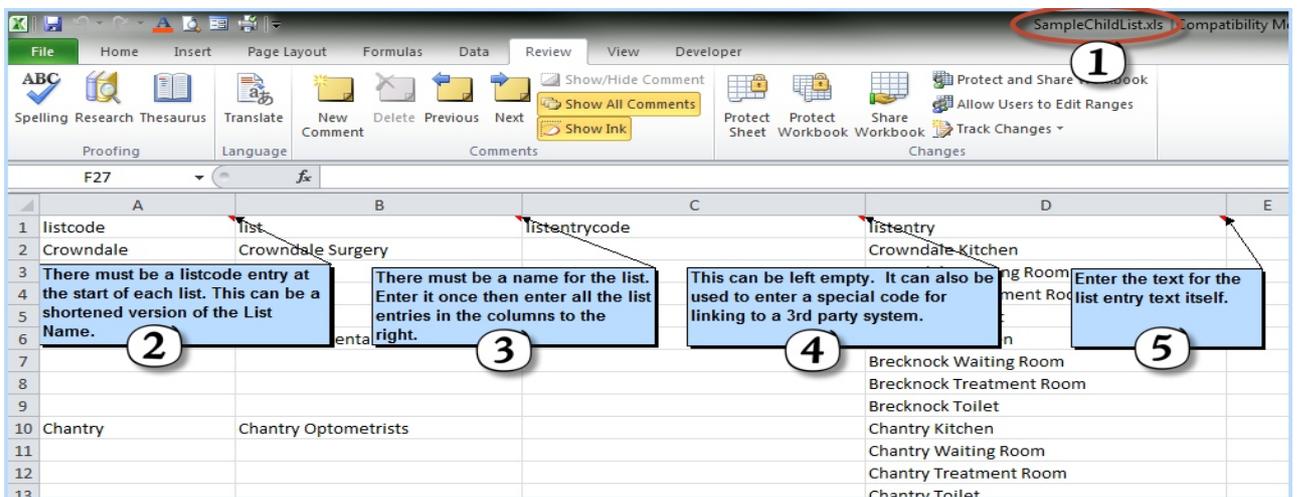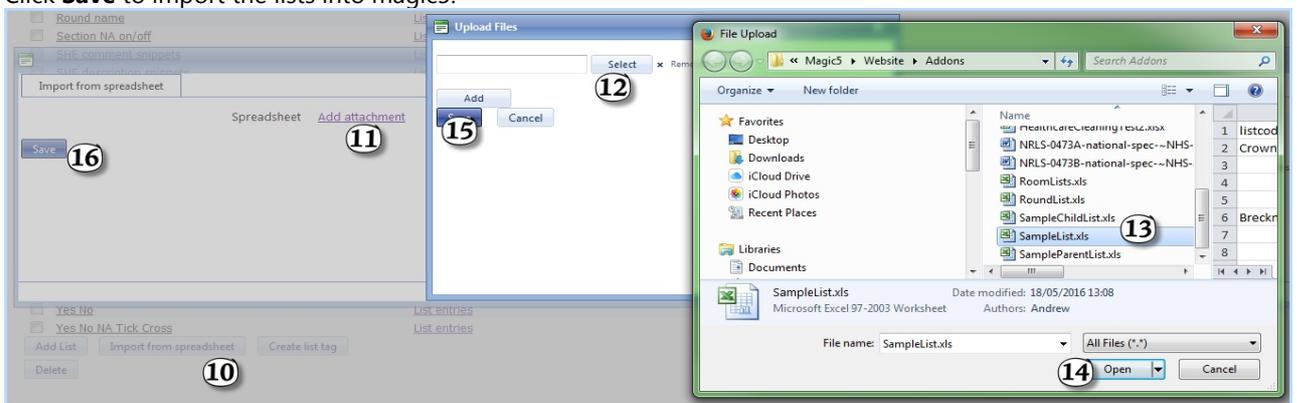## Importing a Cascading List

1. Open or download the **child spreadsheet ('SampleChildList.xls' in the on-line documentation)**. <u>**Do not** overwrite **row 1**</u>.
2. Identify the **lowest level** in your cascading list and enter the first **listcode** in row 2. This can be a short version of the list name.
3. Enter a meaningful **list name**.
4. Leave **listentrycode** blank unless you are linking to a 3rd party system and need to match up list items.
5. Enter the **list item** itself. This is the text that the device user will select from a drop-down list, multiple-choice field, etc.
   You may wish to copy and paste this from an existing spreadsheet or csv file created by a 3rd party system (eg product list).
6. **Repeat step 5** (and step 4 if used) for all **list items** in the list entered in step 3.
7. **Repeat steps 2 to 6** for each **lowest level** list. **Save.**

8. Log in to magic5.
9. Select Lists from Setup/Maintenance menu (or Setup/Maintenance->Settings menu).
10. Click on the **Import from spreadsheet** button at the bottom of the list of lists.
11. Click on **Add attachment** in the dialogue box that has opened.
12. Click the **Select** button to open the file selection dialogue box.
13. Select the required file from your computer in the usual way.
14. Click the **Open** button and the filename should appear in the box.
15. Click **Save** to save the file.
16. Click **Save** to import the lists into magic5.

17. Open or download the **parent spreadsheet ('SampleParentList.xls' in the on-line documentation)**. <u>**Do not** overwrite **row 1**</u>.
18. Identify the **next level** in your cascading list and enter the first **listcode** in row 2. This can be a short version of the list

name.

19. Enter a meaningful **list name**.
20. Leave **listentrycode** blank unless you are linking to a 3rd party system and need to match up list items.
21. Enter the **list item** itself. This is the text that the device user will select from a drop-down list. You may wish to copy and paste this from an existing spreadsheet or csv file created by a 3rd party system (eg product list).
22. Enter the **listcode** of the **child list** created in steps 1-16 that you wish to be shown to the device user when they select this item from the drop-down list.
23. **Repeat step 5** (and step 4 if used) for all **list items** in the list entered in step 3.
24. **Repeat steps 2 to 6** for each list **on this level**.   **Save**.

25. Do **steps 8-16** to upload this spreadsheet to magic5.
26. Repeat steps 17-25 for higher levels in the cascading list.