Drop Down List Element with Checklists

It is important to note that before you can create this type of element you must have first created the checklists that you will want to be using. Please refer to the Checklist chapter with regards to creating checklists.

Creating a Drop Down List Element with Checklists

A Drop Down List with Checklists is a drop down list that can have unique checklists for each of the possible selections. It is used when you want it to have a different check- list for each item on the list.

To begin, select the **Drop Down List with Checklists** from the Element Type, and then *New* (Fig. 1)
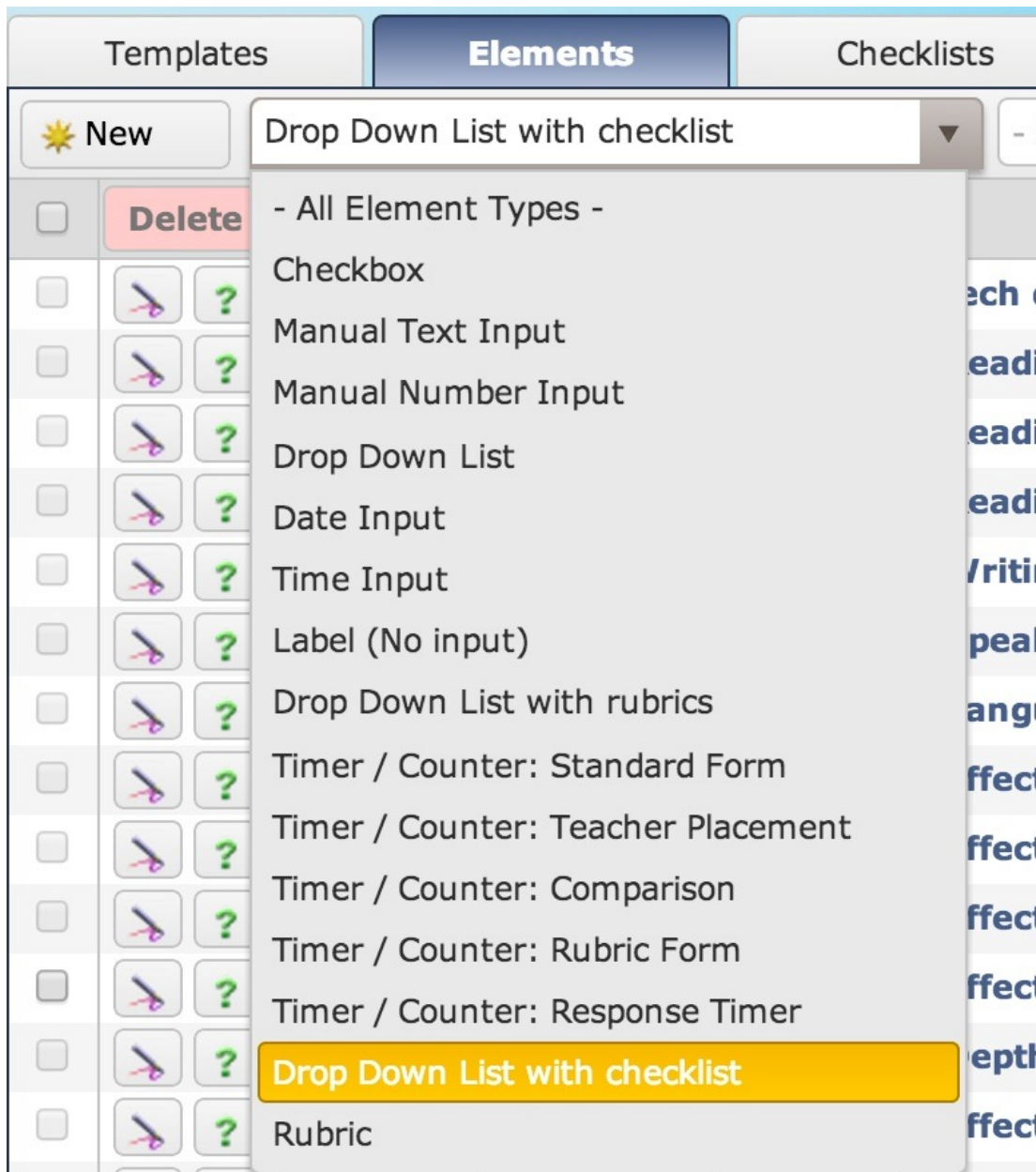
Figure 1 - Selecting the Drop Down List with checklist element

The Edit window (Fig. 2), allows you to either add items to the Drop Down List Content and attach checklists to them, or copy an existing drop down list and attach checklists to each item (any attached checklists are not copied, nor is the name of the element.) You can also add items without checklists and attach them later by editing the item (Fig. 3)
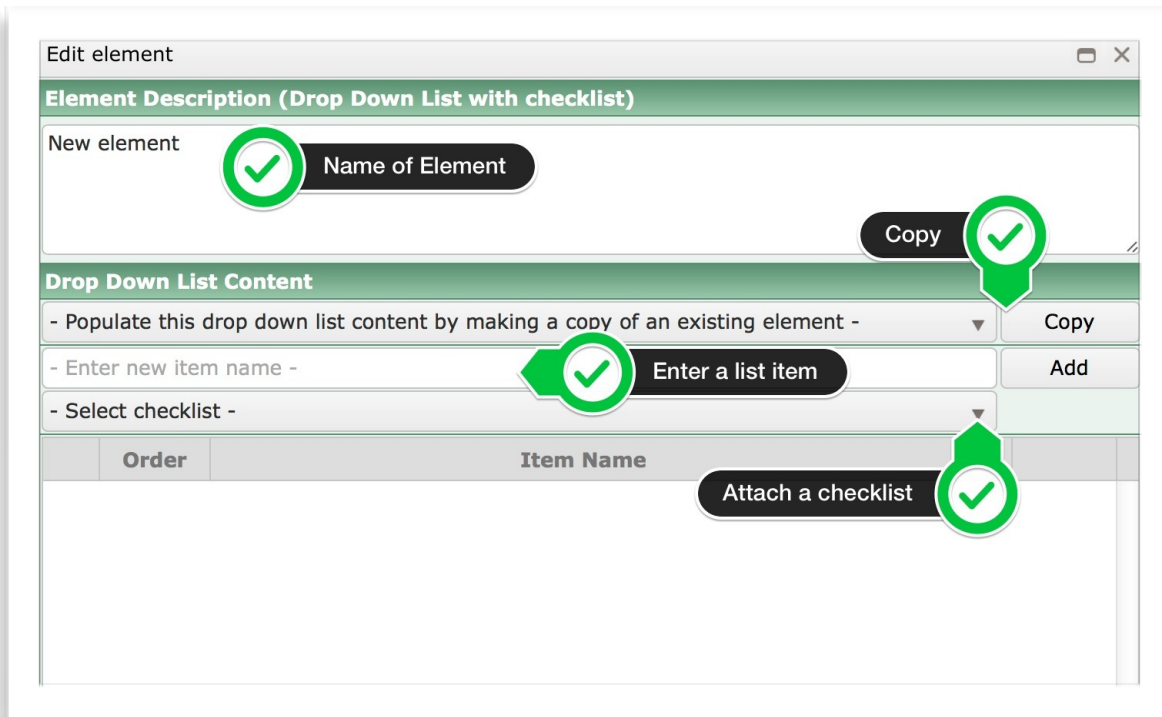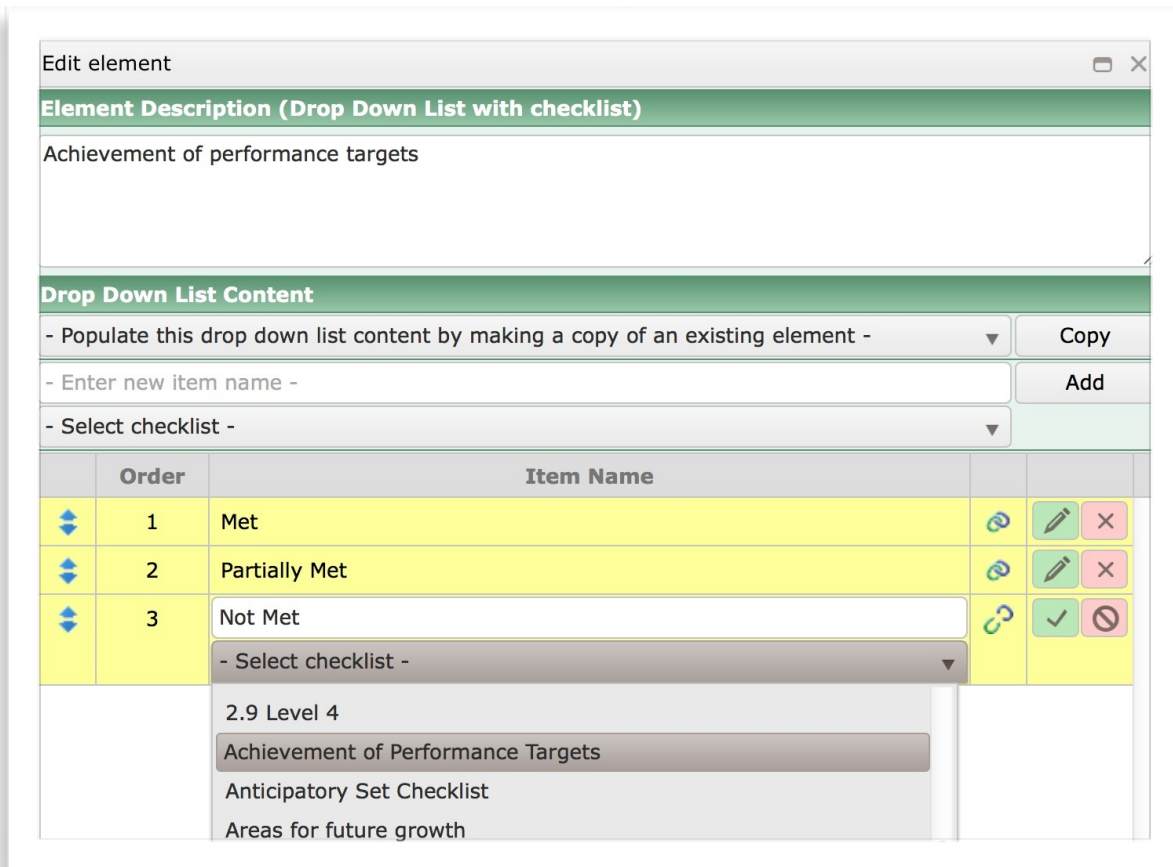
Figure 2 - The Edit window

Figure 3- Linking a checklist

Each item has an 'open link'   or a 'closed link'   icon beside it.

When an item has a checklist attached to it, there is a 'closed link' , indicating that there is a checklist attached. Also, rolling over the 'closed link' icon will revel the name of the attached checklist.

You can edit drop down list items by selecting the edit icon, and thus you can add or change the attached checklist:

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The Behavior of a Drop Down List with Checklists

When a Drop Down List with checklist is used in a template, you can control the behaviour of its attached checklists
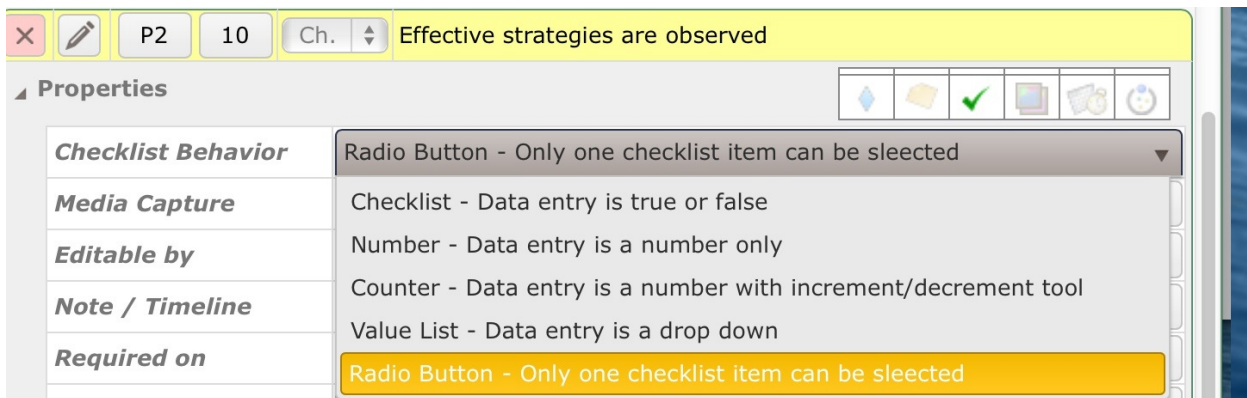
Figure 4 - Setting the behaviour of the checklists in a Drop Down List with checklist in a template

A Drop Down List with Checklists has a 'radio button' behavior that is not found with regular checklists. If this behavior is selected in a template, only one of the items in the list can be selected(Fig 5).

Figure 5 - a Drop Down List with checklist being used with Radio Button behaviour implemented.