

In most modules you will need to set up lists of items that will be loaded into drop-down lookup lists as the available choices for categories, types, locations, departments, participants, etc. The example shown here are categories for corrective and preventive actions.

To delete an item, check the delete box and click the Apply button. You can only delete unused items, e.g., those that were not used in any previously created records. If an item is used, you can disable it instead (check the Disable box).

Setup Corrective Action Categories

No	Category Name	Disable	Delete
5	Process Equipment	<input type="checkbox"/>	<input type="checkbox"/>
6	Process Techn	<input type="checkbox"/>	<input type="checkbox"/>
7	Products, Finis	<input type="checkbox"/>	<input type="checkbox"/>
8	Products, In-pr	<input type="checkbox"/>	<input type="checkbox"/>
9	Quality System	<input type="checkbox"/>	<input type="checkbox"/>
10	Sales/Marketin	<input type="checkbox"/>	<input type="checkbox"/>
11	Skills/Competency	<input type="checkbox"/>	<input type="checkbox"/>
*		<input type="checkbox"/>	<input type="checkbox"/>

Disabled items will not be available in drop-down lookup lists, but they will still be in the system for previously created records.

To add an item, just start typing in the bottom row.

Use these up-down buttons to change the order of items as they will appear in the drop-down lookup lists. For example, you may want to move the more popular choices to the top of the list.

End of Slide Show. Thank You for Watching