

## FAQ 0289: Contact Manager Module>Make Multi-Select Field Single-Select

Q. Can I make a multi-select value list field, such as Company Type, single-select?

A. Yes. Certain multi-select fields can be made single-select by going to the Administration Module>Value Lists Tab>Preferences Area and selecting the Multi-Select radio button, then clicking the “Save” button above.

The available fields in the Opportunities module are: Offices, Programs, Service Types, Primary Category and Secondary Category. In the Companies module, the Company Type field can be made single-select.

The screenshot shows the 'Value Lists Overview' page with a navigation bar at the top containing 'Field Customization', 'Forms', 'Calendar', 'Stats', 'Value Lists', 'Custom Fields', 'Components', 'Firm Setup', 'Image Manager Setup', and 'Data Import'. Below the navigation bar is the 'ValueList Overview' section, which includes a 'Preferences' tab. The 'Preferences' section contains a 'save' button circled in yellow. Below the 'save' button is a table with two columns: 'Single-Select' and 'Multi-Select'. The table lists several fields under 'Opportunities' and 'Contacts' with radio buttons indicating their current selection state.

	Single-Select	Multi-Select
<b>Opportunities</b>		
Opportunities - Offices	<input type="radio"/>	<input checked="" type="radio"/>
Opportunities - Programs	<input type="radio"/>	<input checked="" type="radio"/>
Opportunities - Service Types	<input type="radio"/>	<input checked="" type="radio"/>
Opportunities - Primary Category	<input type="radio"/>	<input checked="" type="radio"/>
Opportunities - Secondary Category	<input type="radio"/>	<input checked="" type="radio"/>
<b>Contacts</b>		
Contacts - Company Type	<input type="radio"/>	<input checked="" type="radio"/>

**Administration Module>Value Lists Tab>Preferences Area>Multi-Select Option**