

Editing a Select List Field

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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

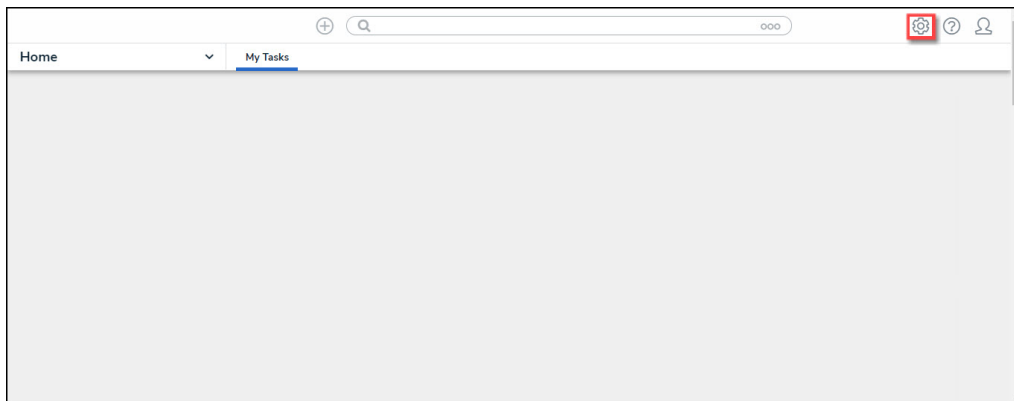
The user account you use to log into Resolver must have Administrator permission to edit or delete a field.

Related Information/Setup

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

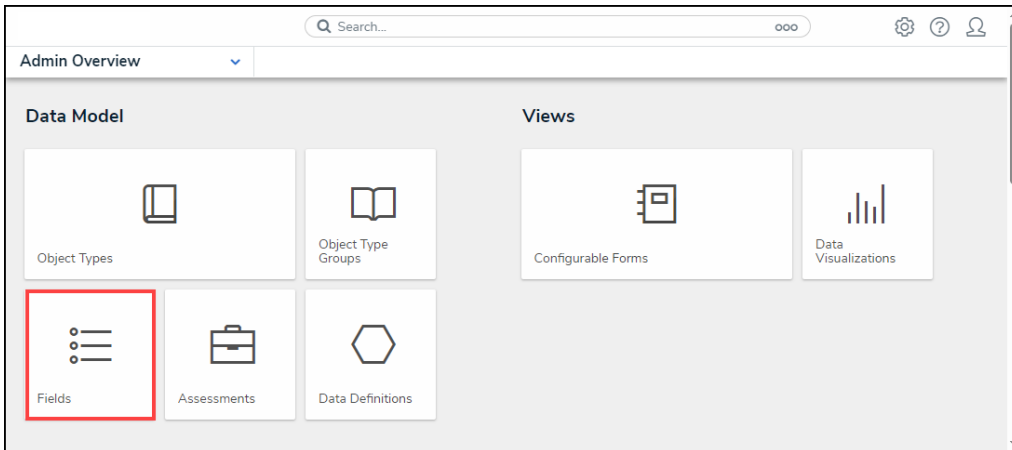
Navigation

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



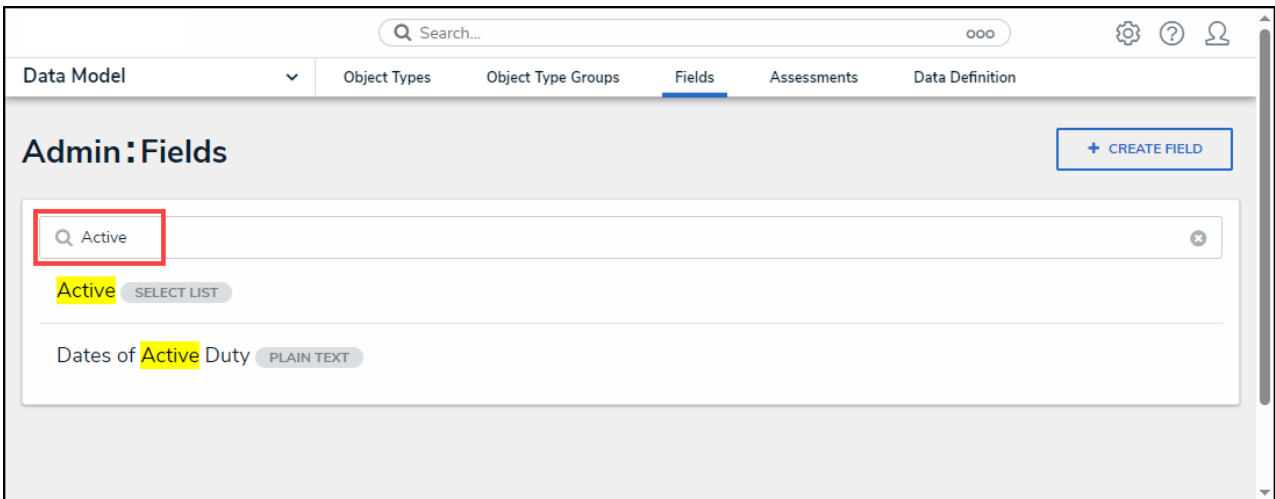
Administration Icon

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



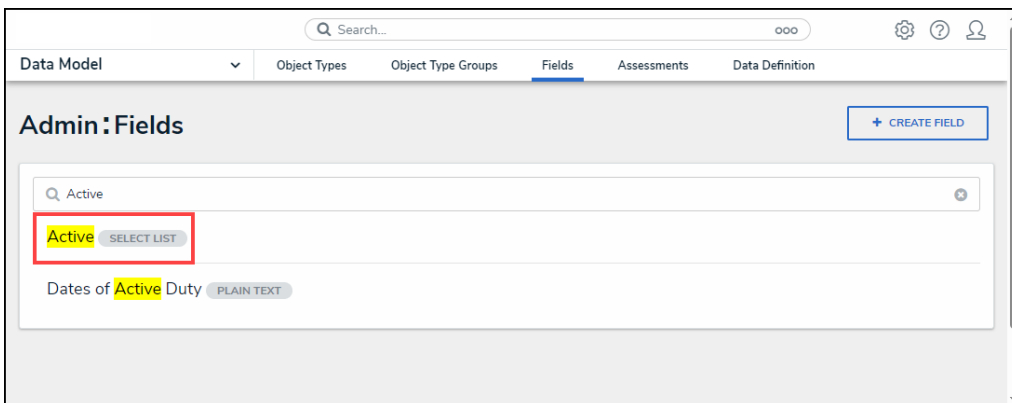
Fields Tile

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



Search Field

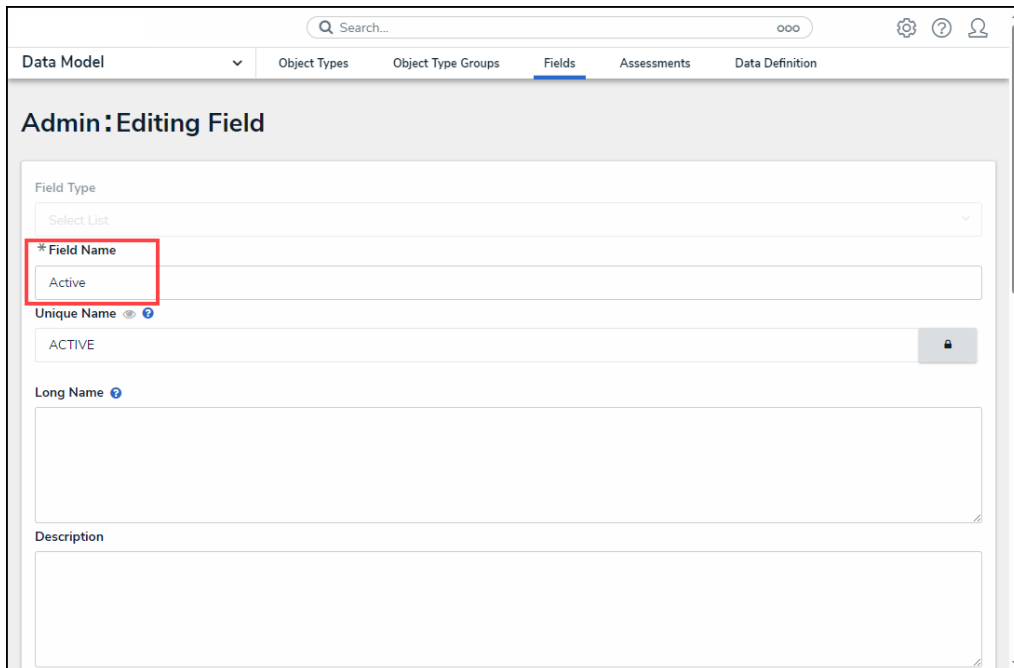
4. Click the **Field** link for the field you want to change.



Field Link

Editing a Select List Field

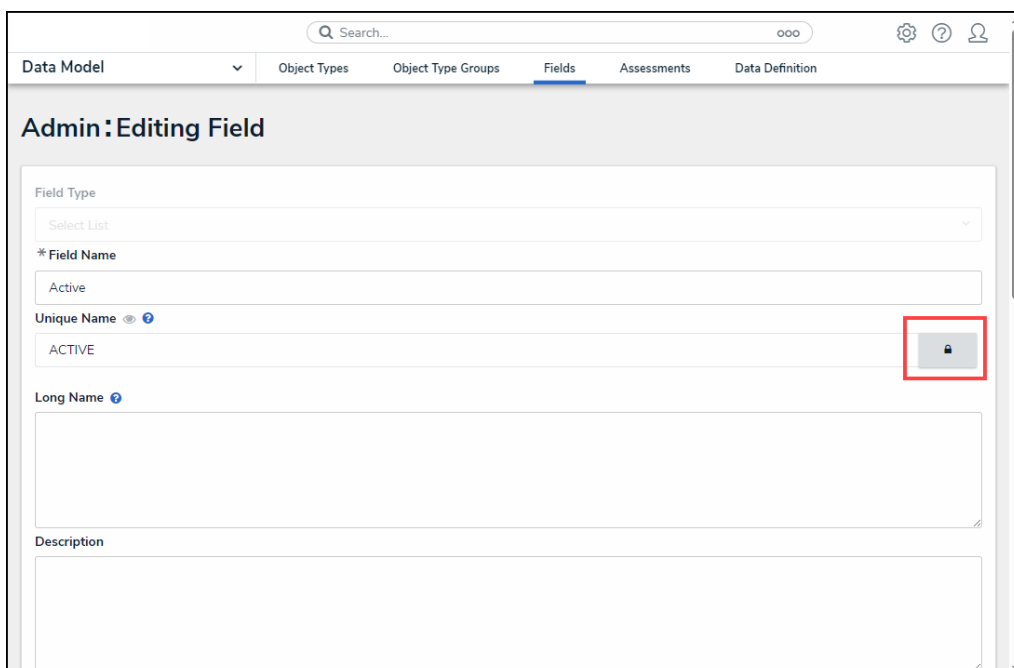
1. From the **Admin: Edit Field** screen, users cannot edit the **Field Type** field. Instead, you must create a new field.
2. Enter a new field name in the **Field Name** field.



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 with 'Active' entered, highlighted by a red box), 'Unique Name' (a text input field with 'ACTIVE' entered and a lock icon on the right), 'Long Name' (a text input field), and 'Description' (a text area). The interface is clean and modern with a light gray background.

Field Name Field

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



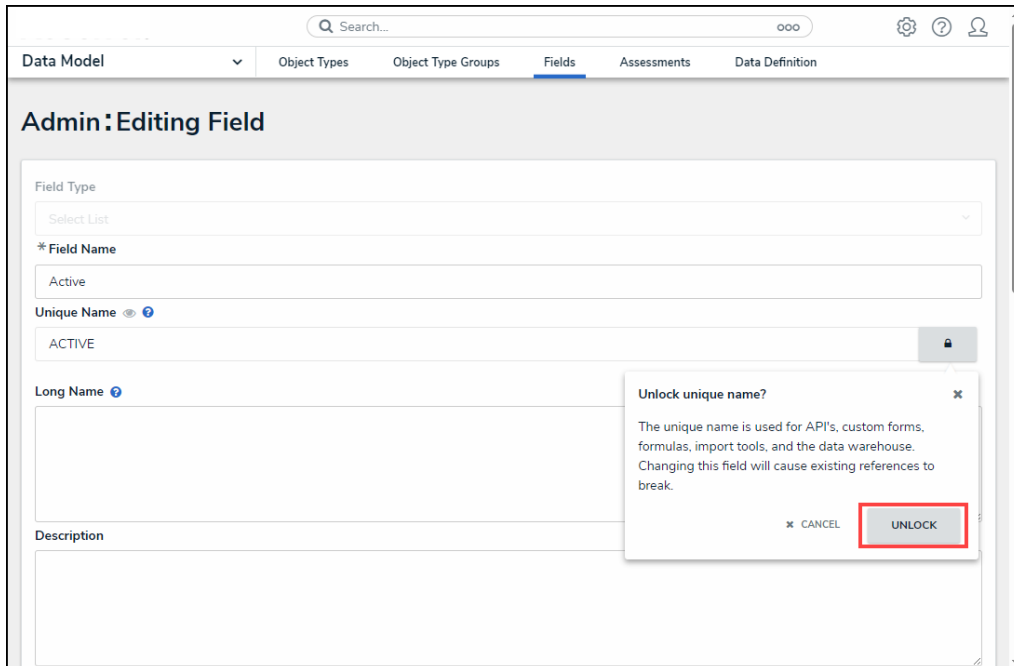
This screenshot is identical to the previous one, but the red box now highlights the lock icon on the right side of the 'Unique Name' field. The lock icon is a small gray square with a white padlock symbol inside. The rest of the interface remains the same.

Lock Icon

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

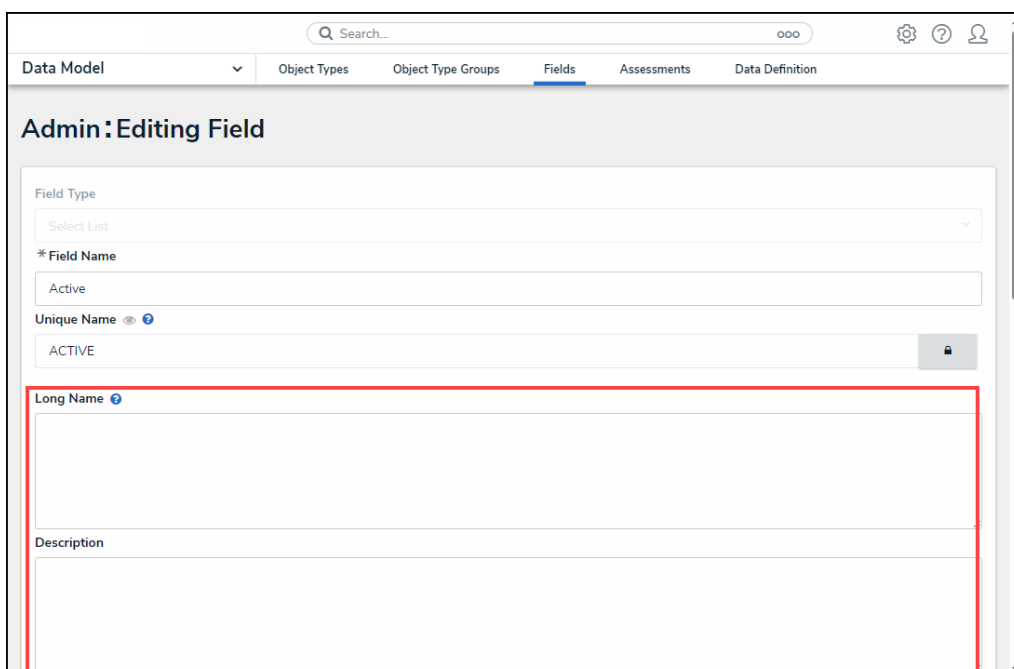
with existing data as it is used throughout the system.

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



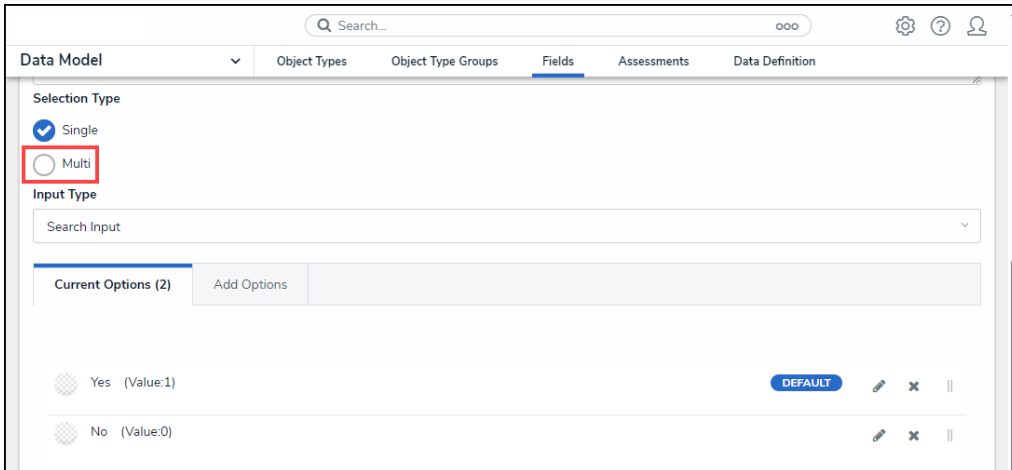
Unlock Button

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.



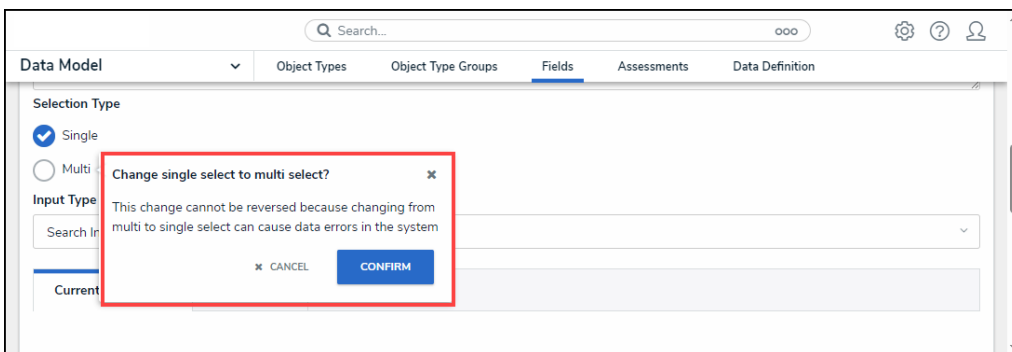
Long Name and Description Fields

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.



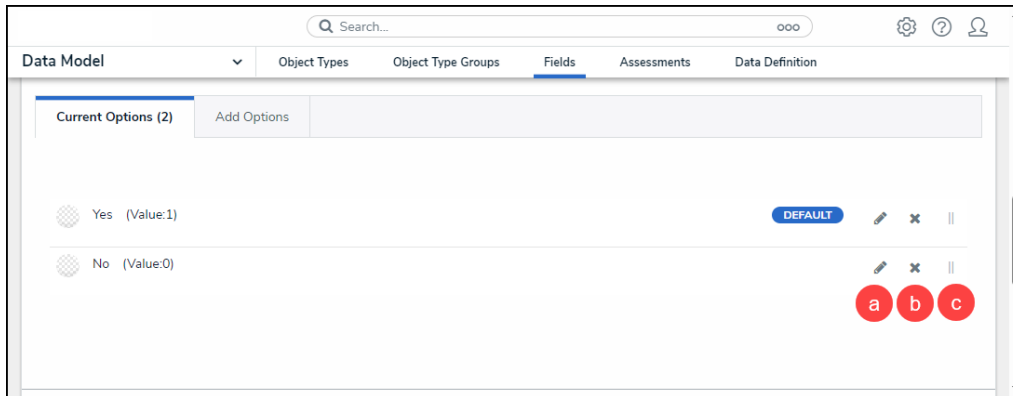
Multi-Radio Button

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



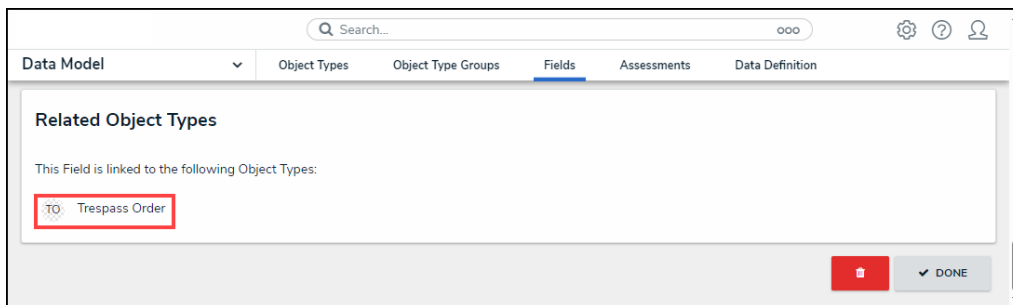
Confirmation Screen

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**



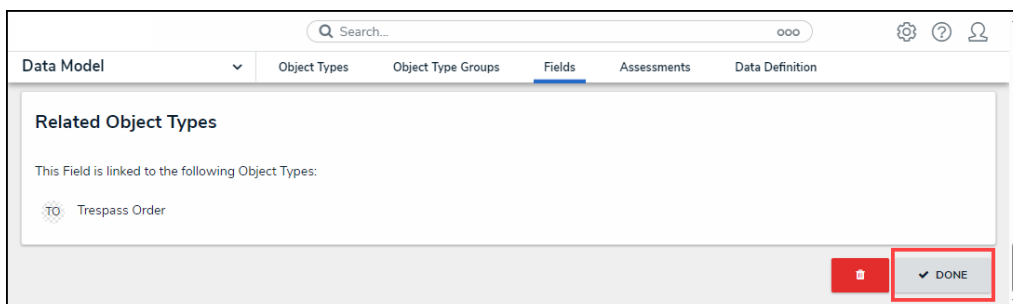
Current Options

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