

17.8 Standard Picklist Editor

It allows you to modify the content of Picklists, adding or modifying the values present, and assigning different views by role (i.e.: two users of different roles see different values of the same picklist).

The screenshot shows the 'Settings > Picklist editor' page. At the top, it says 'Customize Picklist values in each module'. Below this, there are two dropdown menus: 'Select Module' (set to 'Quotes') and 'Select the Picklist' (set to 'Quote Stage'). To the right of these are three buttons: 'Add', 'Edit', and 'Delete' (highlighted in red). Below the dropdowns, there is a section 'Picklists Available in Quotes For' with a 'Manager' dropdown. A red asterisk note states: '* All accessible values for the role are shown below'. The main area contains two columns. The left column is titled 'Quote Stage' and lists: Created, Delivered, Reviewed, Accepted, and Rejected. Below this list is an 'Assign' button. The right column is titled 'Carrier' and lists: FedEx, UPS, USPS, DHL, and BlueDart. Below this list is another 'Assign' button.

1. select module
2. choose the picklist field
3. add values to the picklist. If the picklist is not a mandatory field, it is recommended to enter a first item which is neutral such as - select - to remind users to enter the drop-down menu and to prevent the first value entered being taken by default
4. edit picklist values
5. delete picklist values
6. use the "Assign" button to enable other roles to view a picklist value or to change the sorting of entries.

Warning! Some Picklist contents cannot be changed/deleted as they are set by default. Picklists are accessible from the Module Manager.