

Creating a New Select List

Last Modified on 06/13/2024 11:14 am EDT

Overview

A **Select List** is a field type that allows users to select one or more options. You can create a Single Select List (select one option from the Field) or a Multi-Select List (select multiple options from the Field). Currently, the system only allows 1000 options per Select List.

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, 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, see [step 11](#) below.

User Account Requirements

The user account you use to log into Resolver must have Administrator permission to create a Select List.

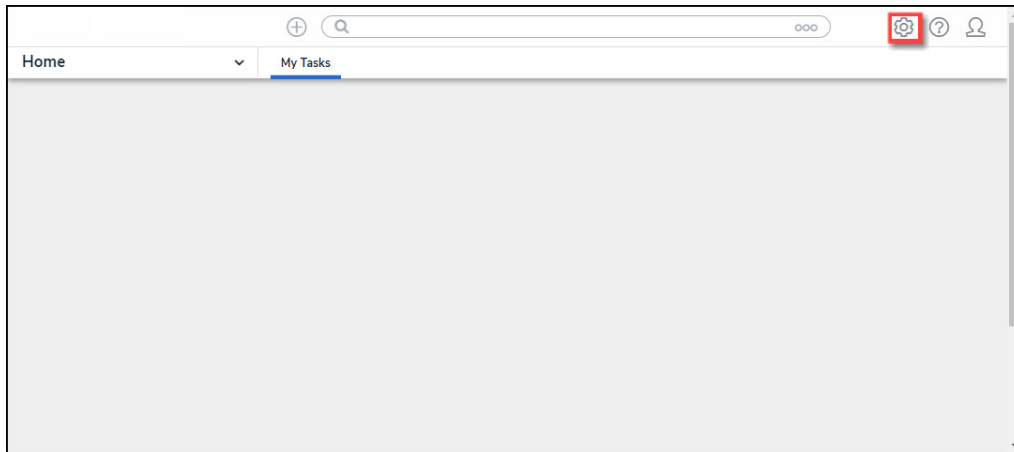
Related Information/Setup

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

- [Add Elements to a Standard Form](#)
- [Fields on Forms](#)
- [Formulas](#)

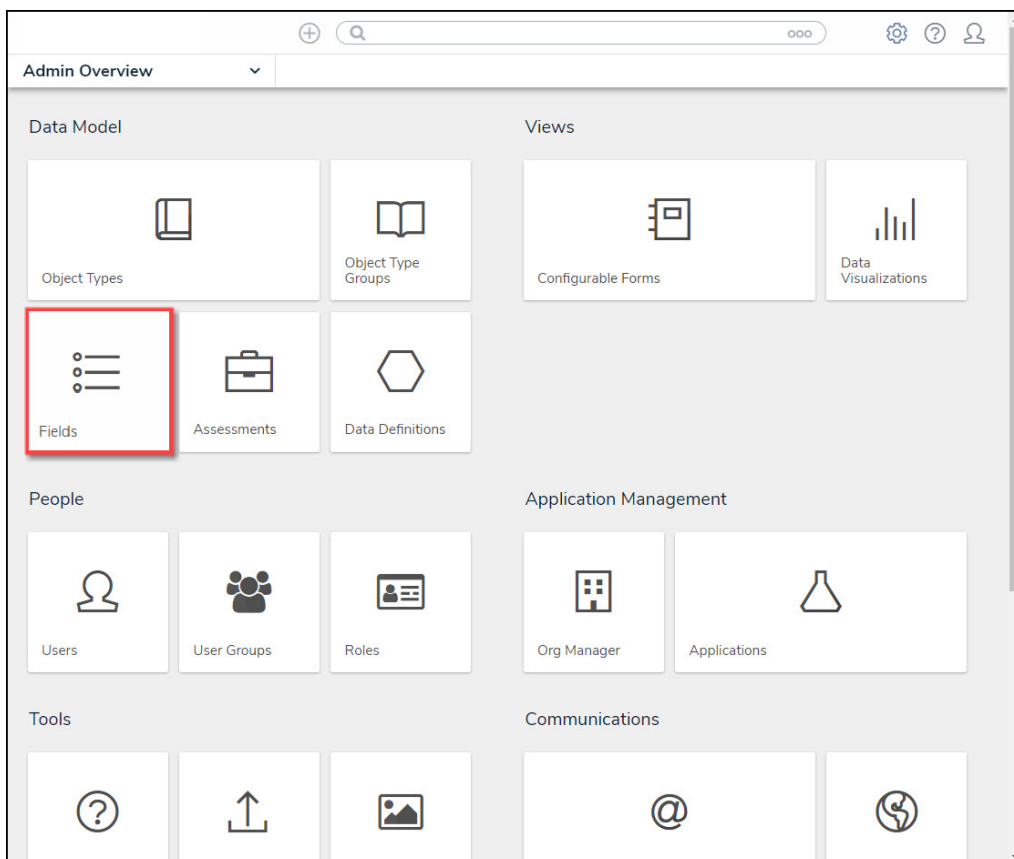
Navigation

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



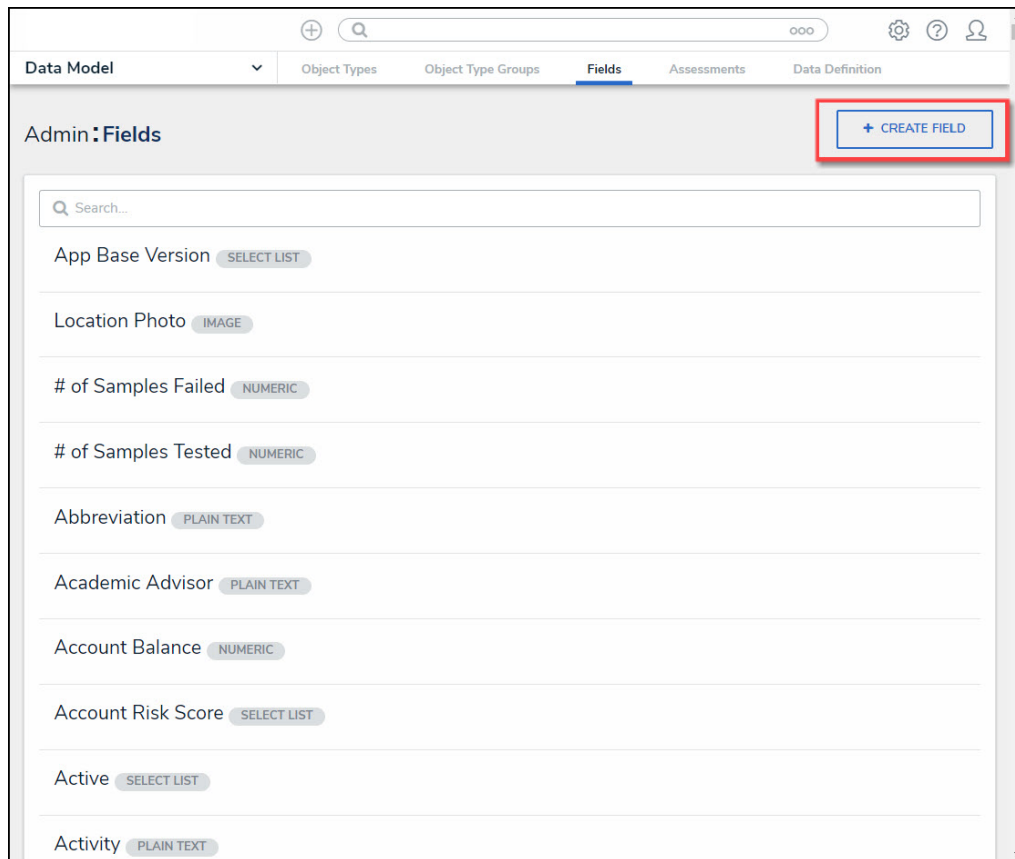
Administration Icon

- From the **Admin Overview** screen, click the **Fields** tile on the **Data Model** section.



Fields Tile

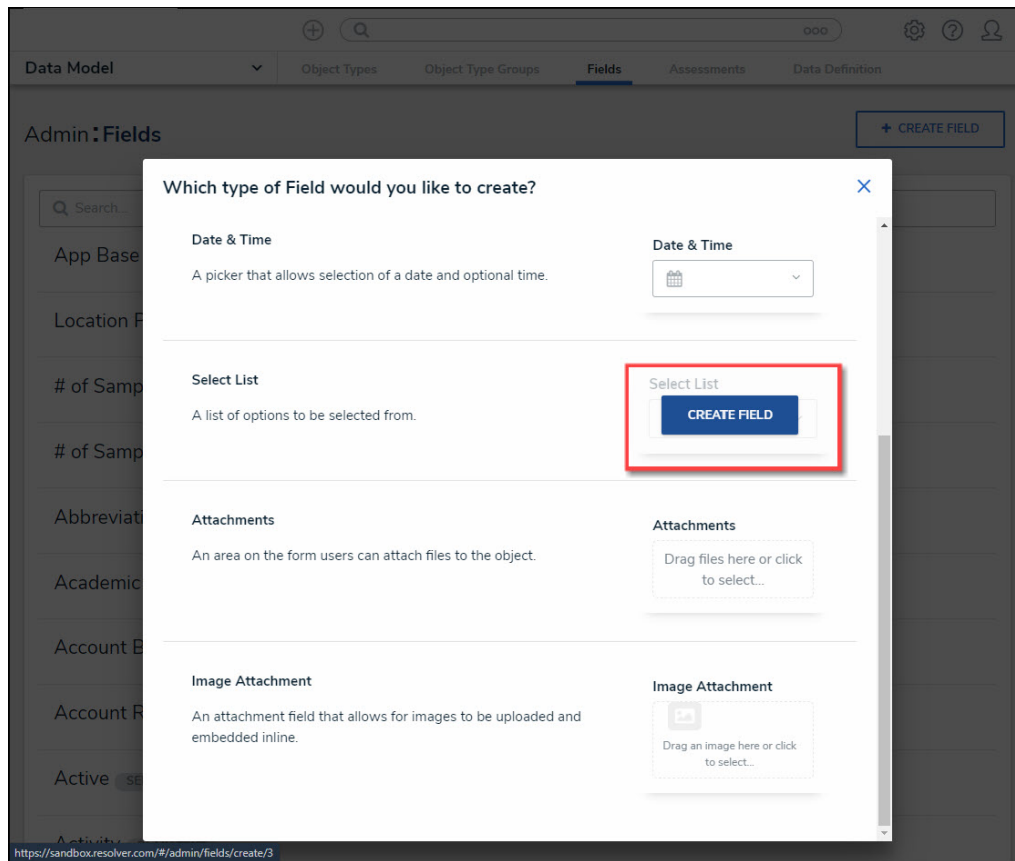
- From the **Admin: Fields** screen, click on the **+ Create Field** button.



+ Create Field Button

Create a New Select List Field

1. From the ***Which type of Field would you like to create?*** screen, scroll to the **Select List** section.
2. Hover your mouse over the **Select List** field and click the **Create Field** button.



Select List Field - Create Field

3. From the **Admin: Create a Field** screen, and enter a Field Name in the **Field Name** field. The Field Name represents the Field in the system and will appear on Object Types within the system.

Data Model ▾ Object Types Object Type Groups **Fields** Assessments Data Definition

Admin: Create a Field

Field Type
Select List ▾

Field Name
e.g., Asset Name, Risk Type, etc. *

Long Name ⓘ

Selection Type
Single ▾

Input Type
Search Input ▾

Current Options (0) Add Options

No Options have been added

PREVIEW

CANCEL CREATE

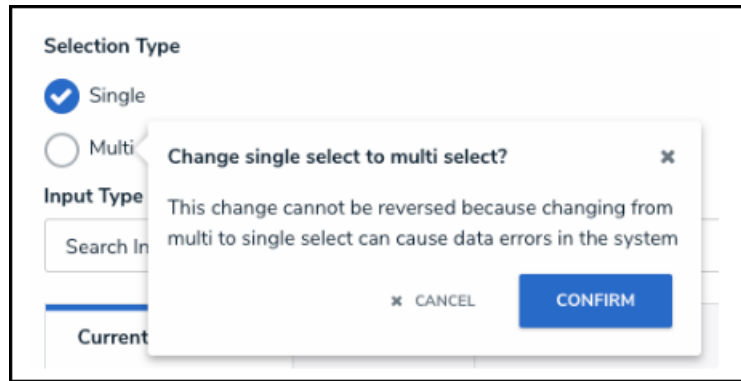
Field Name Field

- (Optional)** Enter additional Field information or instructions in the **Long Name** text field. Long Names can be displayed on configurable forms.

Long Name Text Field

5. Select a field type from the **Selection Type** drop-down:

- **Single:** A **Single Select List** allows users to select only one option from the field. Only Single Select Lists are used as variables in formulas and conditions, as report filters, and as visual charts in reports.
 - When a **Field** is saved as a **Single Select List**, and it is changed from a single-select list to a multi-select list a **Confirmation** screen will appear, indicating that **This Change cannot be reversed because changing from multi to single select can cause data errors in the system**. Administrators must confirm the change by clicking the **Confirm** button on the **Confirmation** pop-up.



Confirmation Pop-up

- **Multi:** A **Multi-Select List** allows users to select more than one option from the field.
 - When a **Field** is saved as a **Multi-Select List**, the **Selection Type** field is locked, preventing a user from changing to a **Single Select List**. Changing from **Multi** to **Single** can potentially cause data errors in the system, as a **Single Select List** field only allows one option.

Selection Type Drop-down

6. Select an input type from the **Input Type** drop-down. When creating a **Multi-Select List**, the **Input Type** drop-down will not appear, and the **Input Type** will automatically default to Dropdown menu.

The screenshot shows the 'Data Model' configuration interface. The 'Fields' tab is selected. A red box highlights the 'Input Type' dropdown menu, which is open and shows two options: 'Search Input' and 'Dropdown'. The 'Search Input' option is currently selected. The interface also includes a 'Long Name' text field, a 'Selection Type' dropdown set to 'Single', and a 'PREVIEW' section at the bottom. Navigation buttons 'CANCEL' and 'CREATE' are located at the bottom right.

Input Type Drop-down

- **Search Input:** A **Search Input Type** allows users to use a search field to locate and select field options.

The screenshot shows a form field labeled 'Vendor Contact'. The field is a search input type, featuring a magnifying glass icon on the left side of the input box.

Search Input Type Field

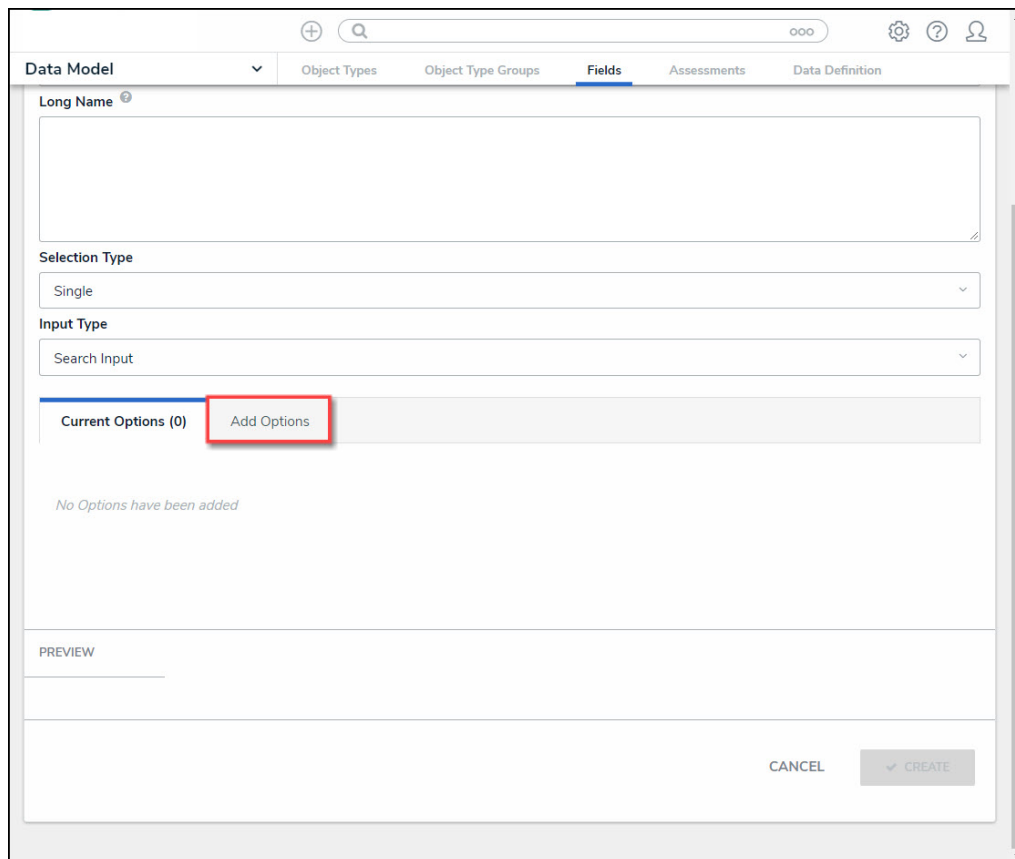
- **Dropdown:** A **Dropdown Input Type** allows users to use a dropdown list to locate and select field options.

The screenshot shows a form field labeled 'Count'. The field is a dropdown input type, featuring a downward-pointing arrow on the right side of the input box. Below the field is a button labeled '+ SECTION'.

Dropdown Input Type Field

Adding Options to a Select List

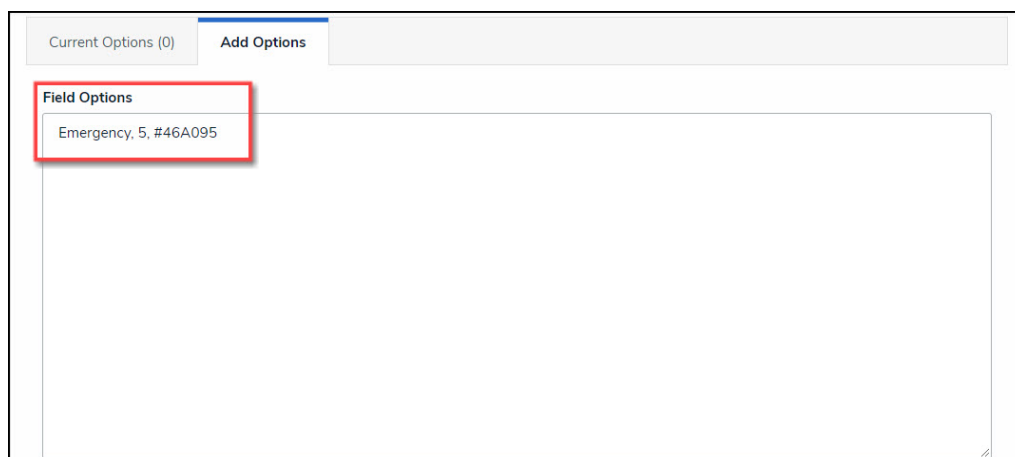
1. Click on the **Add Options** tab to add field options.



The screenshot shows the Resolver application interface. At the top, there is a navigation bar with tabs: Data Model, Object Types, Object Type Groups, Fields, Assessments, and Data Definition. The 'Fields' tab is selected. Below the navigation bar, there is a form for defining a field. The 'Long Name' field is empty. The 'Selection Type' dropdown is set to 'Single'. The 'Input Type' dropdown is set to 'Search Input'. Below these, there is a section for 'Current Options (0)' with an 'Add Options' button highlighted by a red box. Below this section, there is a 'PREVIEW' section which is empty. At the bottom right, there are 'CANCEL' and 'CREATE' buttons.

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.



The screenshot shows a close-up of the 'Add Options' tab. The 'Current Options (0)' button is on the left, and the 'Add Options' button is on the right. Below the 'Add Options' button, there is a 'Field Options' text box highlighted by a red box. The text box contains the text 'Emergency, 5, #46A095'.

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.

The screenshot shows the Resolver Data Model interface. The 'Fields' tab is active. A dropdown menu for 'Field Options' is open, displaying a list of options: Emergency, Human Resources, Personal Incident, Property Incident, General Security, and Information Protection. The 'Current Options (0)' tab is selected. Below the text box, there is a blue button labeled '+ ADD OPTIONS'. At the bottom right, there are 'CANCEL' and 'CREATE' buttons.

Field Options Text Box

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

The screenshot shows the 'Fields' tab in the Resolver interface. At the top, there's a search bar and navigation icons. Below the navigation bar, the 'Fields' tab is selected, showing a list of 'Current Options (0)' and an 'Add Options' button. The 'Field Options' section contains a list of options: Emergency, Human Resources, Personal Incident, Property Incident, General Security, and Information Protection. A red box highlights the '+ ADD OPTIONS' button at the bottom left of the 'Field Options' section. The bottom of the screen features a 'PREVIEW' section and 'CANCEL' and 'CREATE' buttons.

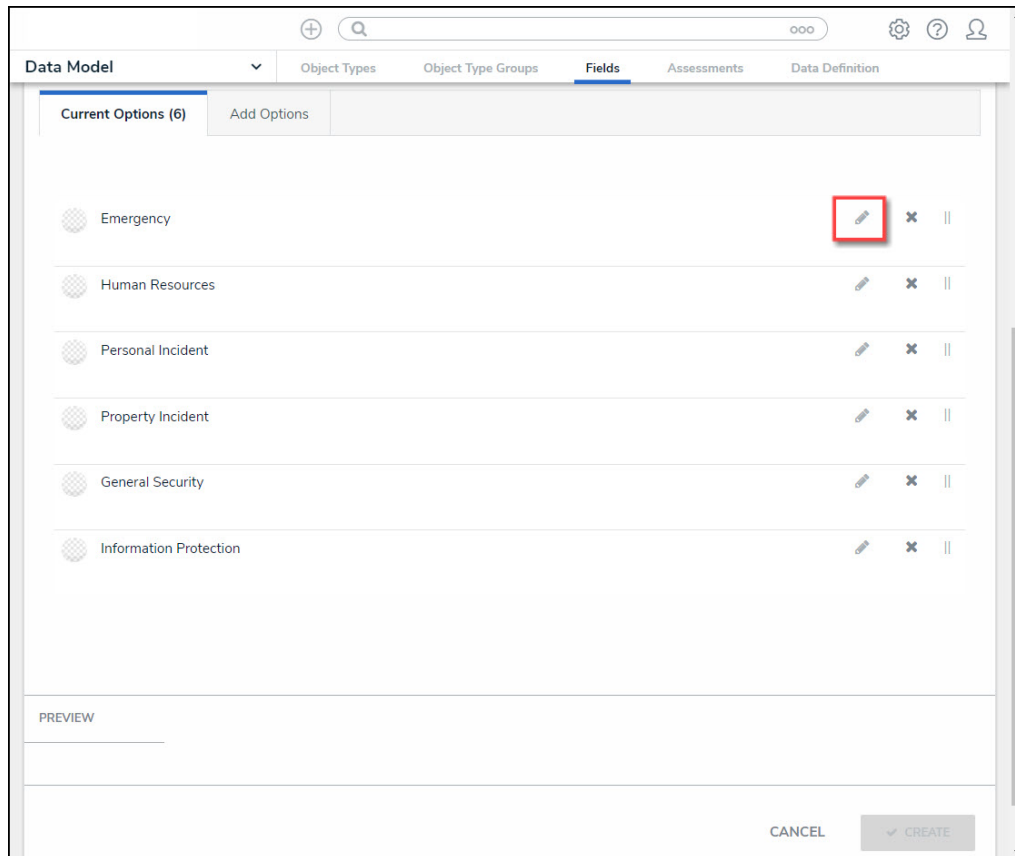
+ Add Options Button

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

This screenshot shows the 'Fields' tab after six options have been added. The 'Current Options (6)' header is now highlighted with a red box. The 'Field Options' section contains a list of options: First Option, 5, #C1095C. The '+ ADD OPTIONS' button is still visible at the bottom left. The bottom of the screen features a 'PREVIEW' section and 'CANCEL' and 'CREATE' buttons.

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.



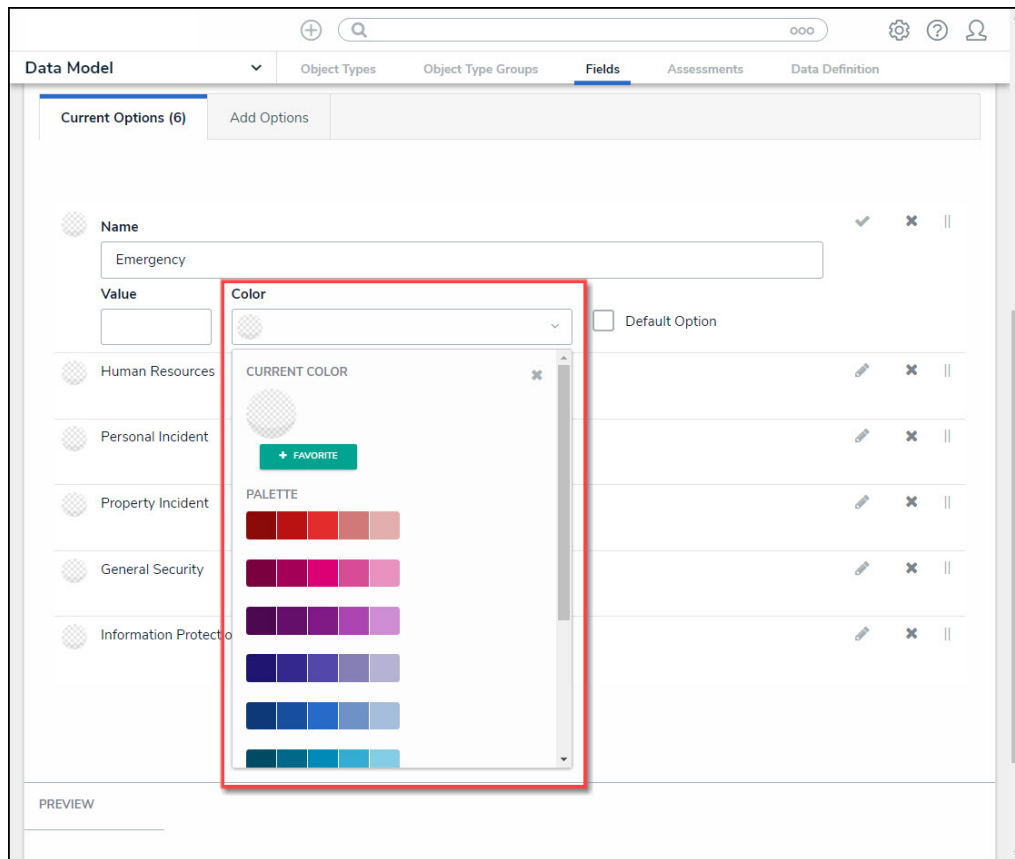
Pencil (Edit) Icon

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

The screenshot shows the 'Data Model' interface with the 'Fields' tab selected. Under 'Current Options (6)', there is an 'Add Options' button and a list of field options. The first option, 'Name', is highlighted with a red box. It has a text input field containing 'Emergency'. Below this are fields for 'Value' (a numeric input) and 'Color' (a color picker dropdown). To the right of these fields is a 'Default Option' checkbox. Below the highlighted option is a list of other field options: 'Human Resources', 'Personal Incident', 'Property Incident', 'General Security', and 'Information Protection'. Each option has edit, delete, and duplicate icons to its right. At the bottom left, there is a 'PREVIEW' section.

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.

The screenshot shows the Resolver Data Model interface. The top navigation bar includes a search bar, a settings icon, a help icon, and a user profile icon. The main navigation tabs are Data Model, Object Types, Object Type Groups, Fields, Assessments, and Data Definition. The 'Fields' tab is active, and the 'Current Options (6)' section is expanded. The 'Name' option is selected, and its 'Value' is 'Emergency'. A red box highlights the 'Confirm' icon (a checkmark) next to the 'Name' option.

Option	Value	Color	Default Option	Confirm	Delete	Help
Name	Emergency		☐	✓	✕	
Human Resources			☐		✕	
Personal Incident			☐		✕	
Property Incident			☐		✕	
General Security			☐		✕	
Information Protection			☐		✕	

Confirm Icon

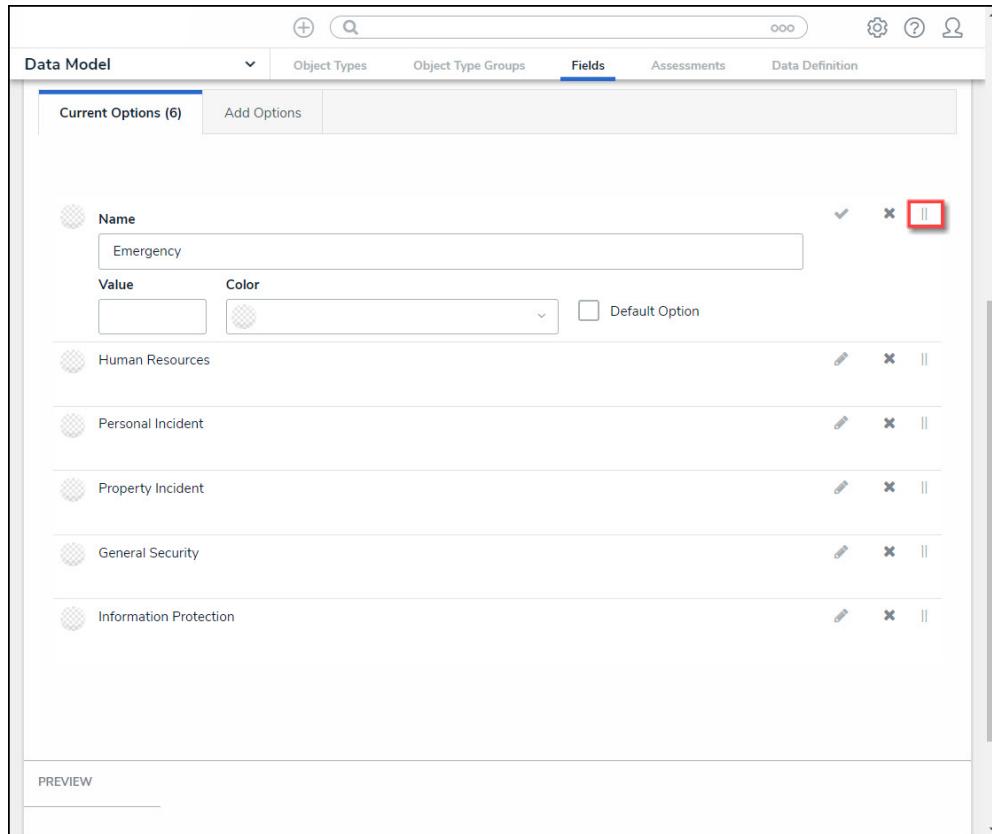
- **Delete Icon:** Click the **Delete** icon to delete an option.

The screenshot shows the Resolver Data Model interface. The top navigation bar includes a search bar, a settings icon, a help icon, and a user profile icon. The main navigation tabs are Data Model, Object Types, Object Type Groups, Fields, Assessments, and Data Definition. The 'Fields' tab is active, and the 'Current Options (6)' section is expanded. The 'Name' option is selected, and its 'Value' is 'Emergency'. A red box highlights the 'Delete' icon (an 'X') next to the 'Name' option.

Option	Value	Color	Default Option	Confirm	Delete	Help
Name	Emergency		☐	✓	✕	
Human Resources			☐		✕	
Personal Incident			☐		✕	
Property Incident			☐		✕	
General Security			☐		✕	
Information Protection			☐		✕	

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.



The screenshot shows the 'Data Model' interface with the 'Fields' tab selected. Under 'Current Options (6)', there is a list of options. The first option is 'Name' with a value of 'Emergency'. Below it are 'Human Resources', 'Personal Incident', 'Property Incident', 'General Security', and 'Information Protection'. Each option has a rearrange icon (two vertical bars) next to it. The 'Name' option's rearrange icon is highlighted with a red box. The interface also includes a search bar, a settings icon, and a user profile icon at the top. A 'PREVIEW' section is visible at the bottom.

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.

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Data Model ▾

Object TypesObject Type GroupsFieldsAssessmentsData Definition

Security

✕

||

Information

✕

||

Other

✕

||

PREVIEW

Incident Category

▾

Emergency

Human Resources

Personal

Property

Security

Information

Other

Preview Section