

## siterra Knowledge Base Article

### Forms & Attributes – Adding Custom Dropdown Values Lookup Tables in Siterra

Question:

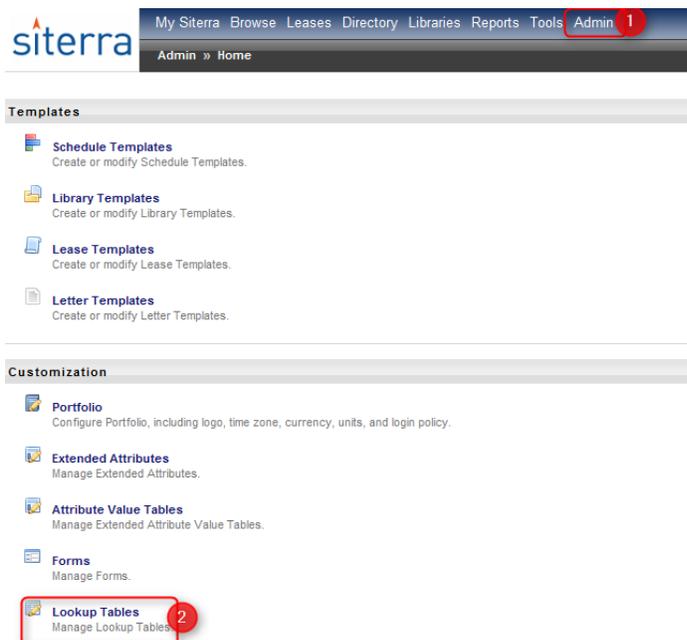
I would like to add an additional option for the Project Status Dropdown. How can I do this?

Answer:

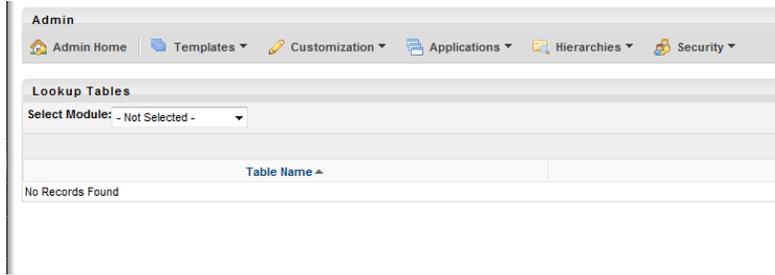
Lookup tables are core attributes in Siterra that contains a preselected list of values in a dropdown menu. The ability to modify these Lookup Table values requires Administration permissions.

In order to add additional options for a dropdown list, whether it is a project status or a lease type, the process is very similar.

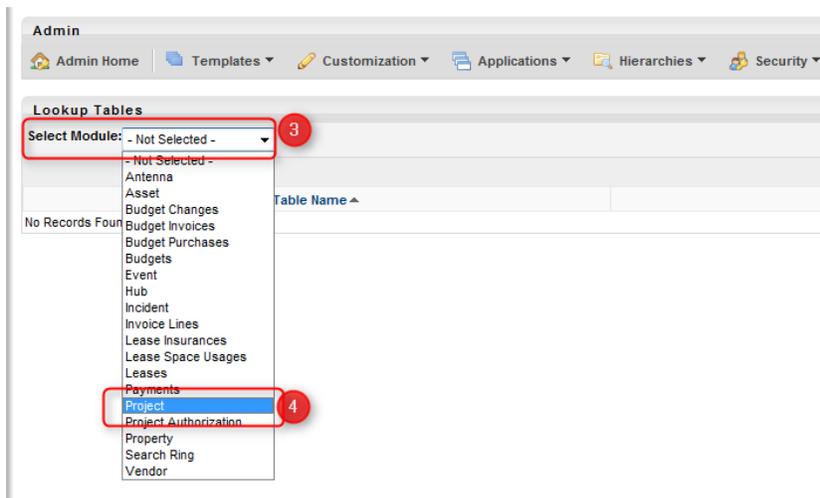
First navigate to the Admin tab (1), and then click on “Look-Up Tables” (2) under the Customization section.



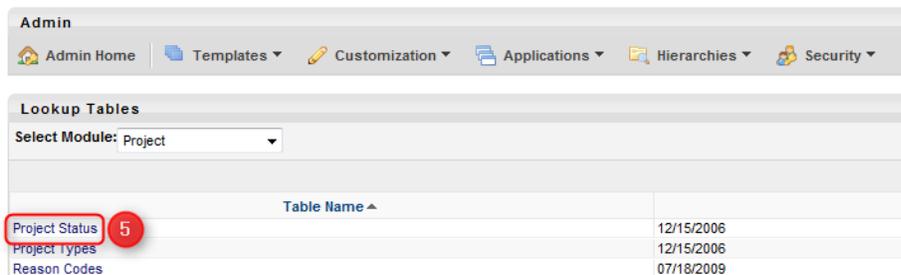
This will bring you to the following screen:



Click the dropdown for “Select Module” (3), and observe the various different object types that have core Lookup values. Since this example demonstrates modifying Project Statuses, “Project” (4) is chosen in the image below.



The next step is to locate the Lookup Table that you want to modify, and select it. In the below image, “Project Status” (5) is selected.



A new window will populate to allow for the modification. To add a new value to the dropdown menu, select “Add” (6). Then, you are able to name the value by inputting the name in the “Value” field (7). It is also available to provide a number in the “Order” field (8) which designates where the value is on the dropdown menu list. The \*”Master Value” (9) section stipulates the behavior tied to the Lookup Table value. The “Color” option (10) changes the color that appears next to the project name on the Site

homepage. Selecting the box for “Hidden” (11) will omit this selection for appearing in the Lookup table on an instantiated object. Once all changes are completed, select “Submit” (12) to save the information, and create the value.

Order	Value	Master Value	Additional Data	Hidden
0	Draft	Draft	●	
0	BW_Custom_Status_1	Active	●	✓
1	Active	Active	●	
2	Closed	Closed	●	
3	Archived	Archived	●	
4	In Progress	Archived	●	
10	Test	Active	●	✓
11	TEST2		●	

*\*Note: some Lookup Tables will not have a “Master Value” section. If this is not available and you would like to create a Lookup Table value with a Master Value association, it may require a script and can be created for you as a paid effort by our Professional Services team.*