

Drop Down Work Around steps for SMART 1.0.2 or earlier versions

Issue: Some drop down menus are missing certain entries that should be there. Trying to type in text results in errors. The procedure shown will allow the user to circumvent this issue.

1. Go to the section where you want to enter the missing text.

The screenshot shows a spreadsheet with columns A through EJ. Rows 1-30 are visible. Column A contains a yellow box labeled 'COVER' and a green box labeled 'EVENT GUIDE'. Column B is titled 'STRATEGIC GOALS'. Column C is titled 'Americanism' and column D is titled 'USS Stark'. Rows 4-15 contain goal entries with values of 0. Row 16 contains 'Americanism' with a value of 0. Row 17 contains 'PG Streamer' with a value of 0. Row 18 contains 'USS Stark' with a value of 0. Row 26 contains a red box with the instruction: 'REMEMBER: If copying data, Use: COPY > PASTE SPECIAL > TEXT (or VALUES)'. Row 30 contains a yellow box labeled 'SG 6.F' and 'OG 6.F'. The right side of the spreadsheet shows 'PG STREAMER TOTALS' with a value of 0. Below this is section '6A Utilization of Training from SAR University' with a table for recording training dates, names, offices, and points.

2. Enter the desired text into a cell that accepts regular text. The best choice is the recipient's name. Preferred text should come from the source (e.g., for medals, look in the NSSAR Handbook; for SAR University, check the SAR University site) and be typed in.

The screenshot shows the same spreadsheet as above, but with the '6A Utilization of Training from SAR University' table filled with data. The table has columns for Training Date, Compatriot Name, Office Held, Training Utilized, and Points. The 'Compatriot Name' cell contains the text 'SAR University Course 215 - Smart File - An Introduction'. The 'Points' column shows values of 0 for each row. The 'Training Date' column is empty for all rows.

3. Copy the cell just typed (in Windows, CTL-C)

| A | B | C | D | EB | EC | ED | EE | EF | EG | EH | E | EJ | |
|-------|-------------------------------|-------------|-------------------------|--|--|-------------|-------------------|--------|----|----|--------|----|--|
| 1 | STRATEGIC GOALS | Americanism | PG Streamer / USS Stark | PG STREAMER TOTALS: | | | | | | | 0 | | |
| 4 | Goal #1: People | 0 | 0 | Strategic Goal #6: Internal Operations – Provide the necessary resources and infrastructure to support members and staff in accomplishing our goals. | | | | | | | | | |
| 6 | Goal #2: Historical Programs | 0 | 0 | | | | | | | | | | |
| 8 | Goal #3: Patriotic Programs | 0 | 0 | | | | | | | | | | |
| 10 | Goal #4: Educational Programs | 0 | 0 | 6A Utilization of Training from SAR University | | | | | | | Points | 0 | |
| 12 | Goal #5: External Relations | 0 | 0 | | | | | | | | | | |
| 14 | Goal #6: Internal Operations | 0 | 0 | | | | | | | | | | |
| 16 | Americanism..... | 0 | | | | | | | | | | | |
| 18 | PG Streamer..... | | 0 | | | | | | | | | | |
| 20 | USS Stark..... | | 0 | | | | | | | | | | |
| 22 | | | | | | | | | | | | | |
| 24 | | | | | | | | | | | | | |
| 26 | | | | | | | | | | | | | |
| 28 | | | | | | | | | | | | | |
| 30 | | | | | | | | | | | | | |
| 32578 | | | | 6A Utilization of Training from SAR University | | | | | | | | | |
| 32579 | | | | Identify each PRIMARY member of the chapter or state society who has taken online training with SAR University. NOTE: All chapter members involved in Color Guard, C.A.R. interaction, and Youth Contests MUST have an active Youth Protection Training (YPT) certification, which can be done through the SAR University. If the YPT training was done during the current calendar year, please record it here. 5 points per member per training course completed in calendar year. | | | | | | | | | |
| 32580 | | | | Training Date | Companiot Name | Office Held | Training Utilized | Points | | | | | |
| 32581 | | SC 6.F | | 1 | SAR University Course 215 - Smart File - An Introduction | | | 0 | | | | | |
| 32582 | | OC 6.F | | 2 | | | | 0 | | | | | |
| 32583 | | | | 3 | | | | 0 | | | | | |
| 32584 | | | | 4 | | | | 0 | | | | | |
| 32585 | | | | 5 | | | | 0 | | | | | |
| 32586 | | | | 6 | | | | 0 | | | | | |
| 32587 | | | | 7 | | | | 0 | | | | | |

4. Do a special paste of the value only in the dropdown list cell. There will be no data validation error message.

| A | B | C | D | EB | EC | ED | EE | EF | EG | EH | E | EJ | |
|-------|-------------------------------|-------------|-------------------------|--|--|-------------|--|--------|----|----|--------|----|--|
| 1 | STRATEGIC GOALS | Americanism | PG Streamer / USS Stark | PG STREAMER TOTALS: | | | | | | | 0 | | |
| 4 | Goal #1: People | 0 | 0 | Strategic Goal #6: Internal Operations – Provide the necessary resources and infrastructure to support members and staff in accomplishing our goals. | | | | | | | | | |
| 6 | Goal #2: Historical Programs | 0 | 0 | | | | | | | | | | |
| 8 | Goal #3: Patriotic Programs | 0 | 0 | | | | | | | | | | |
| 10 | Goal #4: Educational Programs | 0 | 0 | 6A Utilization of Training from SAR University | | | | | | | Points | 0 | |
| 12 | Goal #5: External Relations | 0 | 0 | | | | | | | | | | |
| 14 | Goal #6: Internal Operations | 0 | 0 | | | | | | | | | | |
| 16 | Americanism..... | 0 | | | | | | | | | | | |
| 18 | PG Streamer..... | | 0 | | | | | | | | | | |
| 20 | USS Stark..... | | 0 | | | | | | | | | | |
| 22 | | | | | | | | | | | | | |
| 24 | | | | | | | | | | | | | |
| 26 | | | | | | | | | | | | | |
| 28 | | | | | | | | | | | | | |
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| 32580 | | | | Training Date | Companiot Name | Office Held | Training Utilized | Points | | | | | |
| 32581 | | SC 6.F | | 1 | SAR University Course 215 - Smart File - An Introduction | | SAR University Course 215 - Smart File - An In | 0 | | | | | |
| 32582 | | OC 6.F | | 2 | | | | 0 | | | | | |
| 32583 | | | | 3 | | | | 0 | | | | | |
| 32584 | | | | 4 | | | | 0 | | | | | |
| 32585 | | | | 5 | | | | 0 | | | | | |
| 32586 | | | | 6 | | | | 0 | | | | | |
| 32587 | | | | 7 | | | | 0 | | | | | |

