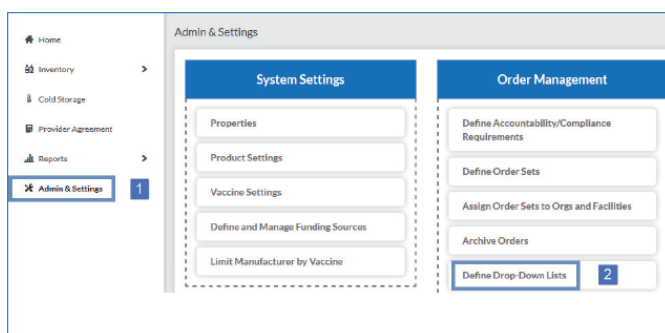


Define Drop-Down Lists

Authorized users can define specific drop-down lists that are used within the application.

1. Log-in to VOMS.
2. Click the **Admin & Settings** link in the navigation menu.
3. Click the **Define Drop-Down Lists** button in the Order Management section of the Admin & Settings page.



4. To narrow the list of defined drop-downs, use the **Search** field.
5. Select a drop-down list to define by clicking on its name. Example drop-down list categories include:

- Facility Contact Type
- Freezer Type
- Lot Inactivation Reason
- Preferred Packaging for Vaccine
- Reason for Rejecting a Shipment
- Reason for Rejecting an Order
- Refrigerator Type
- Temperature Measuring Device
- Vaccine Management Exception
- Vaccine Return Reason
- VOMS Priority Reasons
- VTrckS/McKesson to SIIS Mapping for Manufacturer Codes

6. Edit a drop-down value's description by **clicking** the Edit icon (✎) for that value in the row. Change the description and click **Save**.
7. To add another value to the drop-down list, click the **Add Row** button (located under the last value in the selected list). Enter a unique value name and a description, then click **Save**.
8. To **delete** a value in a drop-down list, **click** the Delete icon (✖) located on the far-right side of the value's row. Note that only user-added values can be deleted.
9. To **enable** a drop-down list value to display in the **drop-down** list when it appears to users, click the Display option. Values with the Display option disabled do not appear in the application's drop-down lists.

