

# LIST SELECTIONS



SuperFox has many forms that allow you to select children, services and other items from lists.

For example when adding children to a class you will use a form like the one below. The idea is to select children from the list on the left and move them into the list on the right using the arrow buttons.

A few simple tips will get the job done quickly!

Available Children (95)

Last Name	First Name	D.o.B.	Age	Family Head
Ant	Adam	15 Sep 2009	0	Melissa Ant
Ant	Peter	09 May 2007	3	Melissa Ant
Anteater	Anita	25 Feb 2007	3	Peter Anteater
Anteater	Colin	09 May 2003	7	Peter Anteater
Ardvark	Daniel	13 Nov 2002	7	Wendy Ardvark
Badger	Elizabeth	19 Oct 2007	2	Roxy Badger
Badger	Sarah	19 Mar 2002	8	Roxy Badger
Barracuda	Jaqueline	19 Oct 2004	5	Louise Barracuda
Barracuda	Kelly	10 Sep 2007	2	Louise Barracuda
Bear	Melanie	12 Oct 2001	8	Susan Bear
Beetle	Raif	25 Dec 1999	10	Alice Beetle
Beetle	Ralph	11 Apr 2009	1	Alice Beetle
Beetle	Rudolph	11 Jun 2002	7	Alice Beetle
Bison	Mark	30 Mar 2001	9	Felicity Bison
Chipmunk	Charlotte	02 Nov 2002	7	Dale Chipmunk
Cod	Diana	15 Aug 2009	0	Tracey Cod
Cod	Hannah	05 Apr 2004	6	Tracey Cod
Coral	Lauren	28 Jul 2004	5	Sandra Coral

Group Members (0)

Last Name	First Name	D.o.B.	Age	Family Head
There are no items to show in this view.				

## Tip! Sort Columns

Many times it helps to sort the lists into a useful order. You can do this by clicking on a column title to sort the list. For example:

Click here to sort by age

Click here again sort the other way up.

Available Children (95)

Last Name	First Name	D.o.B.	Age	Family Head
Rabbit	Sonia	05 Nov 2009	0	Bianca Rabbit
Fox	Sally	09 Oct 2009	0	Alison Fox
Kangaroo	Kylie	30 Sep 2009	0	Katherine Kanga...
Cougar	Carmel	20 Sep 2009	0	Catherine Cougar
Ferret	Fifi	18 Sep 2009	0	Fiona Ferret
Ant	Adam	15 Sep 2009	0	Melissa Ant
Dingo	Benjamin	18 Aug 2009	0	Dee Dingo
Cod	Diana	15 Aug 2009	0	Tracey Cod
Doormo...	Jerry	16 May 2009	1	Amanda Doormo...
Beetle	Ralph	11 Apr 2009	1	Alice Beetle
Rabbit	Rab	05 Nov 2008	1	Bianca Rabbit
Whale	Tallulah	08 Oct 2008	1	Joseph Whale
Starfish	Ling	06 Oct 2008	1	Melanie Starfish
Hedgehog	Henry	17 Sep 2008	1	Harriet Hedgehog
Llama	Annabelle	16 Sep 2008	1	Louise Llama
Zebra	Deborah	16 Sep 2008	1	Nikki Zebra
Sparrow	Jack	24 Jul 2008	1	Susie Sparrow
Wombat	Tim	06 Jun 2008	2	Wendy Wombat

Available Children (95)

Last Name	First Name	D.o.B.	Age	Family Head
Whale	Jack	14 Sep 1999	10	Joseph Whale
Leopard	Lara	15 Oct 1999	10	Jill Leopard
Beetle	Raif	25 Dec 1999	10	Alice Beetle
Puma	Jaques	08 Jun 2000	10	Paul Puma
Coypu	Rachel	02 Oct 2000	9	Mary Coypu
Rabbit	Ace	05 Nov 2000	9	Bianca Rabbit
Llama	Jenny	06 Dec 2000	9	Louise Llama
Tapir	Tina	19 Dec 2000	9	Tamsin Tapir
Heron	Percy	21 Jan 2001	9	Carole Heron
Bison	Mark	30 Mar 2001	9	Felicity Bison
Marmot	Roger	25 Jun 2001	8	Mary Marmot
Bear	Melanie	12 Oct 2001	8	Susan Bear
Snapper	Imogen	17 Oct 2001	8	Mavis Snapper
Rabbit	Andy	05 Nov 2001	8	Bianca Rabbit
Tiger	Roger	15 Nov 2001	8	Tina Tiger
Fish	Fiona	30 Dec 2001	8	Phillip Fish
Mayfly	Andrew	18 Feb 2002	8	Alison Mayfly
Badger	Sarah	19 Mar 2002	8	Roxy Badger

## Selecting A Single Item

You can select a single item by clicking on it. You can change your selection by using the keyboard up and down arrow keys to move the highlight bar up and down the list.

Last Name	First Name	D.o.B.	Age	Family Head
Ant	Adam	15 Sep 2009	0	Melissa Ant
Ant	Peter	09 May 2007	3	Melissa Ant
Anteater	Anita	25 Feb 2007	3	Peter Anteater
Anteater	Colin	09 May 2003	7	Peter Anteater
Ardvark	Daniel	13 Nov 2002	7	Wendy Ardvark
Badger	Elizabeth	19 Oct 2007	2	Roxy Badger
Badger	Sarah	19 Mar 2002	8	Roxy Badger
Barracuda	Jaqueline	19 Oct 2004	5	Louise Barracuda
Barracuda	Kelly	10 Sep 2007	2	Louise Barracuda
Bear	Melanie	12 Oct 2001	8	Susan Bear
Beetle	Raif	25 Dec 1999	10	Alice Beetle
Beetle	Ralph	11 Apr 2009	1	Alice Beetle
Beetle	Rudolph	11 Jun 2002	7	Alice Beetle
Bison	Mark	30 Mar 2001	9	Felicity Bison
Chipmunk	Charlotte	02 Nov 2002	7	Dale Chipmunk
Cod	Diana	15 Aug 2009	0	Tracey Cod
Cod	Hannah	05 Apr 2004	6	Tracey Cod
Coral	Lauren	28 Jul 2004	5	Sandra Coral

Last Name	First Name	D.o.B.	Age	Family Head
There are no items to show in this view.				

Many forms will select and process the item by double clicking the item. E.g. double clicking on Peter Ant here would select him and move him into the 'Group Members' box.

## Selecting A Range Of Items

You can select a continuous range of items very quickly

Click on the first line in the range you wish to select. (Peter Ant)

Next hold down the keyboard Shift key and click on the last line in the range you wish to select. (Sarah Badger)

All of lines in the range will now be selected.

Last Name	First Name	D.o.B.	Age	Family Head
Ant	Adam	15 Sep 2009	0	Melissa Ant
Ant	Peter	09 May 2007	3	Melissa Ant
Anteater	Anita	25 Feb 2007	3	Peter Anteater
Anteater	Colin	09 May 2003	7	Peter Anteater
Ardvark	Daniel	13 Nov 2002	7	Wendy Ardvark
Badger	Elizabeth	19 Oct 2007	2	Roxy Badger
Badger	Sarah	19 Mar 2002	8	Roxy Badger
Barracuda	Jaqueline	19 Oct 2004	5	Louise Barracuda
Barracuda	Kelly	10 Sep 2007	2	Louise Barracuda
Bear	Melanie	12 Oct 2001	8	Susan Bear
Beetle	Raif	25 Dec 1999	10	Alice Beetle
Beetle	Ralph	11 Apr 2009	1	Alice Beetle
Beetle	Rudolph	11 Jun 2002	7	Alice Beetle
Bison	Mark	30 Mar 2001	9	Felicity Bison
Chipmunk	Charlotte	02 Nov 2002	7	Dale Chipmunk
Cod	Diana	15 Aug 2009	0	Tracey Cod
Cod	Hannah	05 Apr 2004	6	Tracey Cod
Coral	Lauren	28 Jul 2004	5	Sandra Coral

This selection method works the other way up too. You could equally well have selected Sarah Badger with your first mouse click and Peter Ant with the Shift Click.

## Selecting Separate Items

Sometimes your selection will not match a neat continuous range and you will need to select a number of separated lines. This is quick and easy too.

Click on the first line in the range you wish to select. (Peter Ant)

Last Name	First Name	D.o.B.	Age	Family Head
Ant	Adam	15 Sep 2009	0	Melissa Ant
Ant	Peter	09 May 2007	3	Melissa Ant
Anteater	Anita	25 Feb 2007	3	Peter Anteater
Anteater	Colin	09 May 2003	7	Peter Anteater
Ardvark	Daniel	13 Nov 2002	7	Wendy Ardvark
Badger	Elizabeth	19 Oct 2007	2	Roxy Badger
Badger	Sarah	19 Mar 2002	8	Roxy Badger
Barracuda	Jaqueline	19 Oct 2004	5	Louise Barracuda
Barracuda	Kelly	10 Sep 2007	2	Louise Barracuda
Bear	Melanie	12 Oct 2001	8	Susan Bear
Beetle	Raif	25 Dec 1999	10	Alice Beetle
Beetle	Ralph	11 Apr 2009	1	Alice Beetle
Beetle	Rudolph	11 Jun 2002	7	Alice Beetle
Bison	Mark	30 Mar 2001	9	Felicity Bison
Chipmunk	Charlotte	02 Nov 2002	7	Dale Chipmunk
Cod	Diana	15 Aug 2009	0	Tracey Cod
Cod	Hannah	05 Apr 2004	6	Tracey Cod
Coral	Lauren	28 Jul 2004	5	Sandra Coral

Next hold down the keyboard Ctrl key and click on the other lines that you wish to select.

## Selecting Multiple Continuous Ranges

You can select several continuous ranges of lines as follows:

Select the first continuous range as described on page 2. When you have finished selecting the first range let go of the Shift key.

Last Name	First Name	D.o.B.	Age	Family Head
Ant	Adam	15 Sep 2009	0	Melissa Ant
Ant	Peter	09 May 2007	3	Melissa Ant
Anteater	Anita	25 Feb 2007	3	Peter Anteater
Anteater	Colin	09 May 2003	7	Peter Anteater
Ardvark	Daniel	13 Nov 2002	7	Wendy Ardvark
Badger	Elizabeth	19 Oct 2007	2	Roxy Badger
Badger	Sarah	19 Mar 2002	8	Roxy Badger
Barracuda	Jaqueline	19 Oct 2004	5	Louise Barracuda
Barracuda	Kelly	10 Sep 2007	2	Louise Barracuda
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Beetle	Raif	25 Dec 1999	10	Alice Beetle
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Chipmunk	Charlotte	02 Nov 2002	7	Dale Chipmunk
Cod	Diana	15 Aug 2009	0	Tracey Cod
Cod	Hannah	05 Apr 2004	6	Tracey Cod
Coral	Lauren	28 Jul 2004	5	Sandra Coral

Now hold down the Ctrl key and click on the first line of the second range (Raif Beetle)

With the Ctrl key still held down hold down the Shift key and click on the last line in the second range (Diana Cod)

You can continue selecting more continuous ranges in exactly the same way.

**End**