

Customizing dropdown menus

As mentioned above, most of the fields in the IR contain dropdown menus that will help make data entry quicker and more accurate. Nine of these fields contain dropdown menus that are customizable.

With the exception of 'Country of origin,' all eight of the customizable dropdown menus can be modified on the 'Menu Data' worksheet, accessed by clicking on the 'Menu Data' worksheet tab (country of origin dropdown menu can be customized by clicking on the Country of Origin Menu tab).



When you click on the Menu Data tab, you will see a worksheet containing eight tables with:

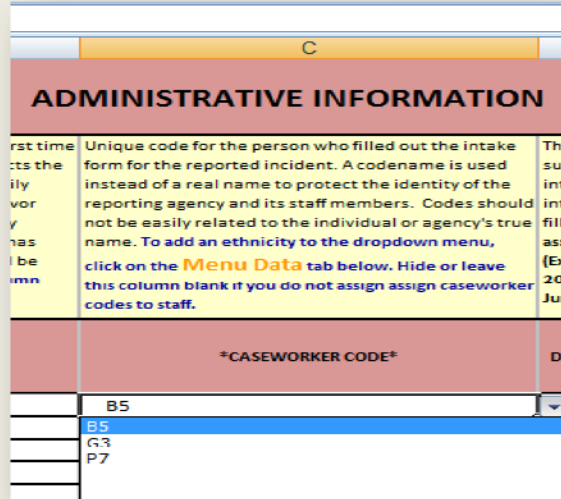
1. a description above each table informing you at what level each of the customizable fields can be modified
2. an 'Update Menu in Incident Data Worksheet' button that you will use once you are ready to make changes to the dropdown menus.

MENU DATA WORKSHEET			
	A	B	E
1	1	2	Update Menus in Incident Data Worksheet
	<p>THIS DATA IS OPTIONAL IT CAN BE MODIFIED AT THE LEVEL OF DATA ENTRY OR CAN BE LEFT BLANK IF INFORMATION IS NOT NECESSARY. NEVER TYPE CASEWORKER NAMES ALWAYS USE A CODE TO PROTECT ANONYMITY</p>	<p>THIS DATA IS OPTIONAL IT CAN BE MODIFIED AT THE LEVEL OF DATA ENTRY OR CAN BE LEFT BLANK IF INFORMATION IS NOT NECESSARY. IF USED UNKNOWN MUST REMAIN AN OPTION.</p>	<p>THIS LIST CAN BE CUSTOMIZED ONLY AT THE LEVEL OF DATA COMPILATION (EITHER ORG. NATIONAL LEVEL &/OR INTER-AGENCY LEVEL). ALL INTAKE FORMS MUST MATCH THIS LIST AND MUST CHANGE ACCORDINGLY</p>
2			
3			
4	CASEWORKER CODE	ETHNICITY	INCIDENT LOCATION
5	B5	ETHNICITY 1	Bush / Forest
6	G3	ETHNICITY 2	Garden / Cultivated Field
7	P7	ETHNICITY 3	School
8		ETHNICITY 4	Road
9		ETHNICITY 5	Clients's Home
10		ETHNICITY 6	Other
11		ETHNICITY 7	
12		ETHNICITY 8	
13		Unknown	
14			

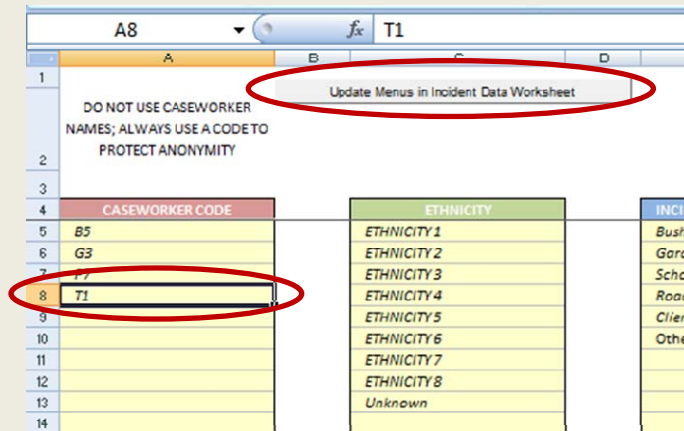
3. YOU TRY!

Practice customizing the caseworker code dropdown menu

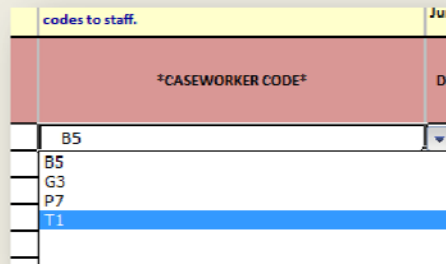
1. Open the Excel document "Practice Incident Recorder_v1." On the Incident Data worksheet click on the dropdown menu for 'Caseworker Code.' Notice the three options: B5, G3, P7.



2. Click on the Menu Data worksheet tab and then click on the first empty cell in the Caseworker Code table (A8) and type 'T1' and press 'Enter.' Next, click on the 'Update Menus in Incident Data Worksheet' button.



3. On the Incident Data worksheet, verify that T1 has been added to the dropdown menu.



(Note: If you were unable to modify the dropdown menu, see the Key Point text box on page 5.21 for further guidance)

4. YOU TRY!

Practice customizing the Country of origin dropdown menu:

1. In the “Practice Incident Recorder_v1.” file locate the Country of origin field (column I) on the Incident Data worksheet; you may have to use the arrow key at the bottom right of the workbook. Click on the dropdown menu arrow. No countries should be listed yet, it should only say Victim CoR.

SURVIVOR INFORMATION				
INCIDENT ID	SEX	*ETHNICITY*	COUNTRY OF ORIGIN	CV

2. Now click on the third worksheet tab called ‘Country of origin Menu’ located on the bottom left of the screen.

3. This is the table that determines which countries are included on the dropdown list. Find Burundi by scrolling down the list, click on the cell to the right (Column C), then click on the dropdown menu arrow that appears and choose ‘Yes’. Do the same for the DRC, Rwanda, Somalia and Uganda.

Code	Country/territory name	Include on menu
BDI	Burundi	Yes
CAM	Cambodia	
CMR	Cameroon	
CAN	Canada	
CVI	Cape Verde	
CAR	Central African Republic	
CHD	Chad	
CHL	Chile	
CHI	China	
COL	Colombia	
COI	Comoros	
COB	Congo	
COS	Costa Rica	
ICD	côte d'Ivoire	
HRV	Croatia	
CUB	Cuba	
CYP	Cyprus	
CZE	Czech Republic	
KRN	Dem. People's Rep. of Korea	
COD	Dem. Rep. of the Congo	
DEN	Denmark	Yes
DJB	Djibouti	No

4. Once finished, click on the ‘Update menu in Incident Data worksheet’ button at the top of the worksheet.

5. You have now customized the Country of origin dropdown menu. Verify your work by going back to the Country of origin field on the Incident Data worksheet, click on a cell in that column and look at the countries on the menu.

CITY*	COUNTRY OF ORIGIN
	Burundi

- Burundi
- Dem. Rep. of the Congo
- Rwanda
- Somalia
- Uganda

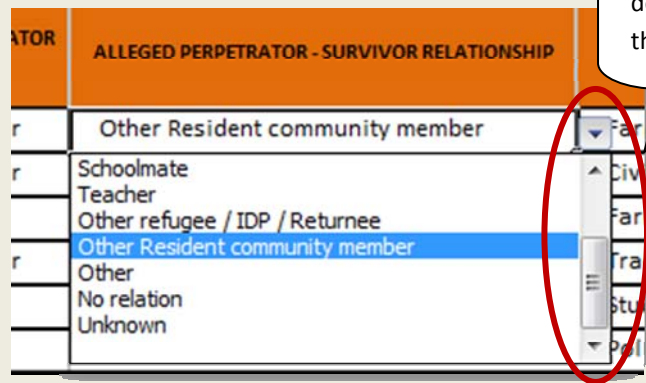
(Note: If you were unable to modify the dropdown menu, see the Key Point text box on the following page for further guidance)

KEY POINT

Having problems?

If you followed the instructions for the **You Try!** activities #3 and #4, but do not see the newly added options on the dropdown menu, this is probably do to one of two reasons:

1. You have not yet enabled Macros. In order to update any fields or dropdown menus on the IR, you *must* first enable Macros. To review how to enable Macros, see **You Try!** #1.
2. Sometimes the dropdown menu *looks* empty due to the fact that the menu is simply not scrolled completely to the top. Use the scroll arrows on the dropdown menu to ensure that you are scrolled up to the top.



You must be careful when customizing dropdown menus, because not all fields are customizable in the same way. For example, if your organization is part of a GBVIMS inter-agency group, then you will have to customize fields differently than if your organization were using the GBVIMS independent of all other organizations. A good rule of thumb is that your lists should always match the response options that are on your intake form. The table below lists the fields that have customizable dropdown menus and then provides directions on how each should be customized depending on whether your organization is part of an inter-agency group or not.

Field	Part of an inter-agency group	Not part of an inter-agency group
<p>Caseworker code</p> <p>This field is optional on the intake form and may or may not be collected by your organization. If <i>not</i> collected, then you can ignore or hide this column on both the Incident Data worksheet and the Menu Data worksheet (for directions on how to hide columns, see below).</p>	<p>If collected, this field can be <i>customized and updated at any time</i> (e.g. when inputting data you notice a new caseworker code, you can add it immediately to the dropdown menu).</p>	<p>If collected, this field can be <i>customized and updated at any time</i> (e.g. when inputting data you notice a new caseworker code, you can add it to the dropdown menu).</p>
<p>Ethnicity</p> <p>This field is optional on the intake form and may or may not be collected by your organization. If <i>not</i> collected, then you can ignore or hide this column on both the Incident Data worksheet and the Menu Data worksheet (for directions on how to hide columns, see below).</p>	<p>If collected, this field must be <i>customized and updated the same by all agencies at the inter-agency level</i>. (e.g. when inputting data you notice an ethnicity that is not one of the options on the dropdown menu. <i>Do NOT add it immediately to the dropdown menu; wait until all agencies agree to add it to the menu.</i>)</p>	<p>If collected, this field can be <i>customized and updated at any time</i>.</p>
<p>Country of origin</p>	<p>Can be <i>customized and updated at any time</i>. ‘Other’ should never be entered for this field. If Other has been selected, add the specified country to the dropdown menu.</p>	<p>Can be <i>customized and updated at any time</i>.</p>
<p>Incident location</p>	<p>Must be <i>customized and updated the same by all agencies at the inter-agency level</i>.</p>	<p>Must be <i>customized and updated at the level of data compilation</i> (e.g. organization national level)</p>
<p>Incident area</p>	<p>Can be <i>customized and updated at any time</i> HOWEVER, the <i>geographic definitions</i> of this field must be determined by all agencies at the inter-agency level and all agencies must use the same terminology (e.g. district, county, etc.).</p>	<p>Can be <i>customized and updated at any time</i>.</p>
<p>Incident sub-area</p>	<p>Can be <i>customized and updated at any time</i> HOWEVER, the <i>geographic definitions</i> of these fields must be determined by all agencies at the inter-agency level and all agencies must use the same terminology (e.g. sub-district, sub-county, etc.).</p>	<p>Can be <i>customized and updated at any time</i>.</p>

Field	Part of an inter-agency group	Not part of an inter-agency group
<p>Incident camp/town This field is optional on the intake form and may or may not be collected by your organization. If <i>not</i> collected, then you can ignore or hide this column on both the Incident Data worksheet and the Menu Data worksheet (for directions on how to hide columns, see below).</p>	Can be <i>customized and updated at any time.</i>	Can be <i>customized and updated at any time.</i>
<p>Harmful traditional practice</p>	Must be <i>customized and updated the same by all agencies at the inter-agency level.</i> Can include up to five of the most common forms of HTP; do <i>not</i> use 'Other' as a category.	Must be <i>customized and updated at the level of data compilation</i> (e.g. organization national level). Can include up to five of the most common forms of HTP; do <i>not</i> use 'Other' as a category
<p>Alleged perpetrator occupation</p>	Must be <i>customized and updated the same by all agencies at the inter-agency level.</i>	Must be <i>customized and updated at the level of data compilation</i> (e.g. organization national level).