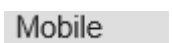
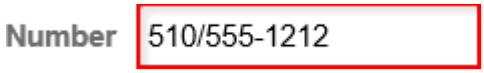
Using Drop-down lists

Step	Action
1.	In this topic, you will review how to use drop down lists to select values. Drop down lists allow you to select from a list of valid values. To use a drop down list, click in the field and then select the value from the list that displays. If you know the first letter or letters of the value you want to use, you can type those in and the system will display a list of all valid values that start with the character you enter in the field. If only one value exists that starts with the characters you typed, the system will populate the field with that value. Some drop down lists contain a large number of values. In those cases you can use the scroll bar to help you locate the value you want. With large lists you can also enter the first letter of a value. The system will populate the field with the first value in the list that begins with the letter you entered. You can use the down arrow key on your key board to scroll down the list until you find the value you want to use.
2.	Here is an example of clicking in a drop down list to select a value.
3.	Click the **Type** list.
4.	Click the **Pager 1** list item.
5.	Click in the **Number** field.
6.	Notice the value you select is now displayed in the **Type** field.
7.	Here's an example of changing the value that has been previously selected.
8.	Click the **Type** list.
9.	Click the **Mobile** list item. 

Step	Action
10.	Click in the **Number** field. 
11.	Notice, the new value you selected now displays in the **Type** field.
12.	Here's an example of a drop down list that uses a scroll bar.
13.	Click the **Relationship** list.
14.	Click the scrollbar.
15.	Click the **Stepson - Court Ordered** list item.
16.	Notice the value you selected now appears in the **Relationship** field.
17.	Here are two examples of using your keyboard to select a value in a drop down field.
18.	Enter the desired information into the **Type** field. Enter a valid value e.g. "**m**".
19.	Click in the **Number** field.
20.	Notice the **Type** field now displays Mobile.
21.	Here is another example of using your keyboard to select a value from a drop down list.
22.	Notice the focus is currently in the **Contact Name** field, Press **[Tab]** to move the focus to the **Relationship** field**.**
23.	Enter the desired information into the **Relationship** field. Enter a valid value e.g. "**d**".
24.	Use the down arrow key on your keyboard to move down the list until you find the value you want to use. In this example, you want to select Grandchild. Press **[Down Arrow]**.

Step	Action
25.	Notice the value in the **Relationship** field has changed. Press **[Down Arrow]**.
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28.	Notice the value in the **Relationship** field has changed. Press **[Down Arrow]**.
29.	Notice the value in the **Relationship** field has changed. Press **[Down Arrow]**.
30.	Notice the value in the **Relationship** field has changed. Press **[Down Arrow]**.
31.	Notice the value in the **Relationship** field has changed. Press **[Down Arrow]**.
32.	Notice the value in the **Relationship** field has changed. Press **[Down Arrow]**.
33.	Notice the value in the **Relationship** field has changed. Press **[Down Arrow]**.
34.	Notice the value in the **Relationship** field is now Grandchild. Press **[Enter]** to select this value.
35.	Notice the **Relationship** field now displays Grandchild, the value you just selected.
36.	**End of Procedure.**