



# How To:

## **Add Notes/Descriptions to dropdowns on the App**

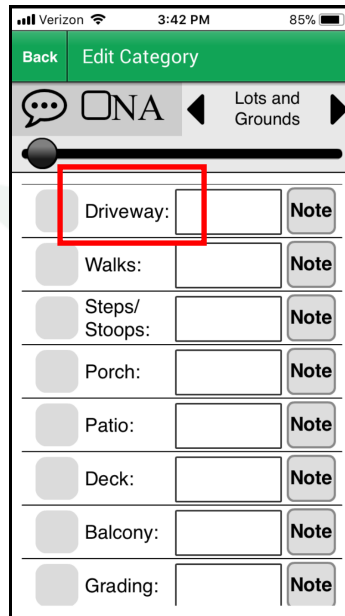
**This step by step How To article explains how to add notes/descriptions to dropdowns on the Palm-Tech App**

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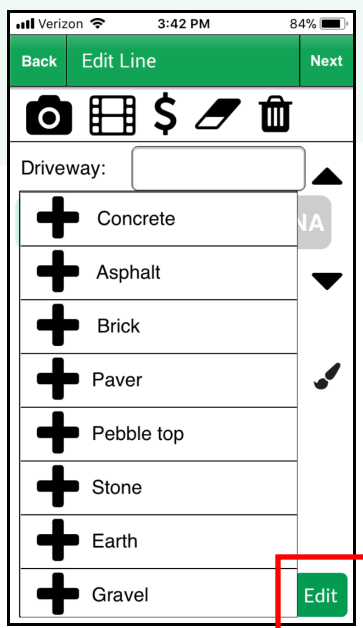
## How To: Add Notes/Descriptions to Dropdowns on the App

You can add items permanently to your dropdowns when using the Palm-Tech app. Below are the steps for doing this.

1. To add to your dropdowns you first need to be at the 'Edit Line' screen of the line you want to add dropdowns to. We'll use the Driveway line for this example so we'll tap on Driveway.

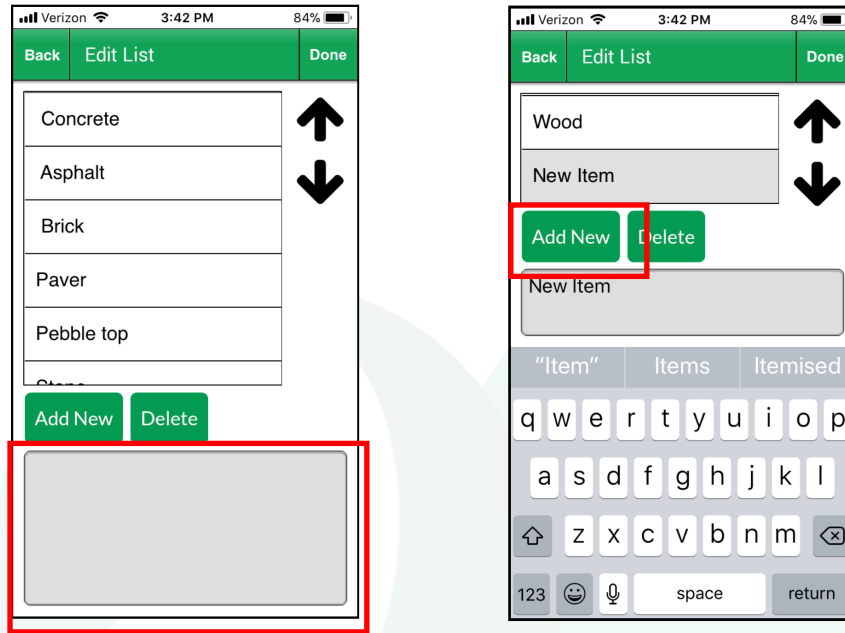


2. You can add items to both the Description and Note dropdown lists. Simply tap on the dropdown arrow for the one you want to add items to and tap on 'Edit List' in the lower right corner. For this example we'll add a new item to the description dropdown list.

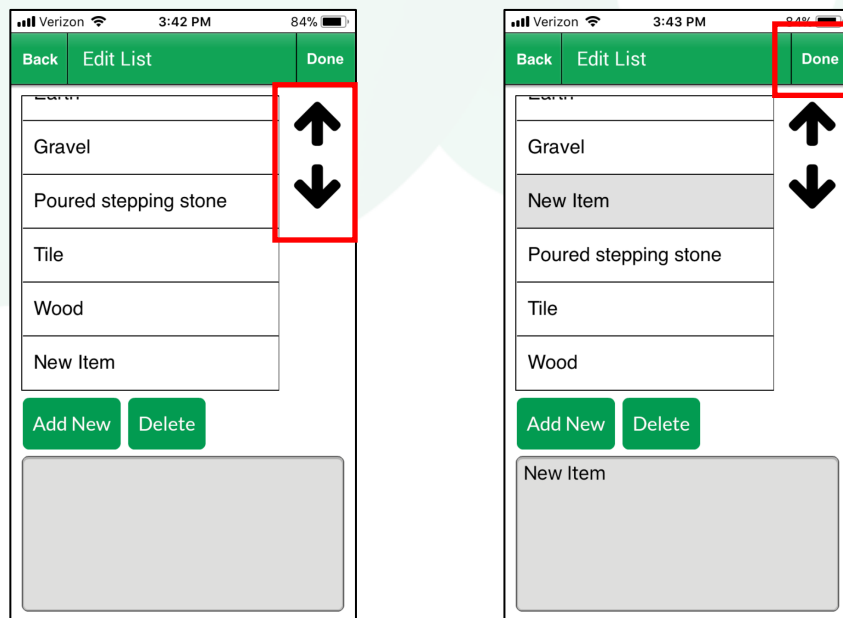


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- This will bring up the 'Edit List' screen. Tap in the entry box at the bottom to pull up your keyboard. Type the new item you would like to add to your list. Tap 'Add New' when finished.



- The item will now be added to your list. You can use the up and down arrows on the right of the screen to change the order of items in the list. Let's move our 'New Item' up. Tap 'Done' when finished making changes.



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5. Our new dropdown 'New Item' has now been added to our list.

