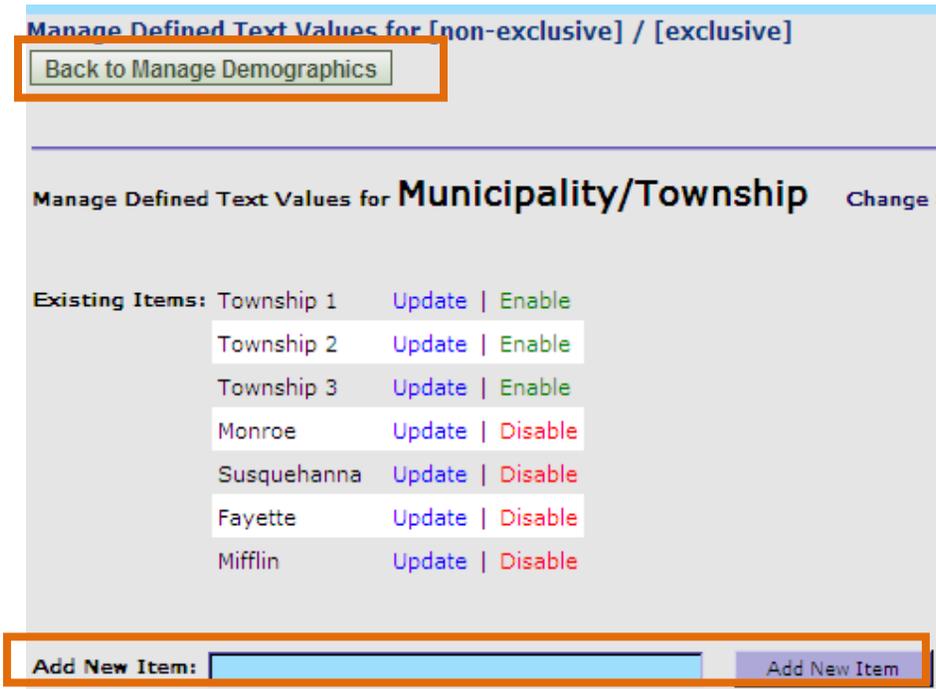
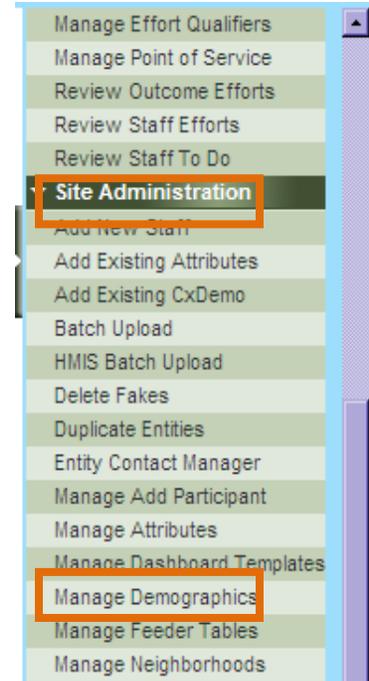


## How do I customize Drop Down Menus that appear on the Add Participant screen?

You can personalize **Staff and Volunteer** drop down choices and **Municipality/Township** drop down choices. From the Home Page, go to the navigational bar on the right hand side of the screen. Select the **Site Administration** section, and then click on the **Manage Demographics** link (below Figure).

Select the **EDIT** function that appears in the very last column of the demographic you would like to edit – Staff; Volunteer; or Municipality/Township. You will then be taken to a screen where you can “Add New Item” to appear in the drop down selection (below Figure). Remember to **DISABLE** the selections that already appear so they are no longer part of your drop down choices. Once you have completed adding your new items, select “Back to Manage Demographics” on the top left corner of your screen.



If your agency is not interested in tracking the Municipality/Township that the crime occurred, you can simply disable this field so it does not appear on your “Add Participant” screen. (Please note that only fields **not** being mapped to a funder report can be disabled.) To disable the

Municipality/Township field go to the Manage Demographics link. Scroll down the page until you see the demographic Municipality/Township. Check the box in the “Disabled” column. Then select “submit” at the bottom of the screen.

You can go back to the Home Page and select **Add Participant**. You will now be able to see any of the personalization you enter through demographics.

**Please refer to the ETO User Guide that was distributed during the regional trainings for additional guidance. As a reminder, you can always select the HELP menu from your ETO site, type in a specific question and be automatically redirected to information that can assist you.**