



# Adding and Editing Drop-down Lists in System Admin

## Important Changes to How You Add and Edit Lists in System Administration

We've been making some changes to how our lists work in system admin. The following pages give you an introduction to the new controls. For more detailed information see section 16.6 and 16.7 of our [help pages](#) (this link will only work if you are signed into a Lamplight system) or our short introductory videos.

Lists used to look like this:

Manage relationships between users

1. My user <i>Inverse text: double-click to add</i> <i>Use in linked records: no</i>
2. Key Worker <i>Inverse text: double-click to add</i> <i>Use in linked records: yes</i>
3. Mentor <i>Inverse text: Mentee</i> <i>Use in linked records: no</i>

The same list will now look like this:

add new item | bulk add item | sort

<b>My user</b> item ID 1	...	↑	↓	✎	🗑️
<b>Key worker</b> item ID 2	...	↑	↓	✎	🗑️
<b>Mentor</b> item ID	...	↑	↓	✎	🗑️

It is important to remember: when you make changes or add new items to any list - **none of them will be saved until you click 'save all changes' at the top or bottom of the page.**

**About**  
Attendance types are used in work records to show whether someone listed on the record attended, cancelled, joined online, is listed for reference etc. It is their presence to their reports to include different categories - only those who attended in person, for example, or those who were on phone.

**Controls**  
You can use the control buttons or keyboard shortcuts to change the selected item.

View	Key	Action	View	Key	Action
...	m	Show more information (if available)	+		add
↑	u	Move up	✎		edit
↓	d	Move down	🗑️		delete
			🔗		link fields (where available)

Use the tab key to move from one item to the next, and shift+tab to go backwards.  
To see more or less detail, you can toggle [compact view](#)

**Save changes when you are done**  
Make the changes you need to, and when you are finished, click the 'save all changes' button below - nothing will be saved until you do.

add new item | bulk add item | sort

<b>Attended</b> item ID 1	↑	↓	✎	🗑️
<b>Booked</b> item ID 5	↑	↓	✎	🗑️
<b>Cancelled</b> item ID 3	↑	↓	✎	🗑️
<b>For reference</b> item ID 4	↑	↓	✎	🗑️

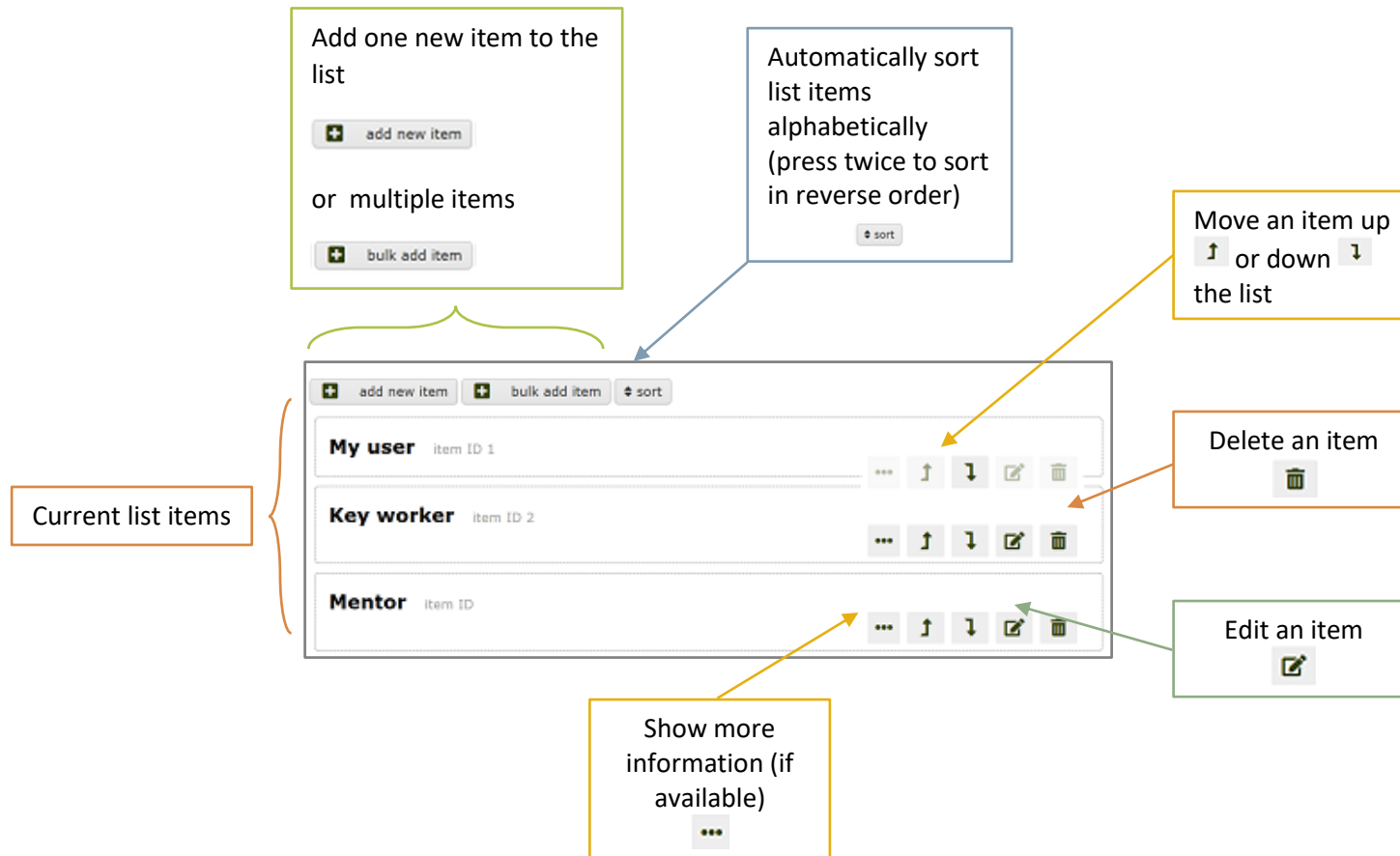
**Save changes when you are done**  
Make the changes you need to, and when you are finished, click the 'save all changes' button below - nothing will be saved until you do.

save all changes

You can make multiple changes to the same list without saving in between, but you must save them all before you navigate away from the page.

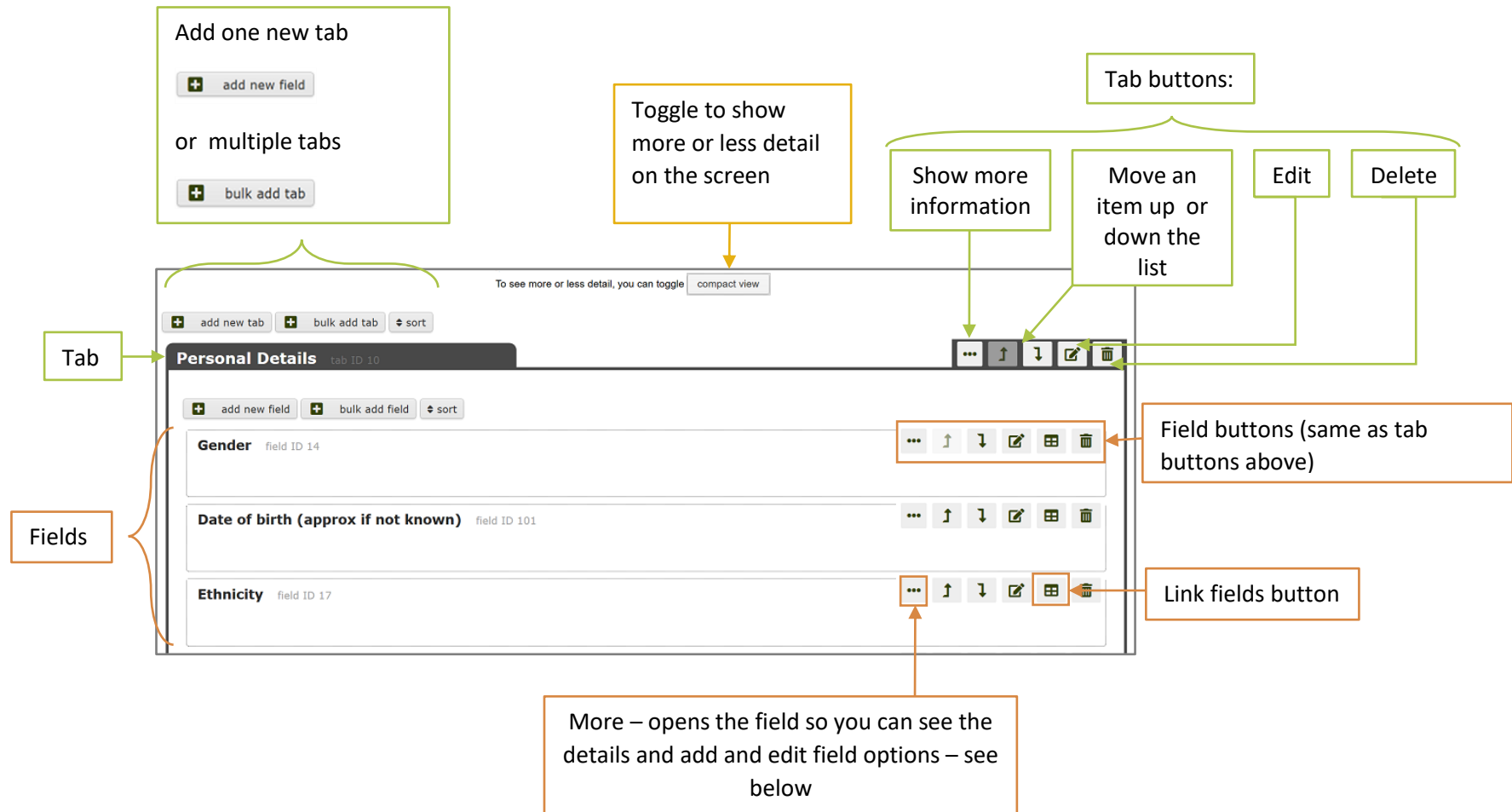
## New Basic List Controls

A standard system administration list will look like the grey box below. From here you can add to, edit and sort your list.



## New Tab and Field Controls

The new screen for adding and editing custom tabs and fields looks like the one below. You have a list of tabs – just click on the name of each one to see the fields in it. Use the buttons to the right of each one to move, edit and delete them.



## Field Options

When you have a custom field in a profile, such as 'Gender', you may want to add options to it such as 'male', 'female'. and 'other'. Clicking on 'more' button next to each field (see above) adds buttons which allow you to do this.

