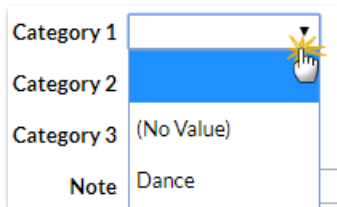


Customize Drop-down Lists - An Overview

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Jackrabbit makes it easy to customize your drop-down lists (also called drop-down fields). When you click the down arrow on a drop-down list you will see values (items) to select from.



Create/Add a Drop-Down List Value

When your account was created, there were standard drop-down lists added. In many cases, you have the option to use these or create your own.

1. Go to the **Gear** (icon) > **Settings** > **General** > **Drop-down Lists** (left menu).
2. Select one of the categories from the list to modify (see descriptions below).
3. Click **Add Row** and enter the information.
4. Click **Save Changes**.

You have the option to hide many of the drop-down lists from both customers and users, this is always preferable to deleting. When you delete a drop-down list it can affect your ability to report or search by that value. If you would like to change an existing value, Customer Support has the ability to mass change some drop-down list values for you.

Why would you need to change drop-down list values? Here are some possible scenarios:

- You are no longer offering a program that you had when you set up Jackrabbit. No need to delete **Category 1** - you can simply hide the value from your users and customers to prevent future use.
- It is time to [transition your classes to a new session](#) and your 'old' classes have ended. The old class session value found in your drop-down lists can be hidden from users and customers to prevent use hereafter. **Note:** *hiding the session value in your drop-down list does not hide the session of classes.*

Hide a Drop-Down Value

To hide a drop-down value go to the **Gear** (icon) > **Settings** > **General** > **Drop-down Lists** (left menu) and select one of the values with the Hide option. Check **Hide from users** and **Hide from customers** next to any of the drop-downs you don't want to be displayed any longer. **Save Changes**. The hidden values will no longer appear in the drop-down choices for Jackrabbit users or parents when using the Online Registration Form or the Parent Portal. Uncheck a value and save changes to make it visible again.

**Expand/Collapse
All**

- ▼ Class Management, Enrollment & Revenue Reporting
- ▼ Class
- ▼ Family
- ▼ Other
- ▼ Staff
- ▼ Student
- ▼ Transaction
- ▼ Frequently Asked Questions



Use extreme caution when deleting a drop-down list item as it can affect your historical reporting.
