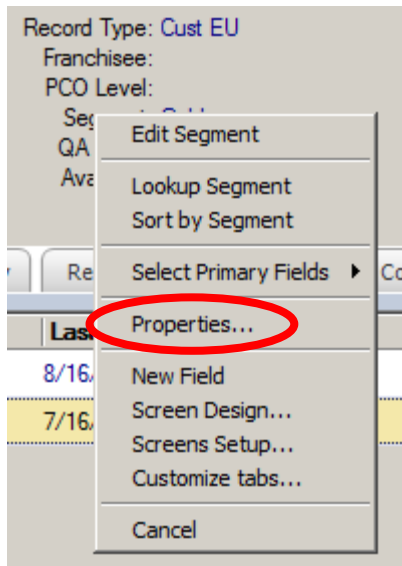


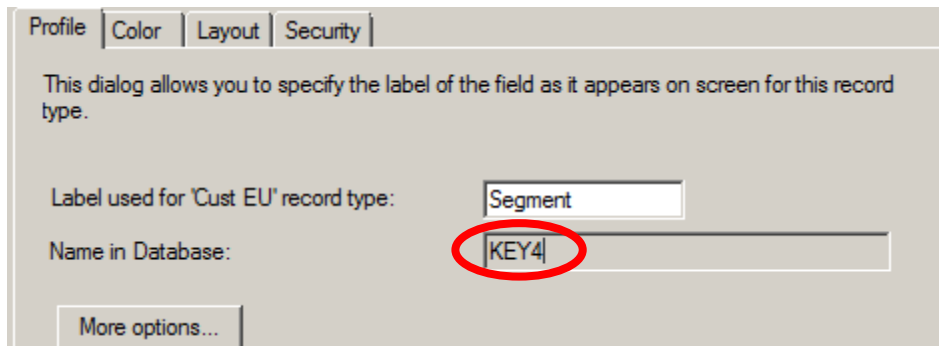
## **How to: Field Dependant Dropdowns**

A very useful feature for saving time and increasing organization and data integrity in GoldMine is field dependant dropdowns. The ability to determine what options are displayed for each field based on the contents of another field can streamline your appointment booking process, or ensure that fields are populated with the proper and relevant data. In this edition of tech-tips we will cover how to set them up.

**Step 1:** Right click on the field your **drop down will depend on**, select *properties*

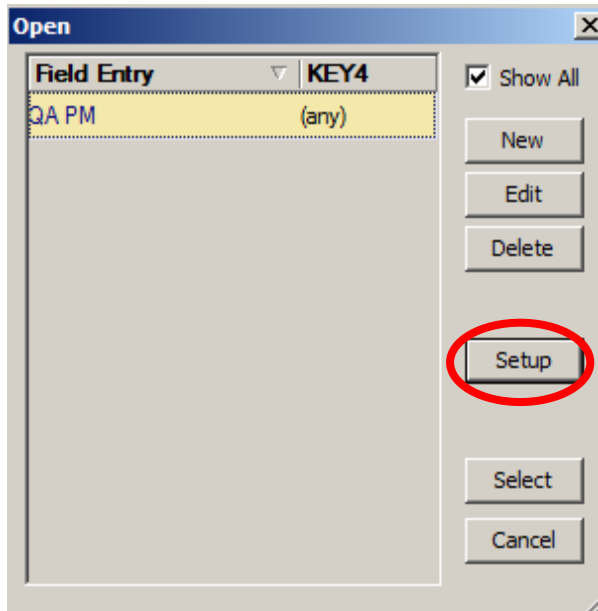


**Step 2:** Take note of the 'Name in Database' this will be required in the **Step 5**

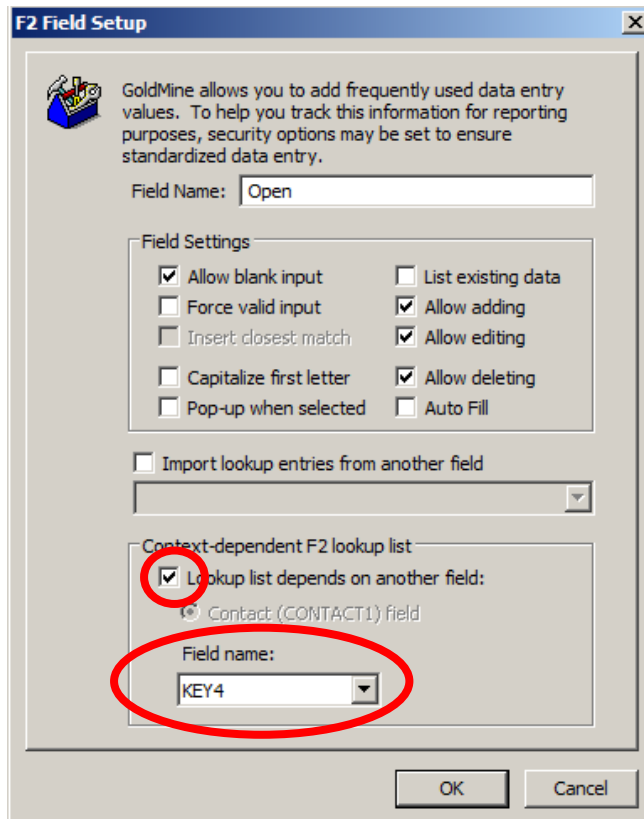


**Step 3:** Select the field for which you would like to add field dependant dropdowns. Click the arrow at the end of the field

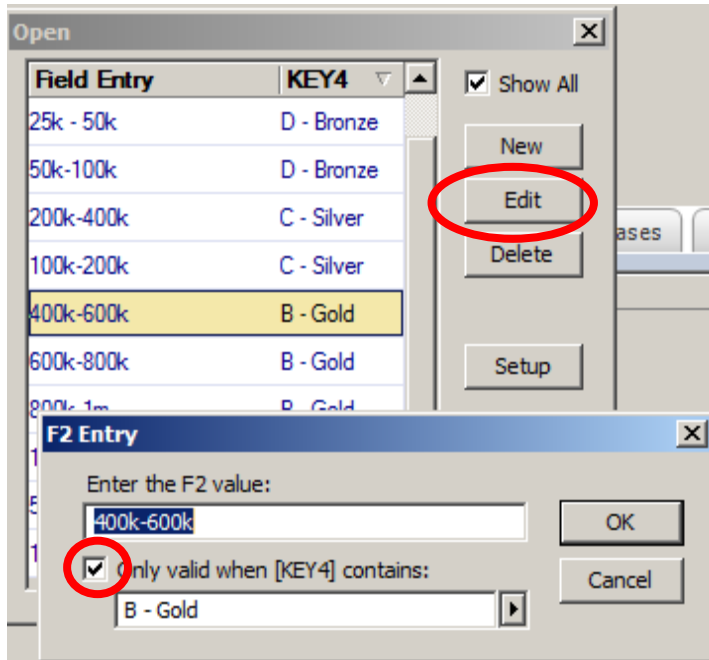


**Step 4:** Click *Setup*

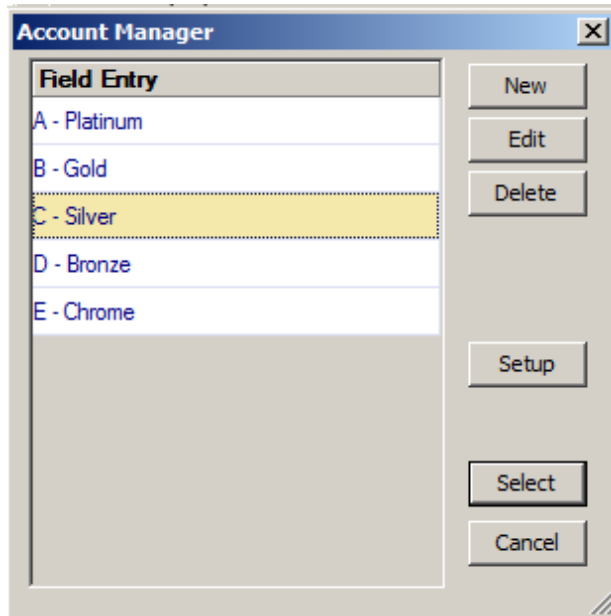
**Step 5:** Select the bottom checkbox labelled *Lookup List Depends on Another Field*. This is where you need your field name from **Step 2**. Select it from the dropdown menu



**Step 6:** From the existing dropdown, select an entry (or create a new one), click *edit* -> click the check box labeled 'only valid when [YOURKEY] contains':



**Step 7:** Click the arrow at the end of the field, and select the value you want this entry to display for, you will need to create these entries first



**Step 8:** Repeat **Step 6** for each entry you want displayed dependant on the contents of the field you selected

In our example, we made assets dependant on segment, resulting in only certain asset classes being displayed for each segment. See below, *Platinum* segments only have assets over 1m while records with the *Gold* segment have assets between 400k & 1m

The screenshot shows a dialog box titled "Open" with a close button (X) in the top right corner. It features a table with two columns: "Field Entry" and "KEY4". The "KEY4" column has a dropdown arrow. To the right of the table is a "Show All" checkbox, which is currently unchecked. Below the table are several buttons: "New", "Edit", "Delete", "Setup", "Select", and "Cancel". The table contains three rows, all of which are "A - Platinum". The third row, "10m+", is highlighted in yellow.

Field Entry	KEY4
1m-5m	A - Platinum
5m-10m	A - Platinum
10m+	A - Platinum

The screenshot shows a dialog box titled "Open" with a close button (X) in the top right corner. It features a table with two columns: "Field Entry" and "KEY4". The "KEY4" column has a dropdown arrow. To the right of the table is a "Show All" checkbox, which is currently unchecked. Below the table are several buttons: "New", "Edit", "Delete", "Setup", "Select", and "Cancel". The table contains three rows, all of which are "B - Gold". The first row, "400k-600k", is highlighted in yellow.

Field Entry	KEY4
400k-600k	B - Gold
600k-800k	B - Gold
800k-1m	B - Gold