# How to Disable Values

1. Log in to Outcome Tracker.
2. Click Setup Tab.
3. Click Define Dropdown Lists under Activities.

1. You will be presented with the list of Questions and Dropdown Values associated with the Question. Scroll down to find the Question from which you will disable Values or use the Search box.

1. Click on the Question.
2. You will be presented with the Question’s dropdown values. Under the “Enabled” column, unclick the checkbox next to the Value you want to disable.

1. Click Update when done.

# List of Values that can be Disabled (NP no longer needs)

| **Question** | **Activity the question is found on** | **KEEP** **(Enabled box should be checked)** | **Disable** **(enabled box can be unchecked)** |
| --- | --- | --- | --- |
| Marital Status | System | Single, never marriedMarriedSeparatedDivorcedWidowedDeclined to ID | SingleDomestic Partnership |
| Ethnicity | System | Black/African AmericanAsian, Pacific IslanderWhiteAmerican Indian or Alaska NativeMultiracialUnknownDeclined to ID  | Alaska NativeAsianAfrican AmericanCaucasianNative Hawaiian or Other Pacific IslanderNative AmericanOther/Multiple |
| Veteran | Client Profile | YesNoUnknown/Decline to Answer | Unknown/Refused |
| Foster Youth | IDA Application Profile | YesNoUnknown/Decline to Answer | Unknown/Refused |
| Disability | IDA Application Profile | YesNoUnknown/Decline to Answer | Unknown/Refused |
| Education Completed  | IDA Application Profile AndIDA at Exit Info | Completed grades K-5Completed grades 6-8Completed grades 9-11High school diploma/GEDSome collegeVocational School Diploma/DegreeAA degree/Graduated two-year collegeBA/BS Degree/Graduated four-year collegeSome graduate school/attended graduate schoolGraduate degreeDeclined to ID | Some high schoolTwo year degreeCollege graduate (four year)MA/MS, etc. Graduate degrees |
| Employment | IDA Application Profile  | Full Time Employed (35 or more hours per week, all jobs)Part time/seasonally employedUnemployedOther (specify in open ended text box)Declined to ID  | Employed more than full time (41+ hours per week)Part time employedUnemployed-looking for workUnemployed-disabilityUnemployed –volunteer workUnemployed-not looking for work Unemployed-not specified |
| Federal housing assistance  | IDA Application Profile  | YesNoUnknown/Declined to answer | Unknown/Refused |
| Closed Reason | IDA Account | Completed/Successfully made matched withdrawalFinancial need or emergency Moved out of state/areaNo longer interested in the program Transfer to another FO Transfer to a beneficiary Violated program rules/could not meet program requirements  | Graduated-Successfully completed programTransfer accountUnable to make depositsVoluntarily withdrewViolated program rulesCould not meet program requirements |
| Account Intended Use | IDA Account | Varies by FO, but should draw from the following:Assistive TechnologyBusinessEducationEmployment-related equipmentHome PurchaseHome RenovationRental RetirementTransfer to Beneficiary (AFI only)Vehicle | Transfer account—Education IDAYouth |