

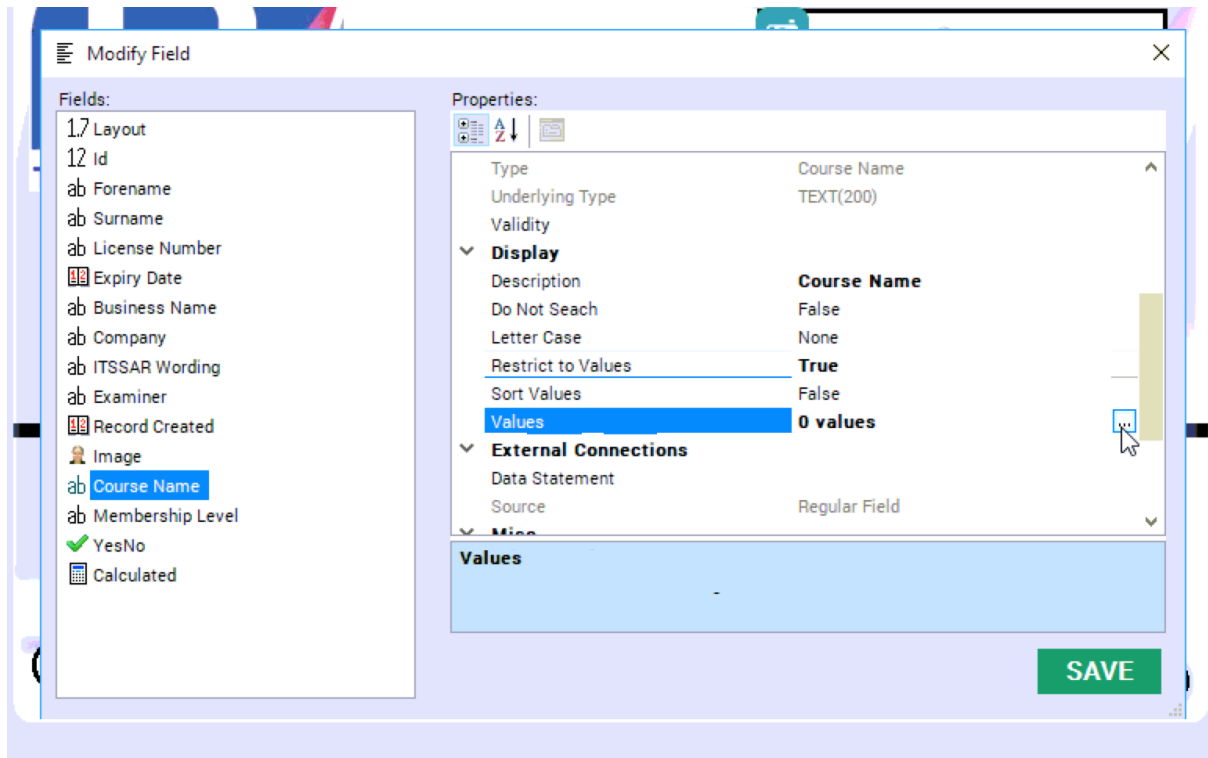
**Reward-it**

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## **EasyBadge: Adding dropdown menu to a field**

**Reward-It Ltd**

A pick-list or drop-down menu can easily be added to Easybadge to prevent mis-typing or in order to set up conditional templates;



Click the 3 lines 'Menu Hamburger' button at the top left of the main screen.

Click **Modify database**.

Click **Modify field**.

Select the field that the pick-list is needed for.

Click **Display** and set restrict to values to **TRUE**.

Click **VALUES** and then click on the three dots to the right and enter the information needed to be displayed on the dropdown menu.

Click **Save**.

Close and reload the program to see the changes.