# ATS— Editing Dropdown lists in the ATS Staff Portal

The ATS Staff Portal gives you the opportunity to customize the dropdown/popup lists, and have them be reflected across all the platforms.

There are some reminders when modifying an existing entry in the dropdown/popup lists.

1). For you to select something from a list in ATS, it must be in the dropdown/popup list area first.

2). Deleting an entry will delete it from any current, or historical record.

3). If you are editing an already setup database, the best practice is to mark selections as inactive vs deleting. Marking inactive preserves the historical record of the entry, but will remove it from your selection list.

To access the dropdown/popup lists in the Staff Portal, select Admin—> Dropdown/Popup Lists.
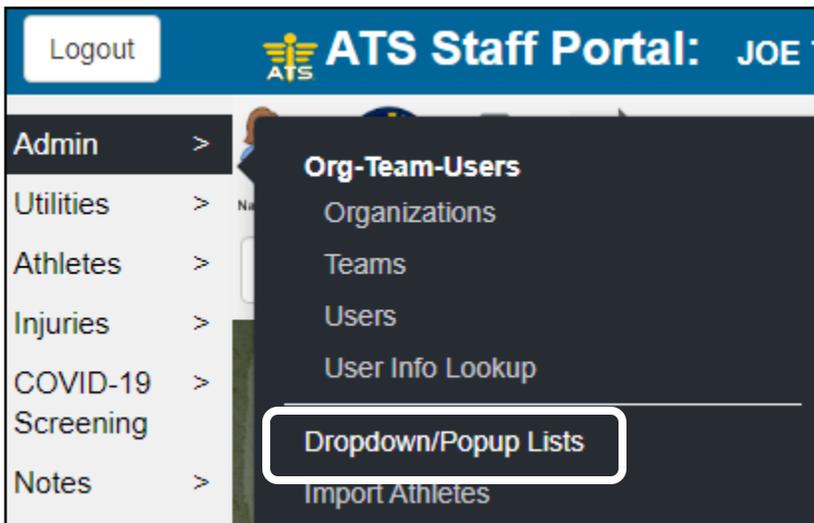

After you select Dropdown/ Popup Lists from the menu, you will be taken to the Popup Maintenance area.

From the Popup Area select the list you would like to edit.

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Popup Area

--Select Popup Area--

--Select Popup Area--
Accounts
ActionItemPriority
Activity Status
ActivityReason
ActivityType
AddList1
AddList2
Allergies
ApptLocation
ApptPurpose
AthleteGender
AthleteYear
Bed_Mobility
BESSFoot
BodyHalf
BodyParts
BuildANote
CardiacResult
CellCarriers
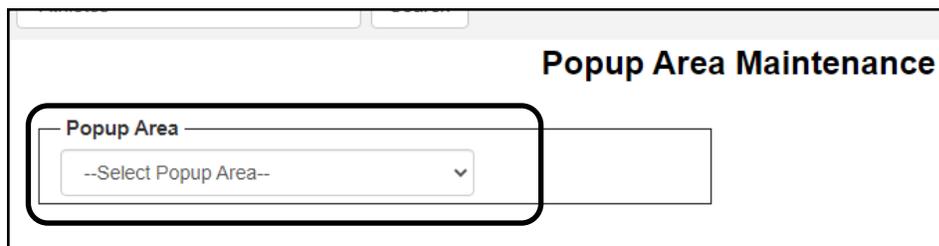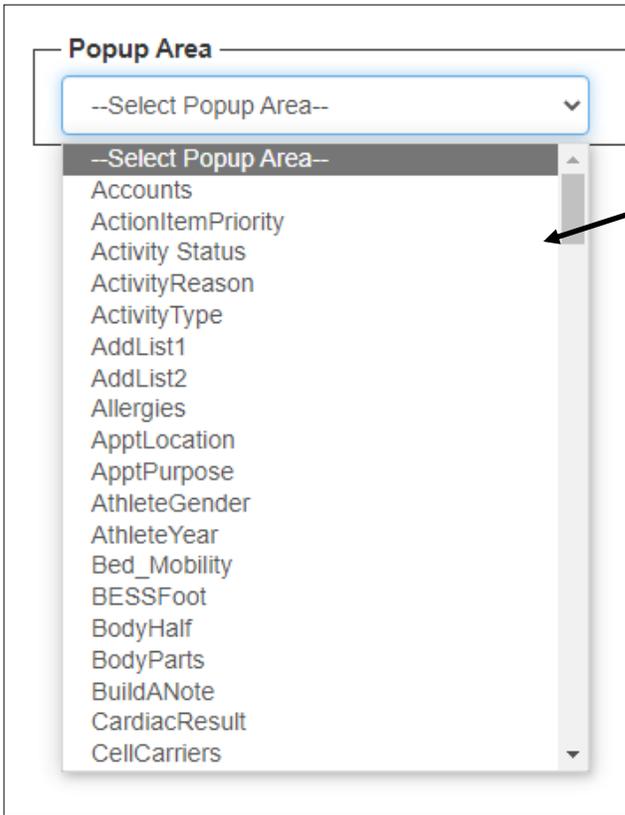
Choose the area you want to edit from the popup area list.

After you make the list selection, you will see the content of the list.

Popup Area

AthleteYear

Add | Edit | Delete | Copy | Refresh | Scroll Down | Scroll Up

Description	Abbrev	Import/Sync	Sort	Active	Last Used	Athlete See
Guest	Guest		0	Yes		No
Screen	Screen		0	No		No
NCAA/HS Year: Upper						
Freshman	Freshman	9	1	Yes		Yes
NCAA/HS Year: FR						
Sophomore	Sophomore	10	2	Yes		Yes
NCAA/HS Year: SO						
Junior	Junior	11	3	Yes		Yes
NCAA/HS Year: JR						
Senior	Senior	12	4	Yes		Yes
NCAA/HS Year: SR						
Transfer	TSF		5	Yes		No

Making Changes to the Dropdown Lists:

After you have gotten to the menu you wish to edit you will see the selections at the top of the screen. Add, Edit, Delete, and Copy.

You will see the screen below appear at the top of the list. To add an entry, give the Description or what you would like to call it, a short abbreviation, sort number controls the order in which the entries appear on the dropdown list, sorting with all 0's or 1's will categorize alphabetically, doing 1,2,3,4 etc. will numerically sort them. Make sure the active box has a check in it to be active, or is unchecked if you wish to disable it. Be sure, that if there are any other fields, as some popup areas have others, you complete any necessary entries.

While you have the ability to delete entries, we suggest not to do that. Unless you are starting a brand new database, we recommend inactivating entries to preserve historical records if the selection was used.