

Understanding Smart Dropdowns

Smart Dropdowns allow your members to add values to fields they need (in our example below, we have 'Favorite Pizza Topping'. The step by step below is going through the process of how someone may update their profile information.

7 Steps [View most recent version](#) 

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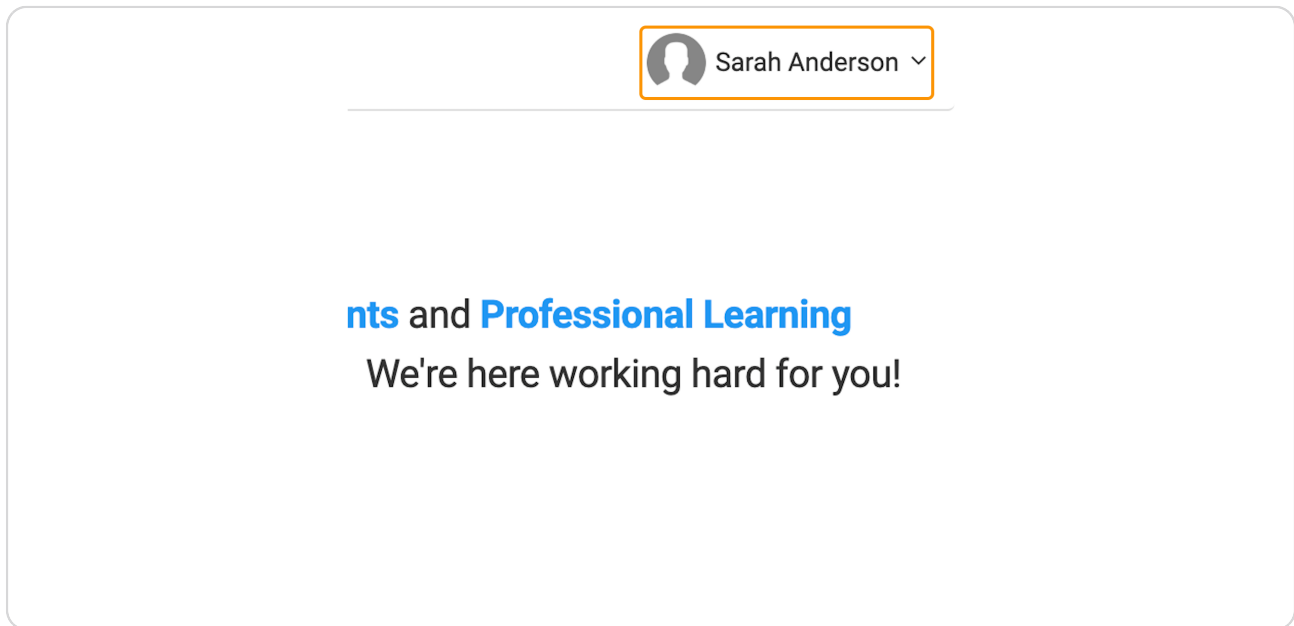
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October 31, 2023

STEP 1

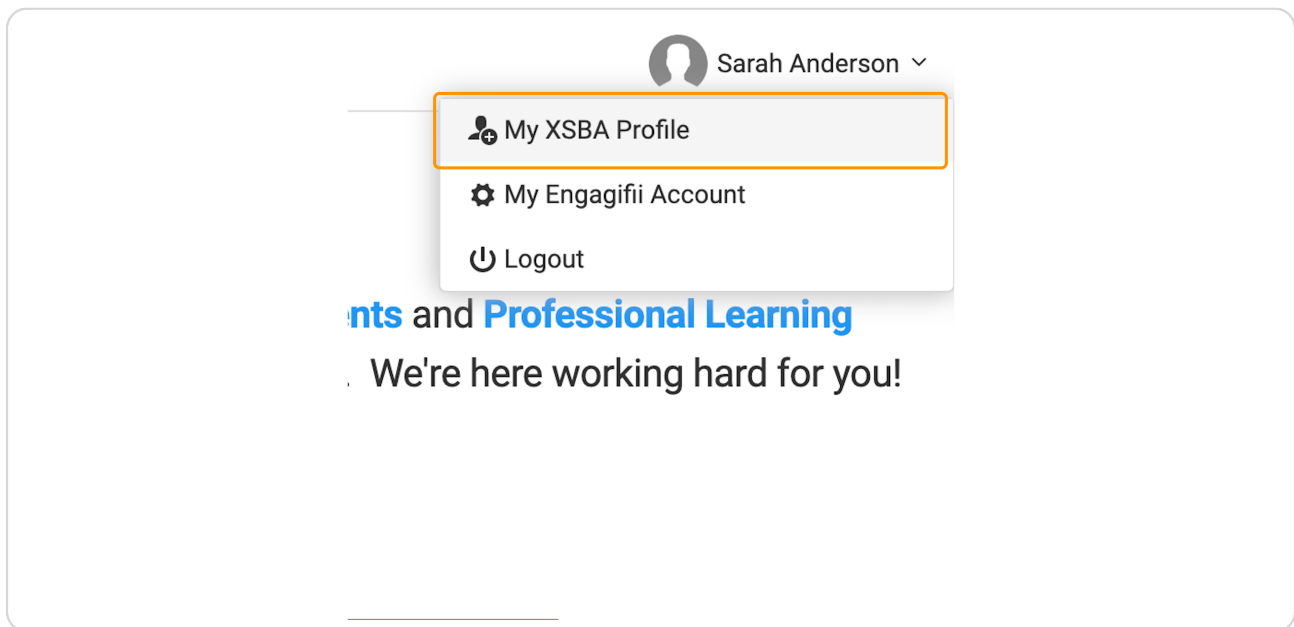
In this example, I'll go into my profile and update/add a field

I've clicked on my name to bring up the drop down for the available actions



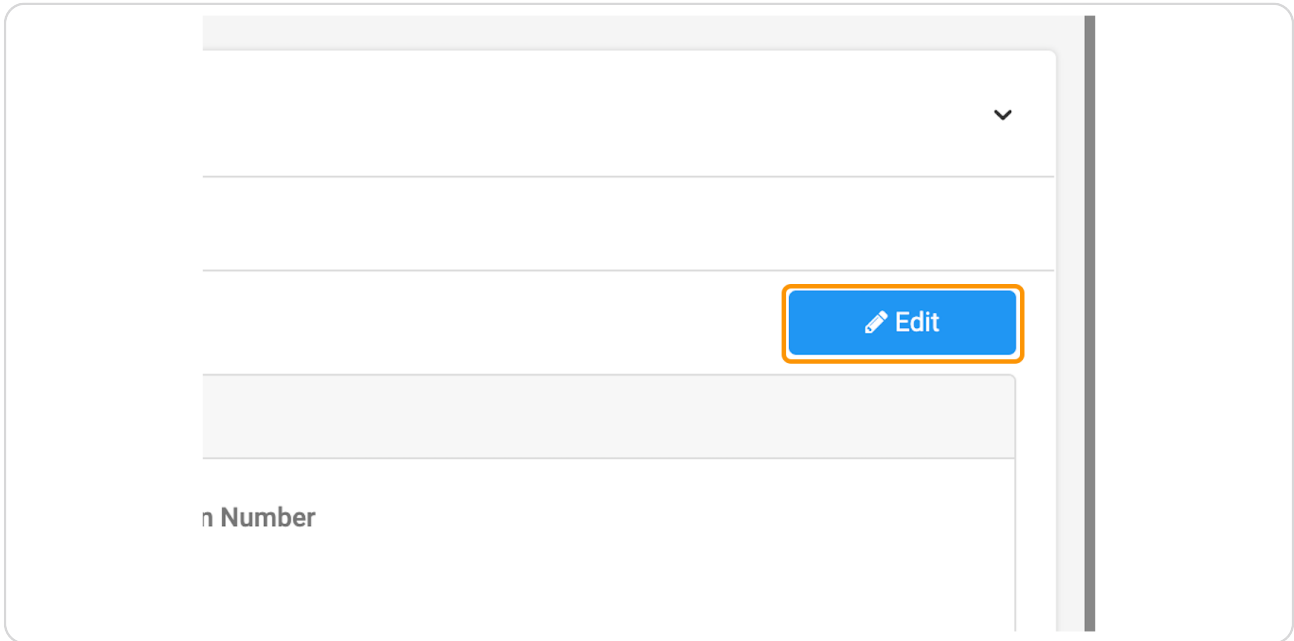
STEP 2

Click on 'My XSBA Profile' - In place of 'XSBA' it will show your workspace name



STEP 3

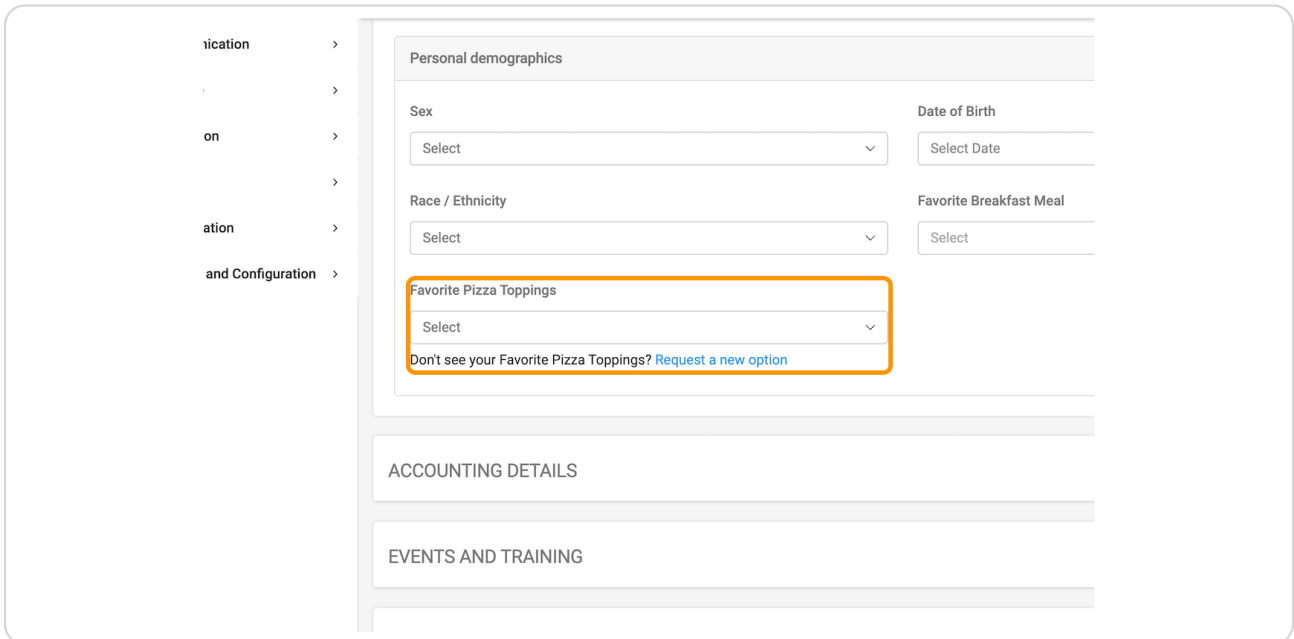
Click on Edit



STEP 4

Find the field that needs to be updated

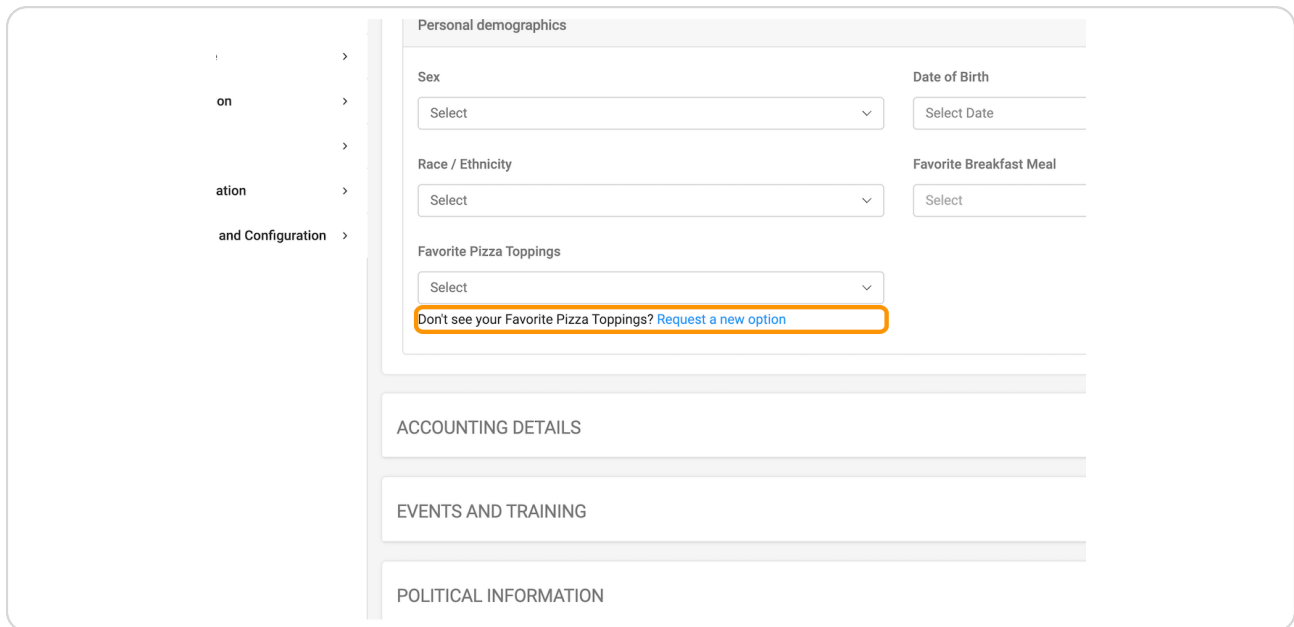
In our example, we have Favorite Pizza Toppings



STEP 5

Request a new option

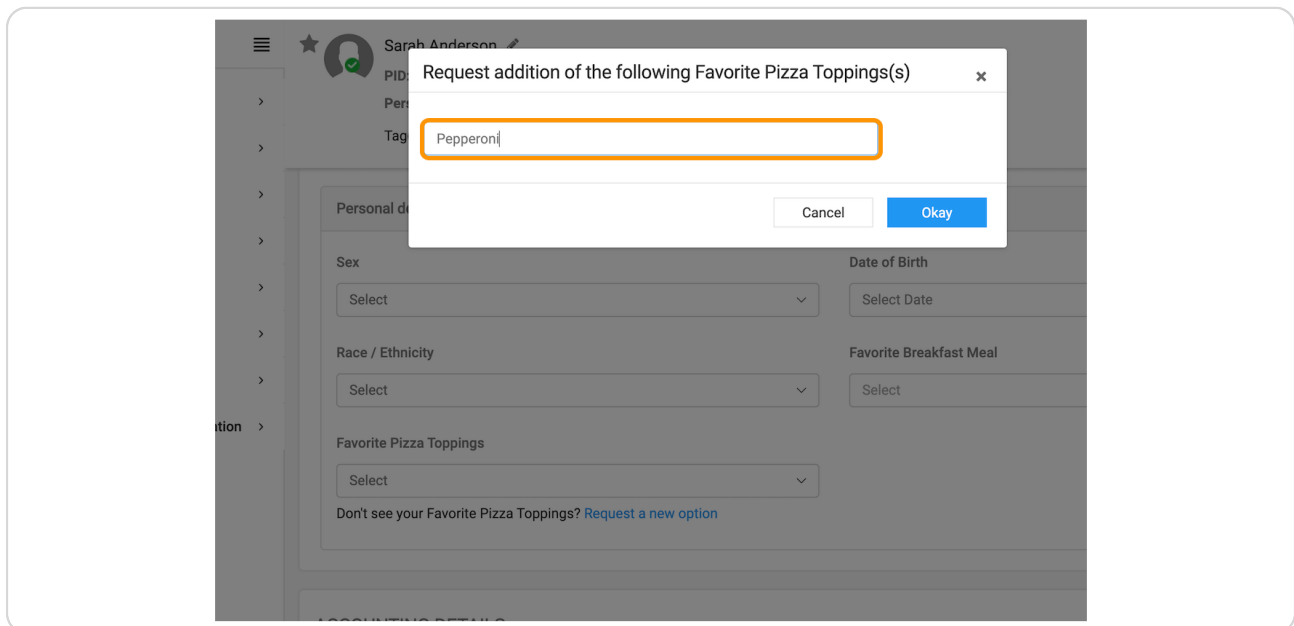
Below the drop down box, there's a link that will allow the member to add in a new field to the drop down



The screenshot shows a user profile page with a sidebar on the left containing navigation items: 'on', 'ation', and 'and Configuration'. The main content area is titled 'Personal demographics' and contains several dropdown menus: 'Sex', 'Race / Ethnicity', and 'Favorite Pizza Toppings'. The 'Favorite Pizza Toppings' dropdown is currently set to 'Select'. Below this dropdown, a link that reads 'Don't see your Favorite Pizza Toppings? Request a new option' is highlighted with an orange border. Below the 'Personal demographics' section, there are three more sections: 'ACCOUNTING DETAILS', 'EVENTS AND TRAINING', and 'POLITICAL INFORMATION'.

STEP 6

Type in the new option you'd like to see available



The screenshot shows a modal dialog box titled 'Request addition of the following Favorite Pizza Toppings(s)'. The dialog has a close button (X) in the top right corner. Inside the dialog, there is a text input field containing the word 'Pepperoni'. Below the input field are two buttons: 'Cancel' and 'Okay'. The background of the page is dimmed, showing the same 'Personal demographics' section as in the previous screenshot, with the 'Favorite Pizza Toppings' dropdown menu visible.

STEP 7

Click on Okay

