

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

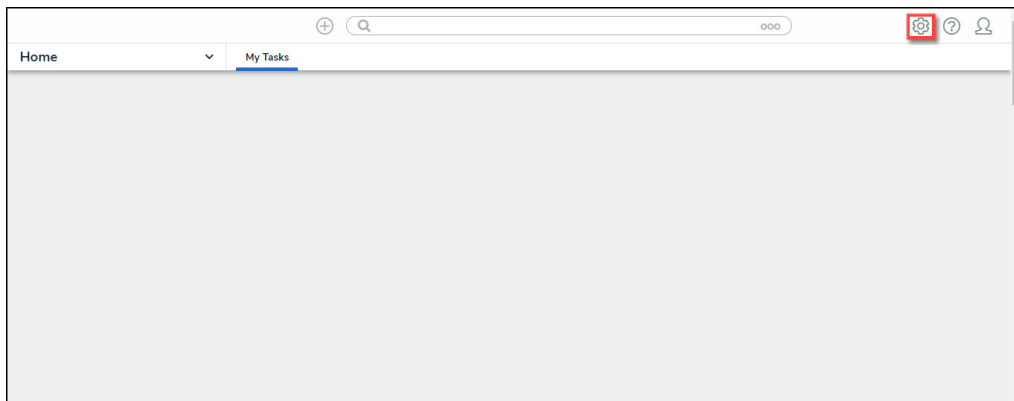
The user account you use to log into Resolver must have Administrator permission to edit or delete a field.

Related Information/Setup

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

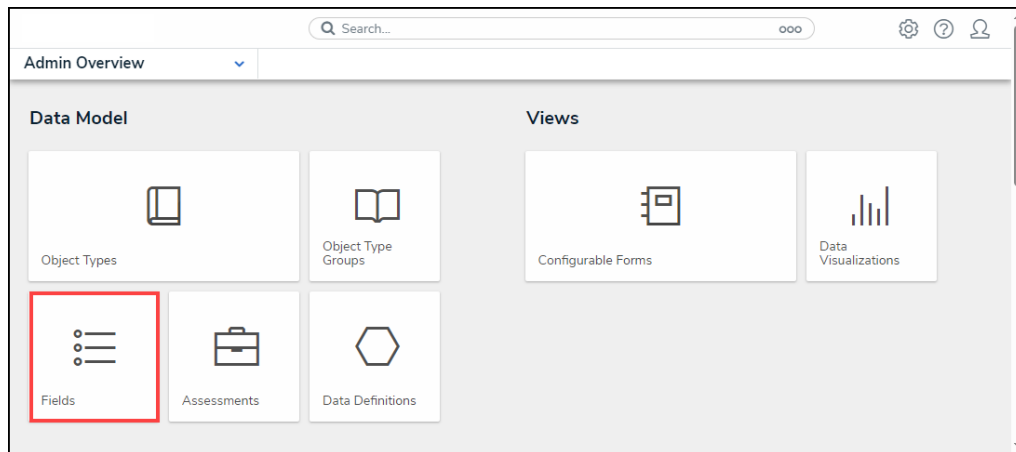
Navigation

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



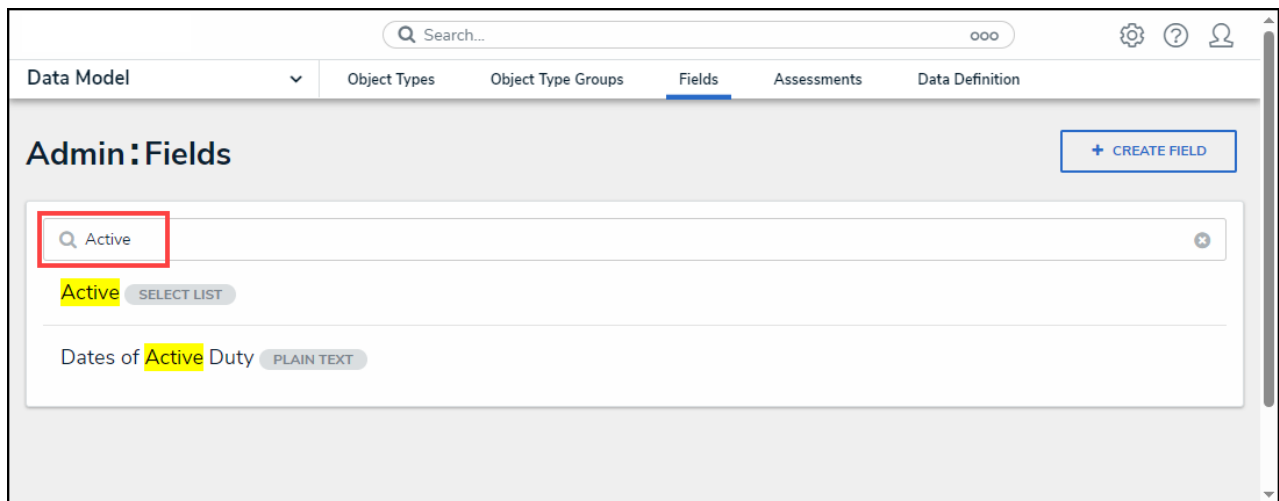
Administration Icon

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



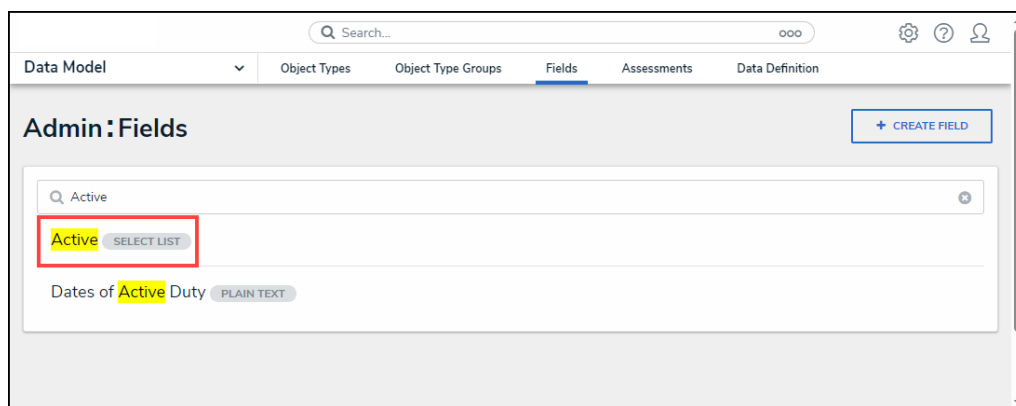
Fields Tile

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



Search Field

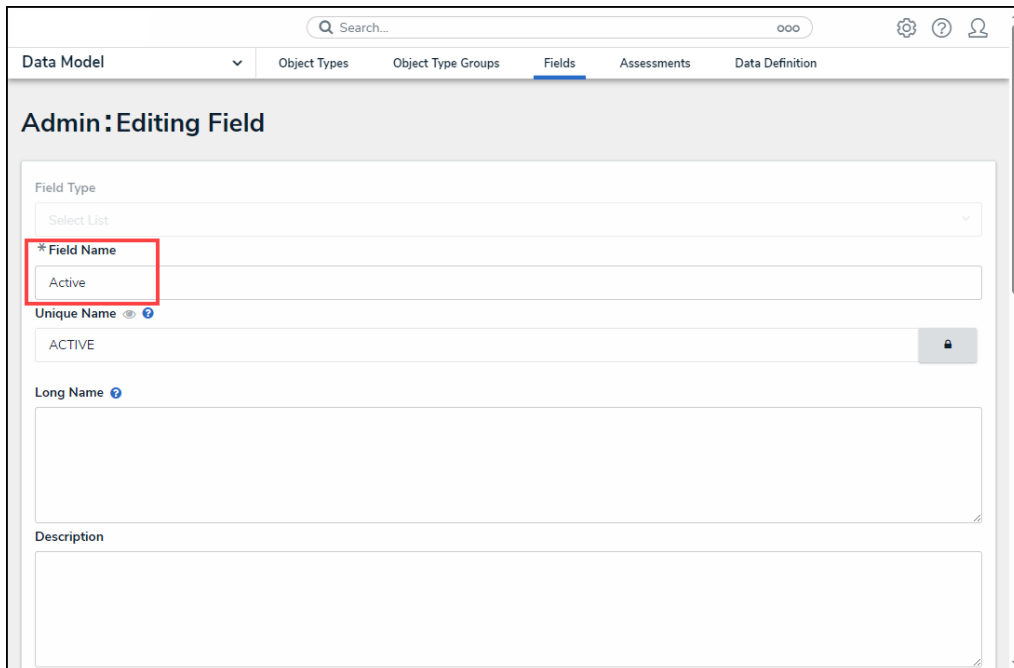
- Click the **Field** link for the field you want to change.



Field Link

Editing a Select List Field

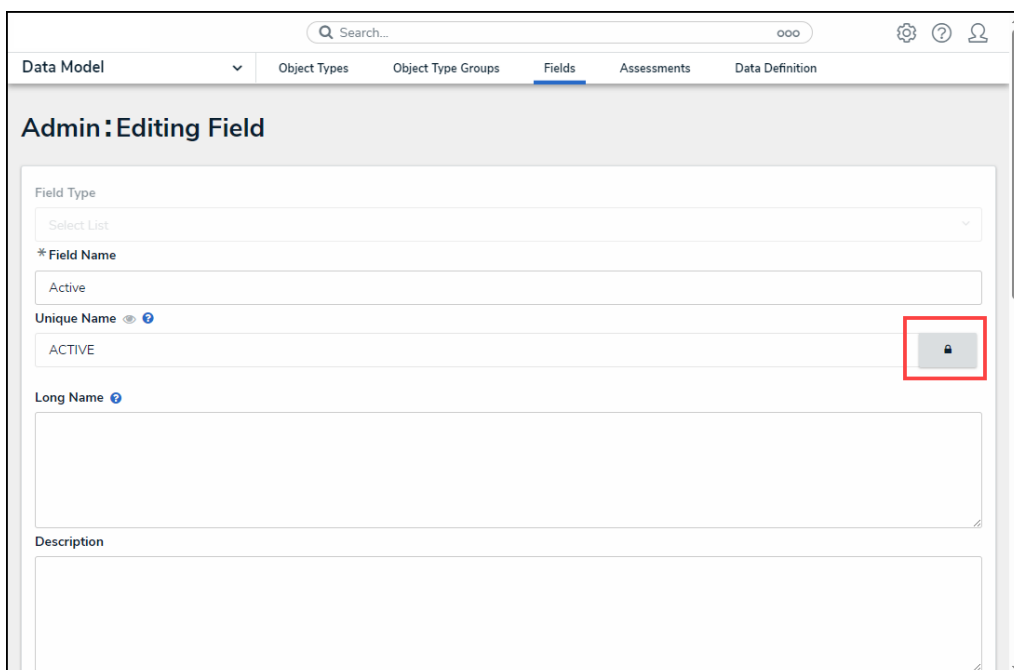
1. From the **Admin: Edit Field** screen, users cannot edit the **Field Type** field. Instead, you must create a new field.
2. Enter a new field name in the **Field Name** field.



The screenshot shows the 'Admin: Editing Field' interface. At the top, there is a search bar and navigation tabs: 'Data Model', 'Object Types', 'Object Type Groups', 'Fields' (selected), 'Assessments', and 'Data Definition'. The main form contains several 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, next to an eye icon and a lock icon), 'Long Name' (a text input field), and 'Description' (a text area). The title 'Admin: Editing Field' is displayed at the top of the form area.

Field Name Field

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



This screenshot is identical to the previous one, showing the 'Admin: Editing Field' interface. In this view, the 'Unique Name' field (containing 'ACTIVE') is highlighted with a red box, specifically focusing on the lock icon located to the right of the text input field. The rest of the interface, including the navigation tabs and other form fields, 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.

The screenshot shows the 'Admin: Editing Field' interface. The 'Unique Name' field is currently locked, indicated by a lock icon. A dialog box titled 'Unlock unique name?' is displayed, warning that changing the unique name will break existing references. The 'UNLOCK' button in the dialog is highlighted with a red rectangle.

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.

The screenshot shows the 'Admin: Editing Field' interface. The 'Long Name' and 'Description' fields are highlighted with a red rectangle, indicating they are the next fields to be edited.

Long Name and Description Fields

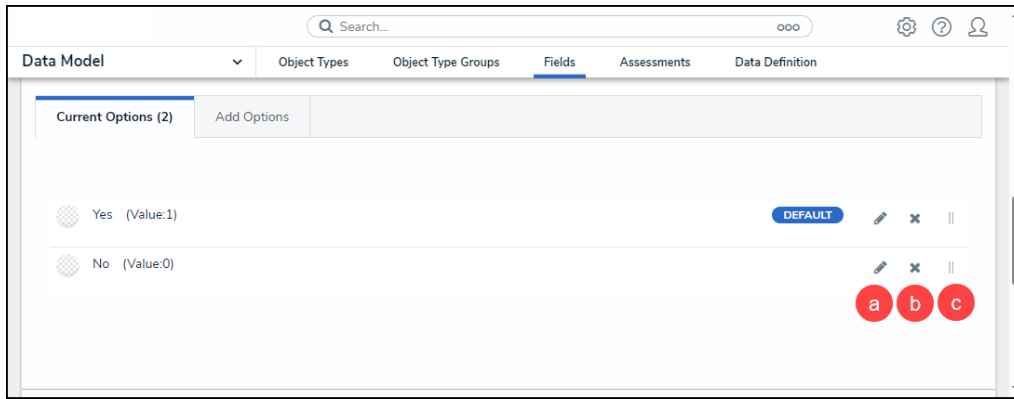
8. The **Selection Type** radio buttons will appear if the **Field** is a single-select or a multi-select list.
9. Click the **Multi**-radio button to switch from a single-select to a multi-select list.

Multi-Radio Button

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

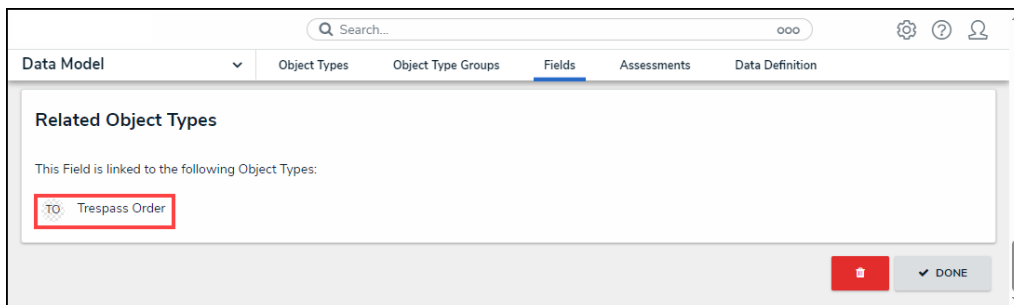
Confirmation Screen

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



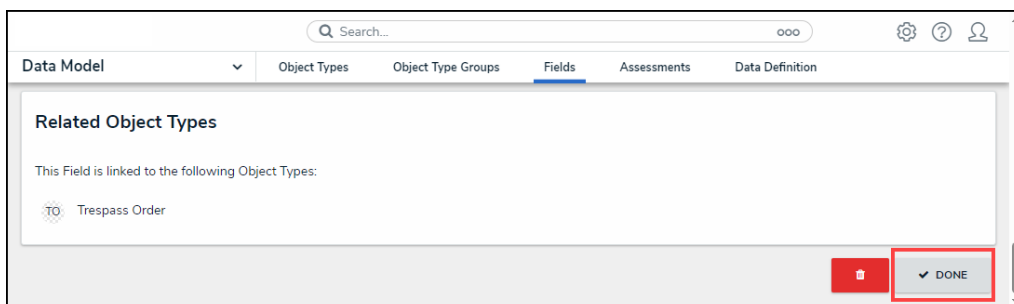
Current Options

- 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

- Click the **Done** button to apply any changes to the Field.



Done button

Adding Options to a Select List

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

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.

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 top navigation bar includes a search icon, a menu icon, and a user profile icon. Below the navigation bar, the 'Data Model' section is active, with tabs for 'Object Types', 'Object Type Groups', 'Fields', 'Assessments', and 'Data Definition'. The 'Fields' tab is selected, and the 'Add Options' button is highlighted. A red box highlights the 'Field Options' text box, which contains the following options: Emergency, Human Resources, Personal Incident, Property Incident, General Security, and Information Protection. Below the text box is a blue '+ ADD OPTIONS' button. At the bottom of the interface, there is a 'PREVIEW' section and a 'CANCEL' button next to a 'CREATE' button.

Field Options Text Box

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

The screenshot shows the Resolver interface with the 'Fields' tab selected. The 'Current Options (0)' tab is active, and the 'Add Options' button is highlighted with a red box. The 'Field Options' list contains the following items:

- Emergency
- Human Resources
- Personal Incident
- Property Incident
- General Security
- Information Protection

The 'PREVIEW' section is empty. At the bottom right, there are 'CANCEL' and 'CREATE' buttons.

+ Add Options Button

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

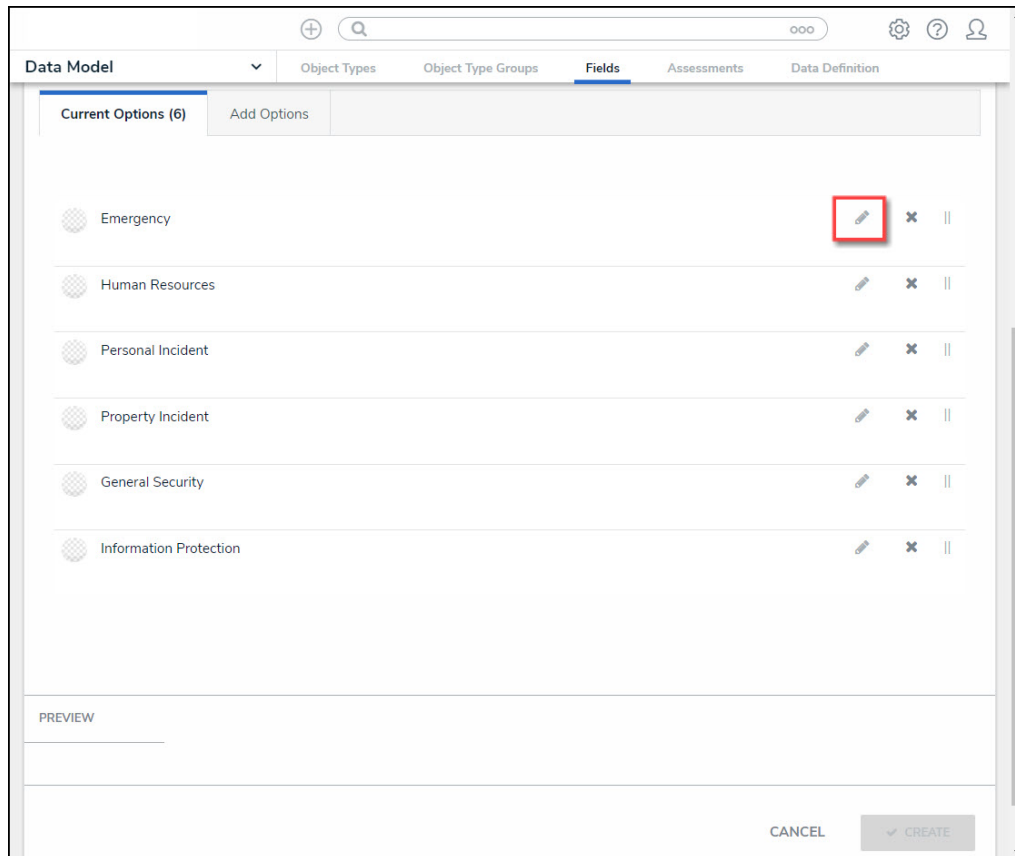
The screenshot shows the Resolver interface with the 'Fields' tab selected. The 'Current Options (6)' tab is active, and the 'Add Options' button is highlighted with a red box. The 'Field Options' list contains the following item:

- First Option, 5, #C1095C

The 'PREVIEW' section is empty. At the bottom right, there are '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**:

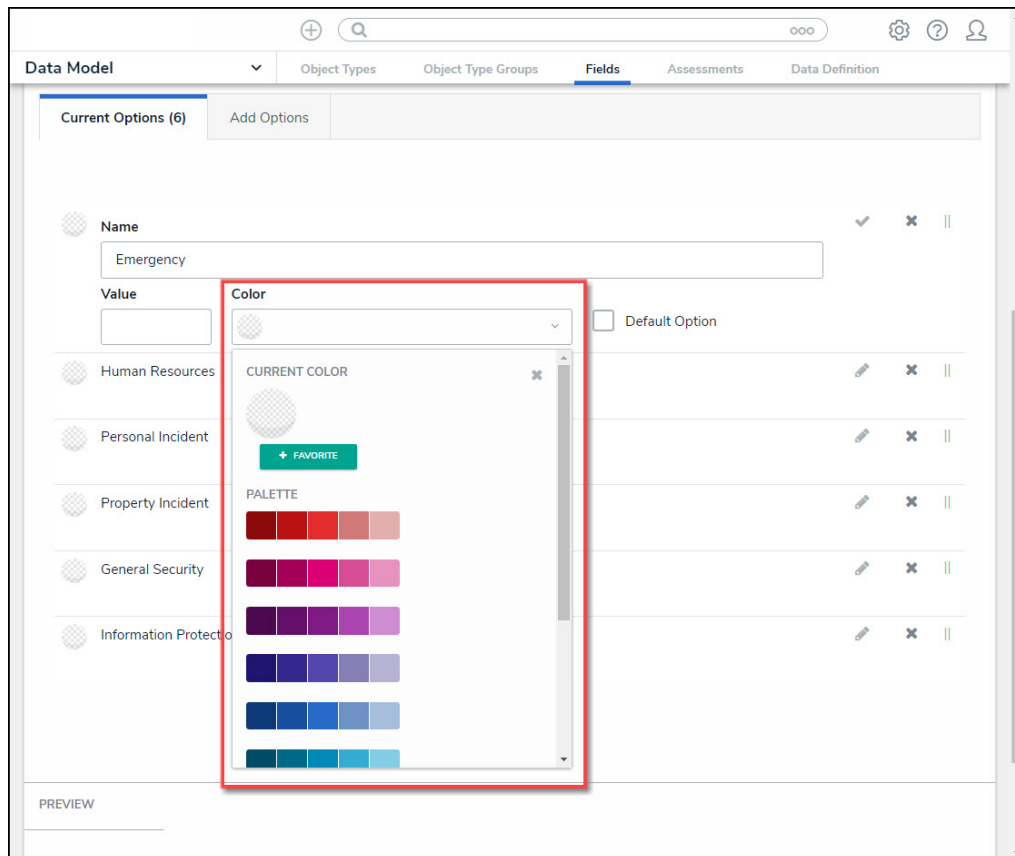
The screenshot shows the Resolver Data Model interface. The 'Fields' tab is selected. Under 'Current Options (6)', there is a table with the following data:

Name	Value	Color	Default Option
Emergency			☐
Human Resources			☐
Personal Incident			☐
Property Incident			☐
General Security			☐
Information Protection			☐

Below the table, there is a 'PREVIEW' button and a 'Default Option' checkbox.

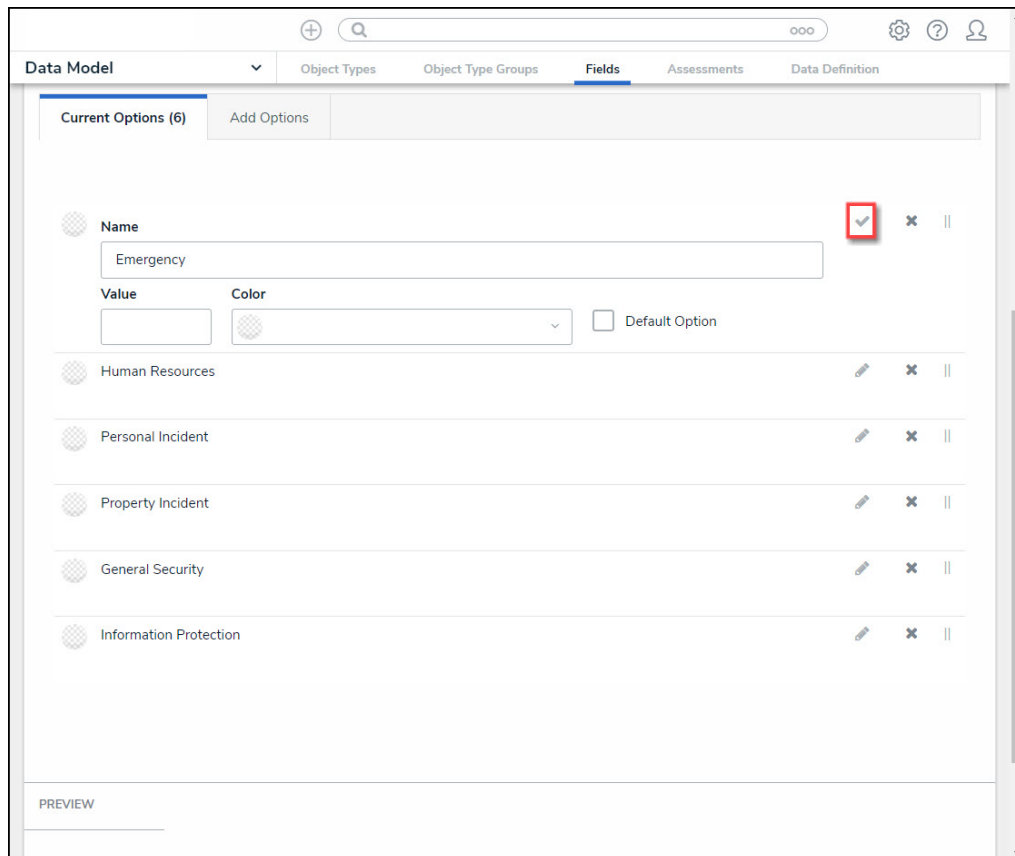
Field Options Settings

- **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.



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

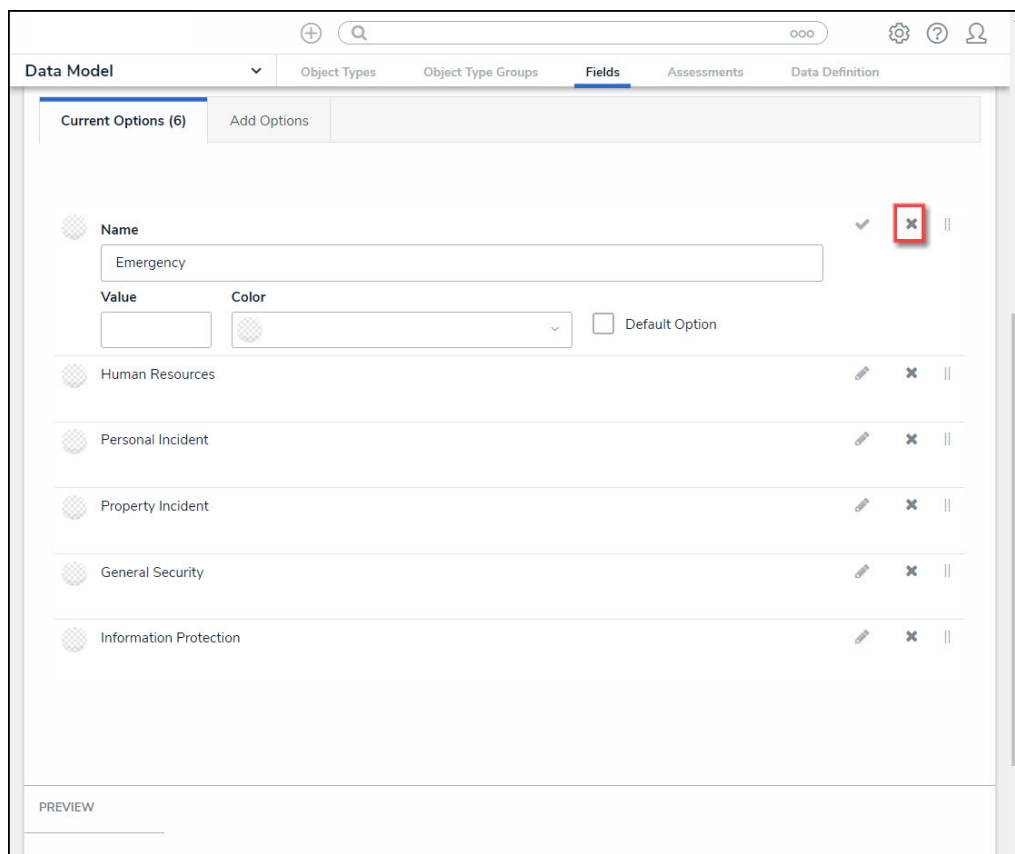
Current Options (6) | Add Options

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

PREVIEW

Confirm Icon

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



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

Current Options (6) | Add Options

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

PREVIEW

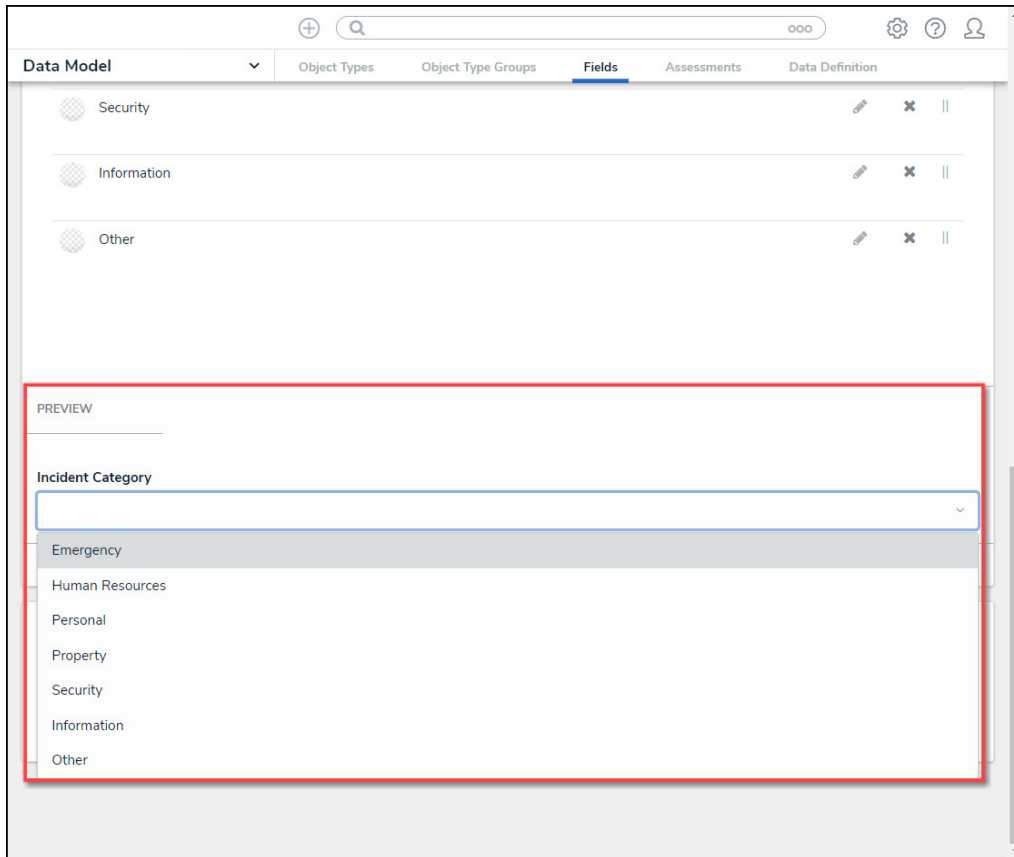
Delete Icon

- **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'. To the right of the 'Name' option, there are three icons: a checkmark, a delete icon (X), and a rearrange icon (two vertical bars). The rearrange icon is highlighted with a red box. Below the 'Name' option, there are fields for 'Value' and 'Color', and a 'Default Option' checkbox. The list of options includes 'Human Resources', 'Personal Incident', 'Property Incident', 'General Security', and 'Information Protection'. At the bottom, there is a 'PREVIEW' section.

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.



Preview Section