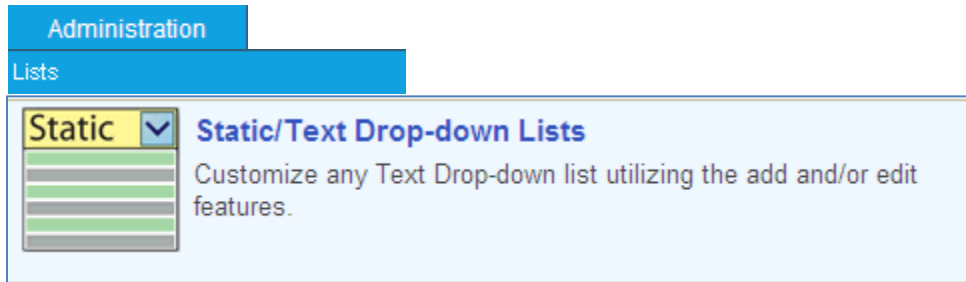


## Using the Static/Text Drop-down Lists in HealthOffice Anywhere



The Static/Text Drop-down Lists display together to make it easy for you to customize the data within the database for your needs.

**Static** Drop-down Lists are used in the day-to-day operation of the HealthOffice Anywhere program to make data entry simple, consistent, and easy.

Each List Item inactivated in the Static Drop-down List option will not display on the related screen. By eliminating choices found in a Static Drop-down List, data entry in the screen may be faster for the User.

**Text** Drop-down List fields in HealthOffice Anywhere allow the User to enter data just as they would in a standard text field. However, once a value has been saved as part of the program, it is added to the master Items List for that particular field.

The next time that Text Drop-down field is opened; the saved Item displays as a selection in that field's drop-down Items List.

### Accessing the Static/Text Drop-down Lists

1. Select the **Administration** drop-down Menu at the top of the HealthOffice Anywhere screen.
2. Select **Lists**.
3. Select the **Static/Text Drop-down Lists** icon.

The **Static/Text Drop-down Lists** Grid is displayed with all Categories and the number of Items within each Category.

The screenshot shows the HealthOffice Anywhere interface. At the top, there is a navigation bar with 'Items Logged | My Calendar | Help' and 'Sign Out marg'. Below that, the 'Administration | Lists | Static/Text Drop-down Lists' menu is visible. A search box labeled 'Student Search' is also present. The main content area shows a grid of categories and items. The grid has columns for 'Name', 'Items', 'Description', and 'Type'. The 'Category' dropdown is set to 'All' and the 'Status' dropdown is set to 'Active'. There are also icons for PDF and CSV export options.


Name	Items	Description	Type
Contacts	1		
Demographics	15		
Exam	15		
Exam (General Notes/ Personal Notes/ Progress Notes)	1		
Exam (Hearing)	2		
Exam (Prenatal Visit/ Postpartum Visit)	15		
Exam (Prescriptions/ Medical Procedure/Standing Order)	16		
Exam (Therapy)	13		
Exam (Antes)	1		
Exam (Blood)	1		
Exam (Dental)	4		
Exam (Immunization Admin Other/ Tuberculosis Exam)	4		
Exam (Office Visit)	12		

## Searching for Static/Text Drop-down Lists

- Select the desired **Category** from the Category drop-down list at the top of the **Static/Text Drop-down Lists** screen and select the **Status** desired.  
The desired **Category** is displayed in the Grid.

Name	Items	Description	Type
Demographics	15		


## Accessing the Lists in the Category

- Select the  next to the Category **Name** to access all Lists within the desired Category.  
All Lists are displayed along with the number of Items in each list.

Name	Items	Description	Type
Demographics	15		
Assistive Devices	54	Assistive Devices	T
Assistive Devices	43		T
Citizenship Status	5	Describes the status of citizenship(s)	S
Country Names	243	Country Names used in addresses	S
Dwelling Arrangement	17	Describes the current living arrangement/status	S
Email Type	2	Describes the type of email address being entered for the person or student.	S
English Proficiency	6	Describes the level of proficiency English is spoken	S
Ethnicity	30	Identifies the ethnicity of a person or student	S
Gender	3	Gender	S
Job Classification	40	Describes the position or type of job the person performs.	T
Language Codes	486	List Languages	S

S=Static Drop-down Lists      T=Text Drop-down Lists

## Accessing the Items in the List


- Select the  next to the List **Name** to display all of the items within the list.  
All Items within the List are displayed along with the "Type" of List that the Item is, as well as a column that allows you to edit.

Name	Items	Description	Type
Contacts	1		
Demographics	15		
Assistive Devices	43		T
Assistive Devices	54	Assistive Devices	T
Ankle Orthoses			T
Ankle-Foot Orthoses (AFOs)			T
Brace			T
Braille			T
Clean Internal Catheter			T
Cochlear Device			T
Colostomy			T
Computer			T

S=Static Drop-down Lists      T=Text Drop-down Lists

Notice the Legend to signify which Type of Item is Static or Text.


## Editing the Lists

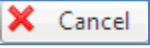
As you move through the Static/Text List, you will notice that they have a different look. You can select the  (Edit) icon to display the Edit section.





The **Static** Lists **do not** allow you to change the **Name**.

You can only check the “**Active**” check box to activate the item within the list or turn it off by un-checking the box.

You can change the order of the item within the list by entering a number in “**Sort Order**” field.

Select the  button to save your edits.


Select the  button to cancel any edits that may have been entered.

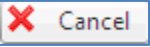
Citizenship Status	5	Describes the status of citizenship(s)	S	
 Dual National			S	
Name: Dual National	<input checked="" type="checkbox"/> Active	Sort Order: 20	 	






The **Text** Lists **do** allow you to change the **Name**.

You can check the “**Active**” check box to activate the item within the list or turn it off by un-checking the box.



You can change the order of the item within the list by entering a number in “**Sort Order**” field.

Select the  button to save your edits.

Select the  button to cancel any edits that may have been entered.

Assistive Devices	43		T	 
Orthodontics-Retainer(s)			T	
Name: Orthodontics-Retainer(s)	<input checked="" type="checkbox"/> Active	Sort Order: 0	 	

## Printing the Lists

- Select either the  (PDF) or  (CSV) icon in the upper right corner of the Grid to print the displayed List.  
The List is displayed in the selected format, ready to be printed.