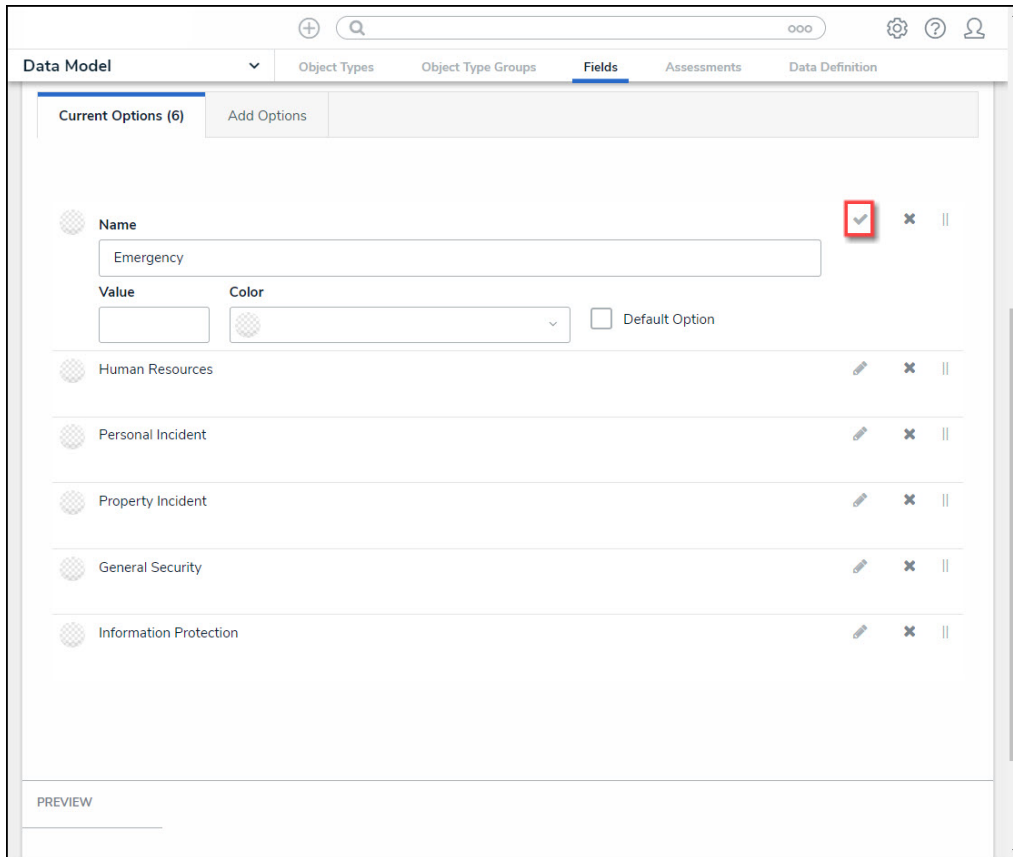
Field Options Settings

- **Name:** Enter a field option name. The **Name** represents the Field Option throughout the system.
- **Value:** Enter a numeric value. The **Value** is used within Formulas throughout the system.
 - The **Value** field will not appear if the field is a Multi-Select List as Multi-Select List cannot be used in Formulas.
 - A **Formula** will display an **Invalid Result** error if it attempts to pull data from a Single Select List Field Option that does not have a value.
- **Color:** Click the **Color** dropdown menu to open the **Color** pop-up. You can either click a color or type a hex color into this field. This color will appear next to the options in the Select List drop-down or search menu.
 - Click on the **+ Favorite** button to add the current color selection to a user-specific list of favorite colors (up to 10).



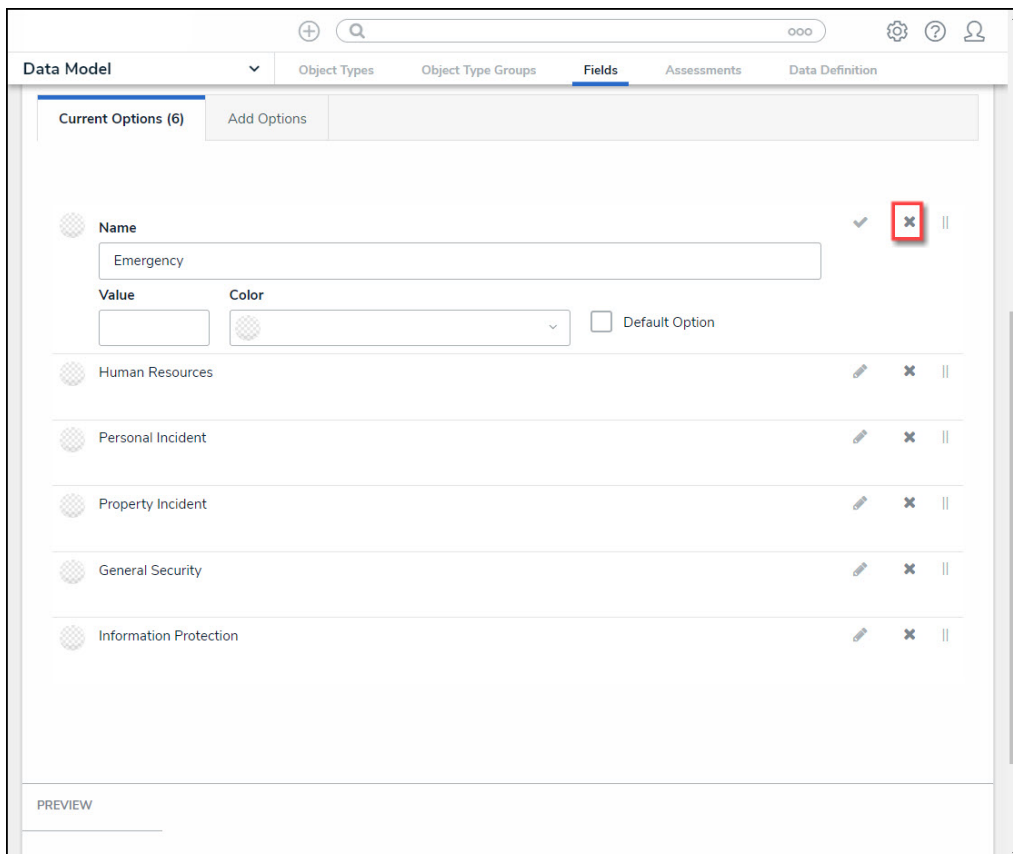
Color Pop-up

- **Default Option:** If the **Default Option** checkbox is selected, the system will automatically select the field option when it appears on an Object Type. A **Default** tag will appear next to the Field Option indicating that the Default Option Checkbox is selected.
 - When changing the **Default Option** from one Field Option to another, any Objects previously saved with the original Default Options that have a **Value:**
 - The **Value** will not update to reflect the new default Field Option's Value.
 - The **Value** will not update to reflect the previous default Field Option's Value.
8. Select the following icons in the **Field Option Settings** section:
- **Confirm Icon:** Click the **Confirm** icon to save any edits and close the settings for that Field Option.



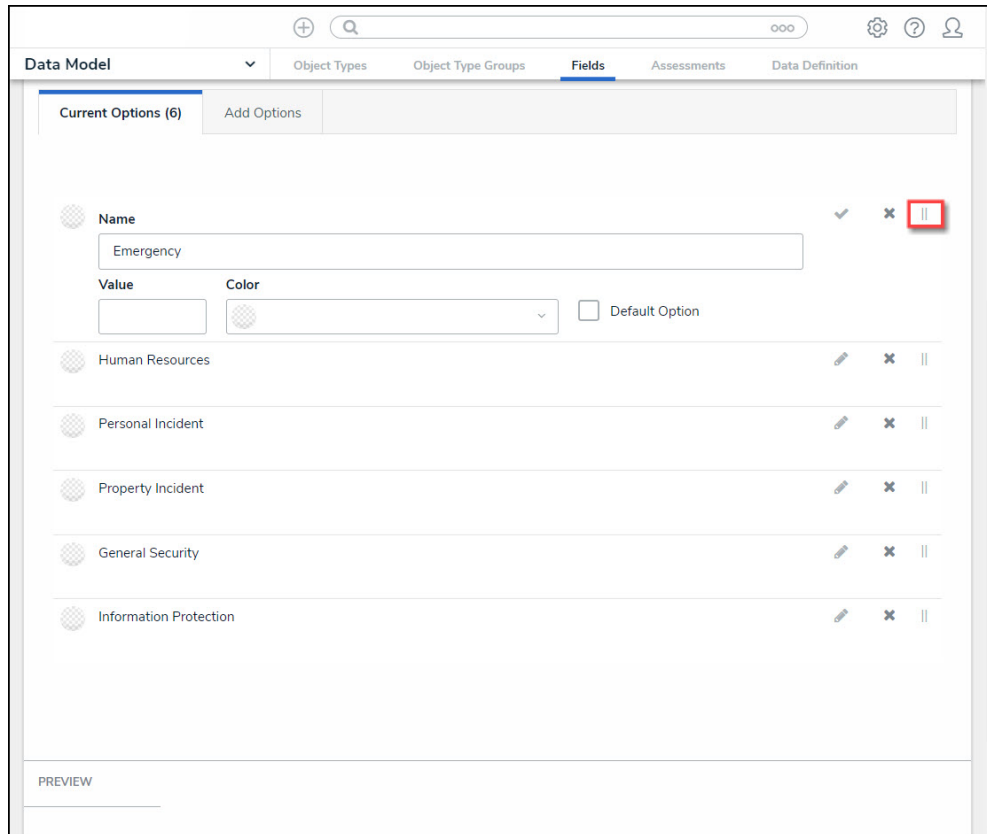
Confirm Icon

- **Delete Icon:** Click the **Delete** icon to delete an option.



Delete Icon

- **Rearrange Icon:** Click and drag the **Rearrange** icon next to the option to reorder how the options will appear on the select list.



Rearrange Icon

9. Click the **Create** button at the bottom of the screen to create the new field.
10. The **Preview** section will preview how the field will look on a form.

The screenshot displays the Resolver application interface. At the top, there is a navigation bar with a search icon, a search input field, and utility icons for settings, help, and user profile. Below the navigation bar, the 'Data Model' tab is active, with sub-tabs for 'Object Types', 'Object Type Groups', 'Fields', 'Assessments', and 'Data Definition'. The 'Fields' sub-tab is selected, showing a list of three categories: 'Security', 'Information', and 'Other', each with edit, delete, and duplicate icons. Below this list, a 'PREVIEW' section is highlighted with a red border. This section contains a dropdown menu titled 'Incident Category' which is currently open, showing a list of options: 'Emergency', 'Human Resources', 'Personal', 'Property', 'Security', 'Information', and 'Other'. The 'Emergency' option is highlighted in grey.

Preview Section