



Contra Costa County

PeopleSoft Training

Using Fluid pages

Drop Down List

Drop down lists in fluid work like drop down lists on Classic PeopleSoft pages. To use a dropdown list, click in the arrow in the list field. The list will display. Then click the option you want to use. The value you select will display in the field. If you type the first letter of one of the values that is included in a drop down list, the system will display that value in the field. Generally, it is better to simply use the drop down list arrow to display the list and to select a value.

Click in one of the values in the list to display it in the field.

A screenshot of the "Phone Number" page in PeopleSoft. The page has a "Cancel" button on the top left and a "Save" button on the top right. The "Type" field is highlighted with a red oval, and a blue arrow points to the drop down arrow. A blue callout box with the text "Drop down list" points to the arrow.A screenshot of the "Phone Number" page in PeopleSoft. The "Type" field is highlighted with a red oval, and a blue arrow points to the list of options: "Home", "Mobile", and "Pager 1". A blue callout box with the text "Drop List Selections" points to the list.