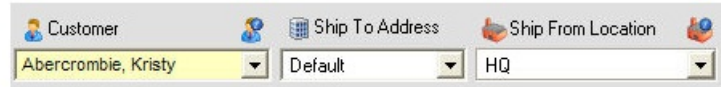


Using Drop-down lists

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On most entry forms and editors you use a drop-down list is used to make selection. For example, on a sales order you select a customer, ship to address and ship from location with a drop-down list.



The image shows a horizontal form with three drop-down menus. The first menu is labeled 'Customer' and has a person icon; it shows 'Abercrombie, Kristy'. The second menu is labeled 'Ship To Address' and has a location pin icon; it shows 'Default'. The third menu is labeled 'Ship From Location' and has a location pin icon; it shows 'HQ'. Each menu has a small downward arrow on its right side.

You can click the arrow and 'drop-down' the list then scroll through it until you find your selection and click it.

You can also start to type, for example, the name of the customer, the drop-down list will start to auto-filter then click the TAB key to select it.

On the top of most drop-downs you will see which allows you to add a new record on the fly.

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