Creating Drop Down Lists

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Drop Down List Elements

Drop down lists are used when there is only one choice from a defined list of items. In reporting, the data from a drop down list is represented by a pie chart, and with the raw data that constitutes the pie chart (Fig. 1). The first step in creating any element is to navigate to the area where elements are created. This is done by selecting 'Build', and then 'Templates' (Fig. 2). Drop Down Lists are created and edited by selecting 'Elements' and then selecting Drop Down List from the list of element types. (Fig. 3).
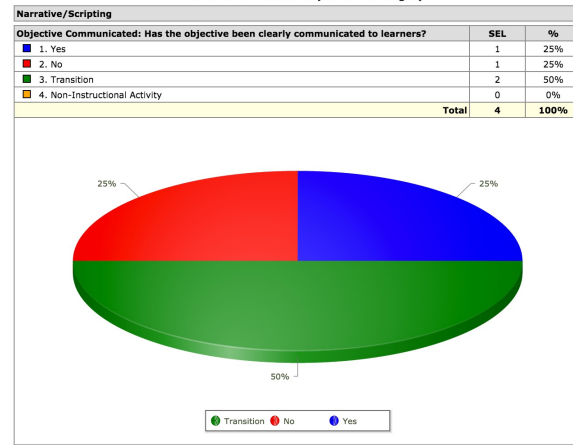

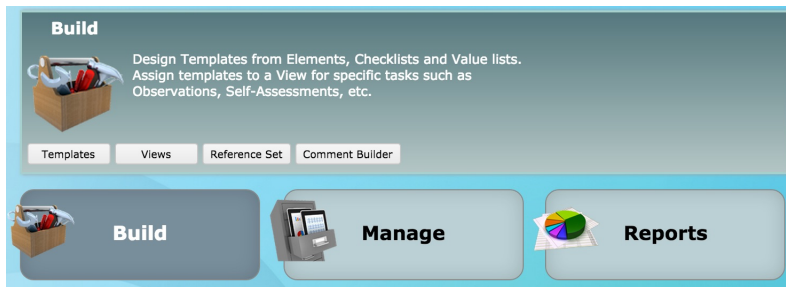*Figure 1 - Data display of a Drop Down List*
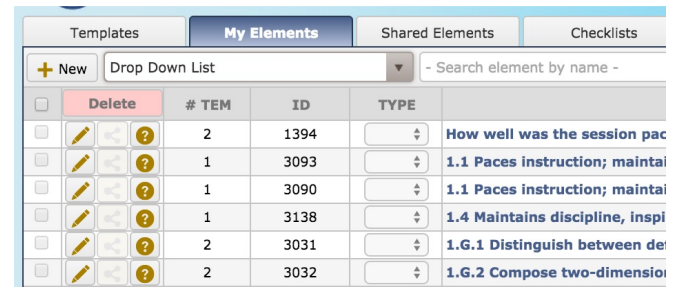

Figure 2 - The Build Menu

Figure 3 - The Element Menu

To create a new Drop Down List, select 'New' (Fig. 3). This will produce the Drop Down List's edit screen (Fig 4). Here you decide which of the 3 methods you will use to create the element. You can build the list from scratch by entering the name of the Drop Down List, and then entering items and 'Adding' them to the content of your list by clicking the Add' button for each item.
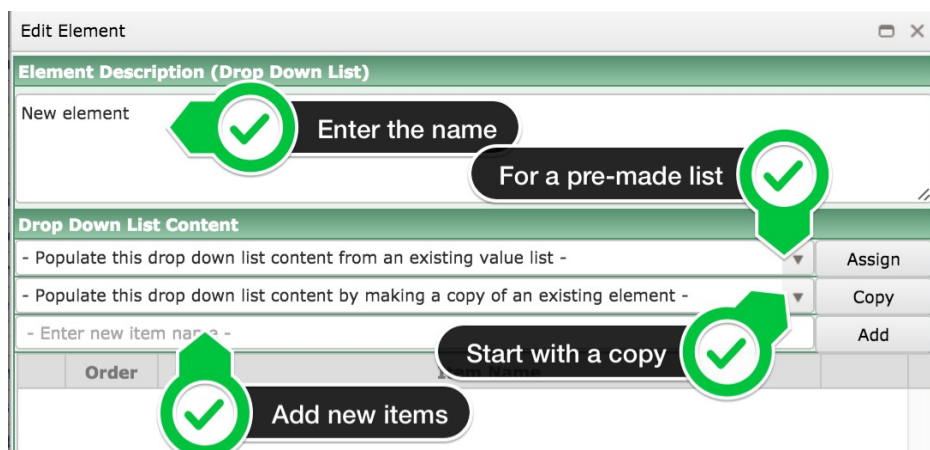

Figure 4 - The Drop Down List's edit window

The second option is to copy an existing Drop Down List (Fig. 5), giving the newly created element a name (Fig 6), and then making any edits or additions as necessary.

Figure 5 - Copying an existing Drop Down List

Figure 6 - A copied and named Drop Down List

The third option is to import an existing Value List (Fig. 7), and assign it to be the items names (Fig. 8).

Figure 7 - Selecting a Value List

Figure 8 - An assigned Value List

The list of items with this option **cannot be changed in any way**, unless the Value List itself is modified and if so this will affect all places where it is used. Therefore assign Value Lists with caution.

When reporting, the graphing colors of drop down lists is controlled by the graphing software. However you can control the colors used for each dropdown list item by changing the default empty color box to a color of your choice, by selecting edit and then clicking on the color box as shown in figure 9. When used in a report, the graph produced for the drop down list in Figure 10 will be controlled by the assigned colors.
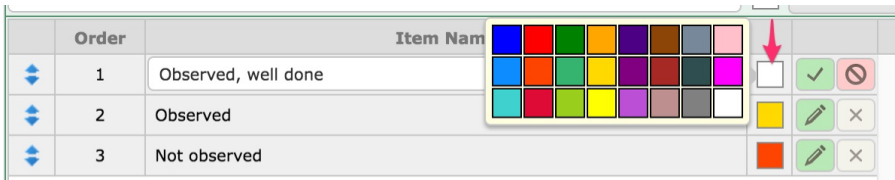

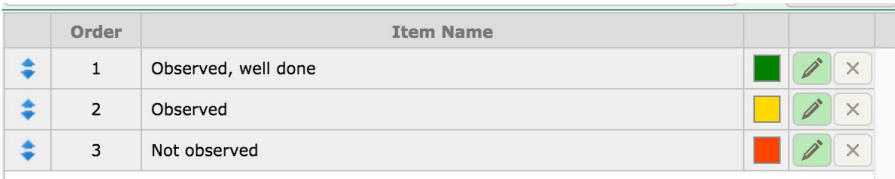*Figure 9 - Assigning colors to a Drop Down List*
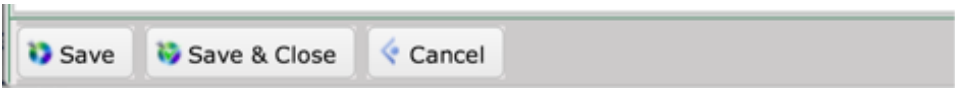

Figure 10 - A Drop Down List with assigned colors

Figure 11 - Saving a Drop Down List and closing the window