

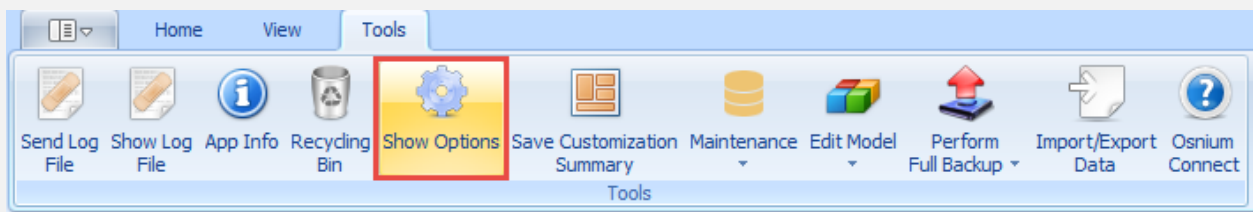
## How to add/delete/replace values in drop down menus

os-soft is highly customizable, this allows drop down values to be changed as needed. Please note that some changes can affect reporting, be sure to discuss changes with a Technical Analyst before applying changes.

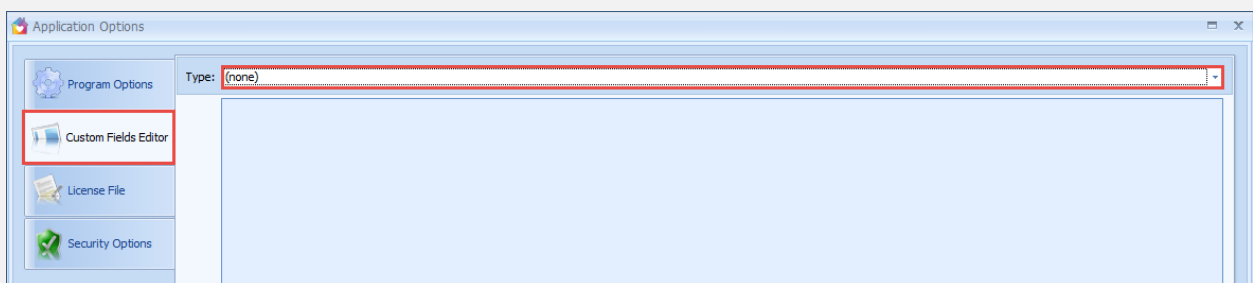
This guide will explain how to add/delete/replace values in drop down menus

\*You may need to be logged in as an Administrator to have access to this function.

1. On the Tools tab, select Show Options

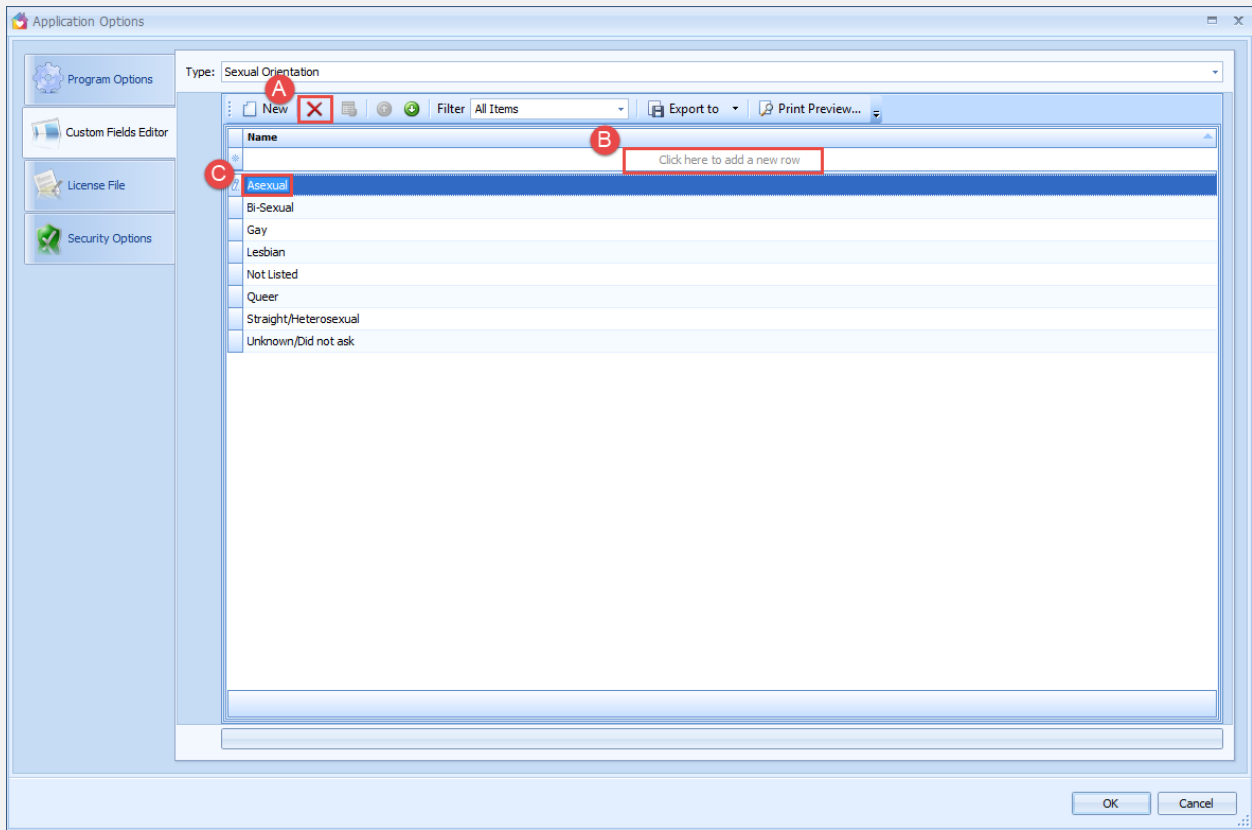


2. Select Custom Fields Editor
3. In the Type field, enter the name of the drop down you wish to edit, or use the drop down arrow to the fall right of the field.



4. You can Delete, Add, or Edit drop down values
  - a. Delete – click on the small box to the left of the line you wish to delete to select the line. Click the Delete button or right click and select Delete
  - b. Add– click on the top row that says “Click here to add a new row”, enter the drop down value and press Enter

- c. Edit – click into the text of the value to be changed make your changes and press Enter to set the changes.



5. Click OK to save your changes.