Edit Items from List
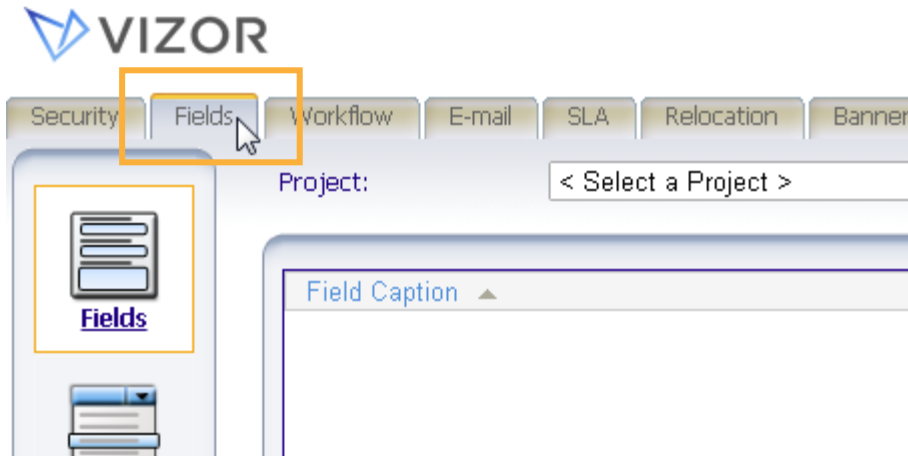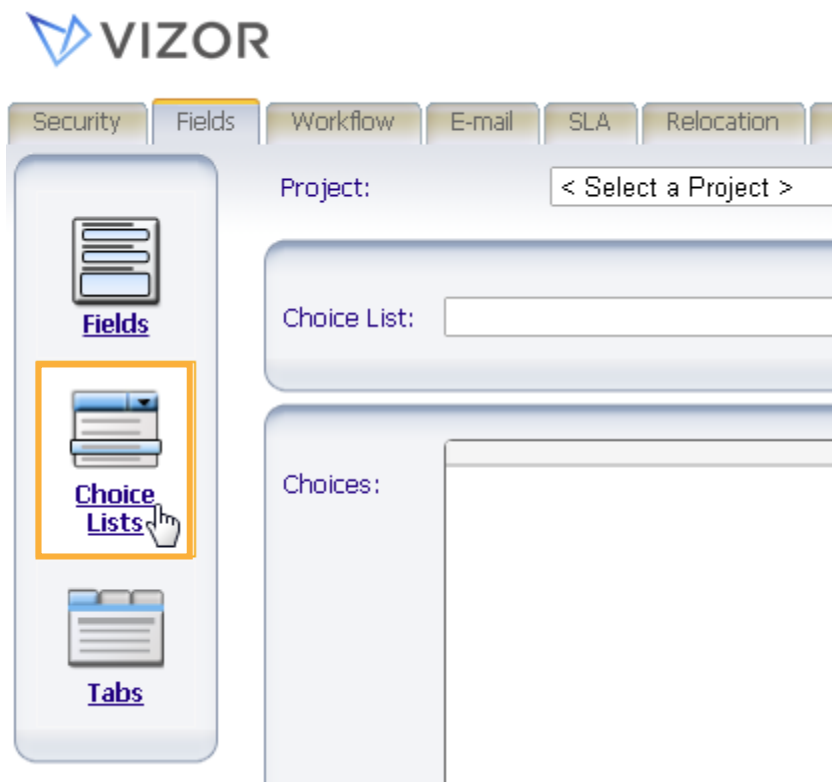
1. It is required to have VIZOR administration privileges to manage users. To login, go to
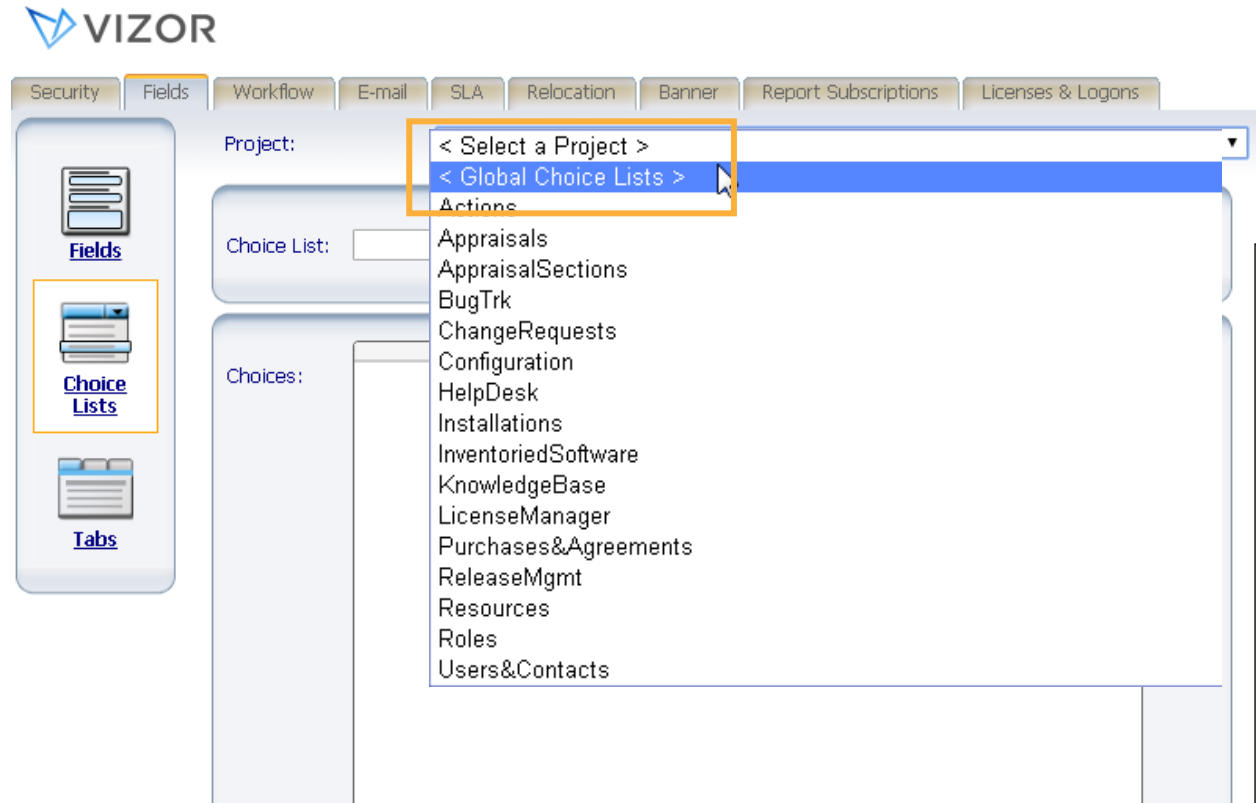   https://YOURSERVER/connectadmin/

2. Select the Fields tab

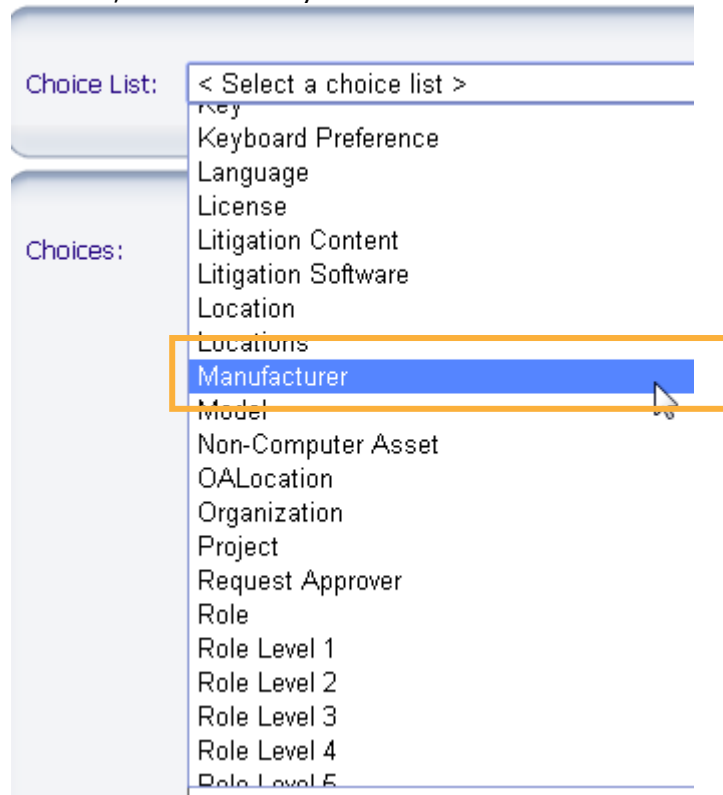3.Click on Choice Lists

4. Change <Select a Project>to <Select a Choice List>

5. Then, click the list you want to edit

6. Use the buttons on the right side to edit the list. Either Add, Update or remove.

7. Once done editing the choice list click Update Now on the right side of the window

Use the Choices tab to edit the choice lists in Web views. You can add new choices, remove choices, edit choice text, and reorder choice lists that use a non-alphabetical sort order.

Click the **Update Now** button below to update the choices in all Web views where this choice list is used. Otherwise, the choices will only be available in the Web views the next time they are generated, unless the **Automatically Update List** attribute is set to **Yes** for the choice list (in the Web View Editor). This will dynamically update the list each time a user logs on to a Web view.
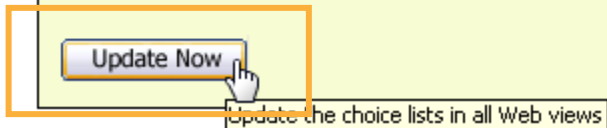
Note: Automatically updating a large number of choice lists may affect performance. You should automatically update only the choice lists that you plan to frequently change.

If you make a change to a choice list that has visual cues in the summary list, you will need to regenerate all Web views where the choice list is used.

Update Now

Update the choice lists in all Web views

Done!