

## How to Use and Edit Drop-Down Lists in Artsystems

### EDITING RELATED FILES

For an efficient and easy way to enter frequently used information, such as *categories*, *types*, *media*, *artists*, etc., *Artsystems* uses drop-down lists. Keeping these lists free of extraneous data avoids typographical errors and inconsistencies, and enhances efficient and accurate data entry.

#### ADDING DATA TO A DROP-DOWN LIST

Many of the fields in *GalleryPro* use drop-down lists to maintain consistency. Activate the drop-down menu by clicking on the down arrow located on the right portion of the field.

1. Highlight the correct choice from the list to select the entry. (Double-click when selecting Categories from the list.)

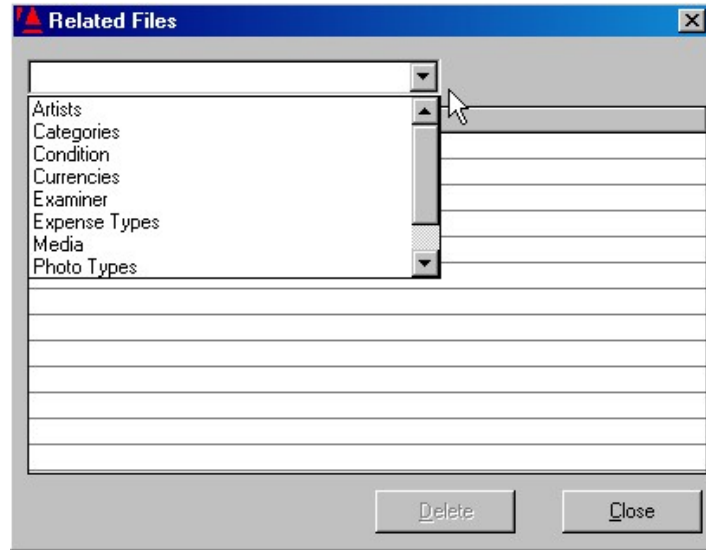
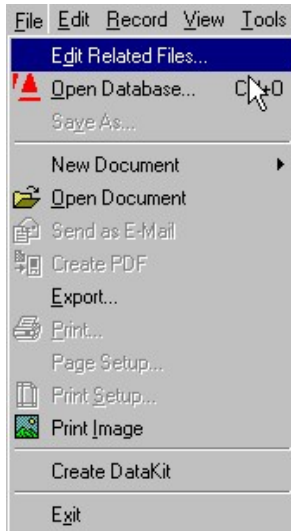


2. If the correct choice is not on the list, simply type the data into the white field. When the cursor is moved from the field, a prompt will indicate that the new entry is not on the list and asks if it should be added. Answer Yes if the new entry will be frequently used in the database, or answer No if it may be a unique entry to the database. If the chosen entry is incorrect, highlight and press *Delete* on the keyboard. The next section describes how to edit and delete information appearing on all drop-down lists.

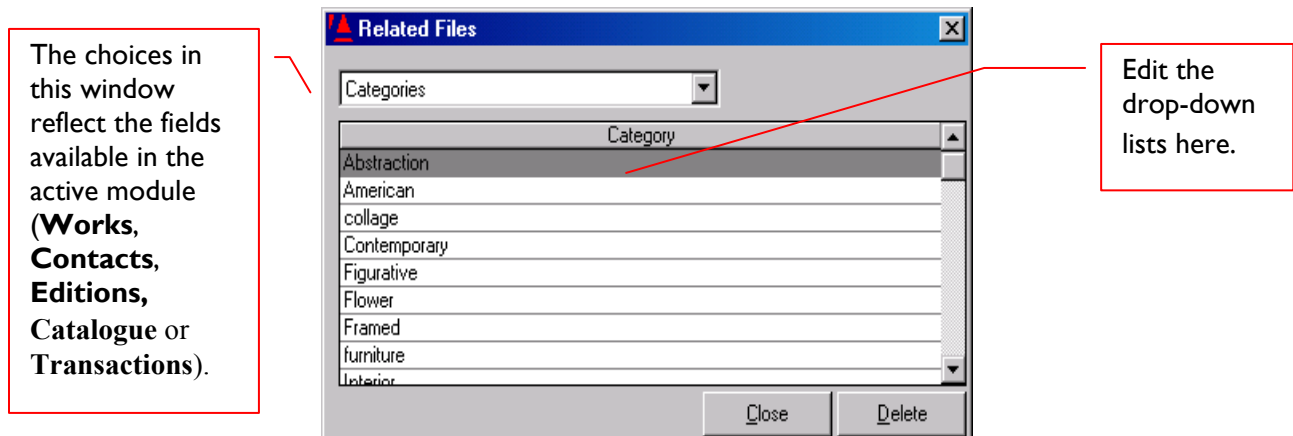
#### EDITING THE DROP-DOWN LIST

The drop-down lists occasionally may need to be cleaned of extraneous or old data that is no longer useful.

1. This can easily be done by selecting *File>Edit Related Files* from any module to access the drop-down lists in that module for editing.
2. Use the drop-down in the Related Files window to select the drop-down list to edit.



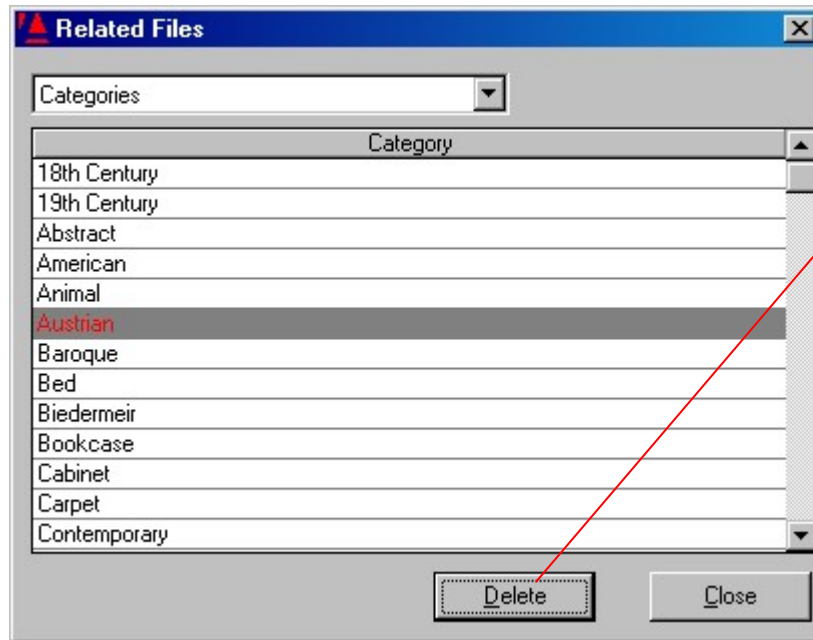
3. Once the drop-down list is selected you will be able to see and edit all entries that have been added to the list. Simply select an entry to edit.



**Note:** Once an entry is edited, when choosing *Close* you will be prompted to update all records that the entry applies to. Choose *Yes* to allow the program to update the records.



4. When deleting an item entry, select the item by clicking on it the press the *Delete* button. The entry marked for deletion will turn red.



To remove items from the drop-down list, highlight a selection and click *Delete*.

5. When you click *Close* you will receive a prompt asking whether you would like to delete the record from the Related Files list that you are working in.

**Note:** Clicking *Yes* will remove the item completely from the drop-down list and the item will also no longer be available for selection in *Advanced Search*. Clicking *Yes* will only remove the item from the dropdown list, if the item was linked to a *Work* record, clicking *Yes* will NOT remove the item from any *Work* record.

**Tip!** – Before deleting an item from the drop-down list, it is a good idea to create a *View set* to make sure the selection is not linked to any *Work* records.



**If further assistance is needed, please contact Artsystems Support.**  
Artsystems Support 212-620-5500 x 2 <mailto:Support@artsystems.com>