

Fixed and client-specific choices

Learn the difference between choices that are the same for everyone and choices you set for each client, and where to set each one.

WHO IT IS FOR Owner, Admin	TIME NEEDED About 5 minutes	LAST REVIEWED 2 October 2026
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Who this is for

Permissions: Choosing where a field's choices come from needs permission to manage chart templates. Setting a client's own options needs permission to manage that client's charts and to view chart templates. Owners and Admins have both by default.

Two ways to give a field its choices

Single choice and Multiple choice fields in a Chart template let people pick from a list. When you build a Chart template, each of these fields asks **Where do the choices come from?** There are two answers.

Same choices for everyone is the default. You type the options into the template, and every client given that Chart sees the same list.

Configure choices for each client leaves the list empty in the template. Each client's own Chart gets its own list, which you type when you assign the Chart.

This question appears only in Chart templates. Report and form templates always use the same choices for everyone.

Same choices for everyone

Use this when the list does not depend on the client. Examples are the five built-in amounts in Food & Fluid, such as All, Most, Half, Some and None, or an outcome list.

You type the options in the field settings of the template builder, using **+ Add option**. The template needs at least one option before it can be published.

Changing the list means editing the template and publishing it again, which creates a new version. Entries already recorded keep the version they were recorded on.

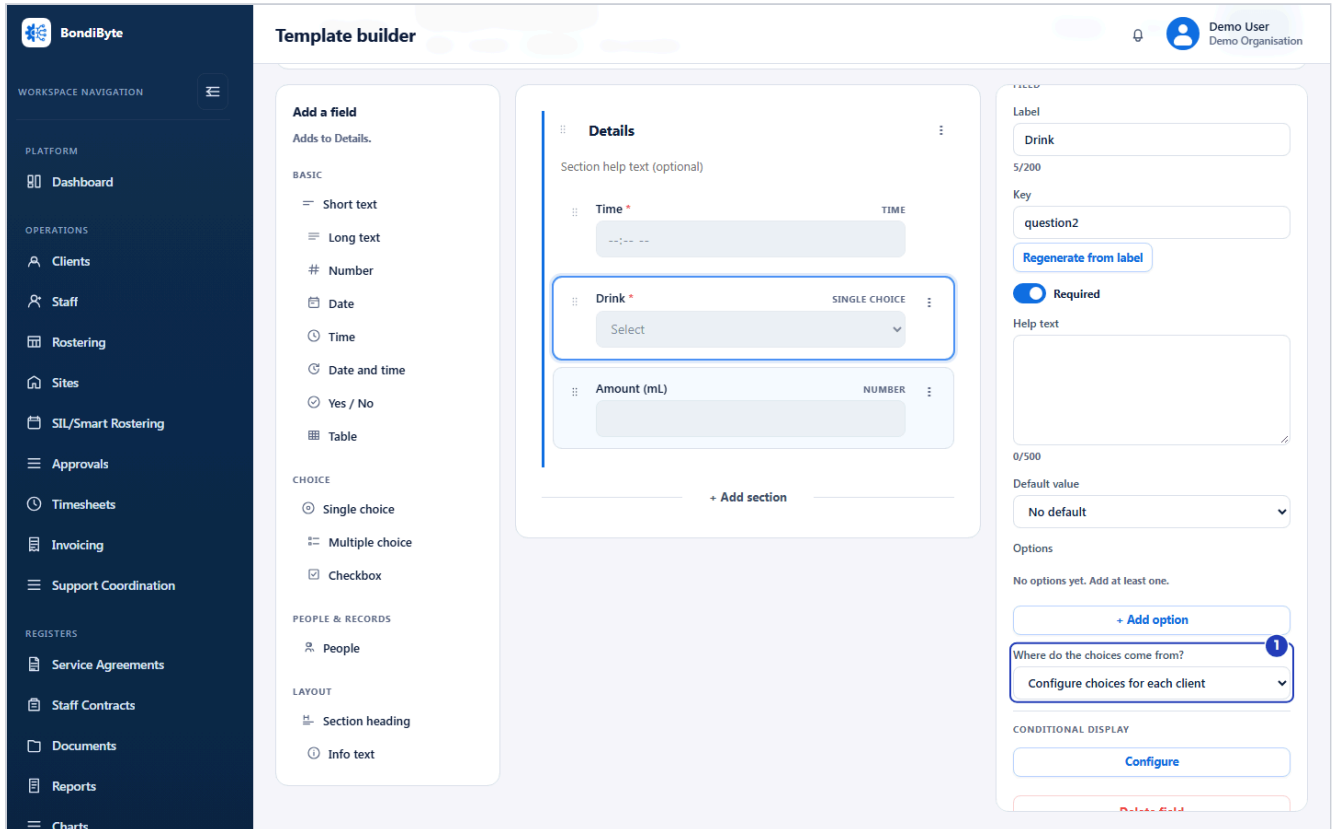
Configure choices for each client

Use this when each client needs a different list, for example the drinks a client prefers, or the medications and doses your organisation records for that client. The built-in Medication Administration template uses this for its medication or dose field.

The template can be published with an empty list for such a field. BondiByte does not ask for options at that point.

When you assign the Chart to a client, the **Configure chart for this client** window shows one block for each of these fields, with the note **Options for this client only**. Add at least one option for each before you activate the Chart. Another client given the same template starts with an empty list and sets their own.

On the Staff App, the form for that client shows that client's list.



In the template builder, *Where do the choices come from?* (1) decides whether a choice field uses one list for everyone or a list for each client.

- See also: Assign a Chart to a client

Changing a client's options later

On the client's **Charts** tab, choose **Edit configuration** in the Chart's actions menu. The same option lists open, filled in with the current options.

Choose when the changes take effect: **Now**, or **Choose a date** for a date in the future. BondiByte then saves a new version of the client's Chart. Existing entries are not changed.

An active Chart must keep at least one option in each client-specific list.



On the client's Charts tab, Edit configuration shows this client's own options (1) and when a change takes effect (2). Existing entries are not changed.

Where to set each one

To choose where a field's choices come from, open the template in the template builder, select the field, and use **Where do the choices come from?** in the field settings. Table columns that are choices have the same setting.

To type a client's own options, use the **Configure chart for this client** window when you assign the Chart, or **Edit configuration** afterwards.

Choosing where a field's choices come from needs permission to manage chart templates. Typing a client's own options needs permission to manage that client's charts and to view chart templates. Owners and Admins have these by default.

See also:

- Create an organisation Chart template
- Charts overview

Important notes

Important: Client-specific options belong to that client's Chart, not to the template. Changing one client's list never changes another client's list or the template.

Tip: If you are unsure which to choose, use **Same choices for everyone** when the list is the same for every client, and **Configure choices for each client** when the list differs from client to client.



Good practice

- Use **Configure choices for each client** only for lists that really differ between clients. Each client then needs their own options added before their Chart can be activated.
- Use **Same choices for everyone** when the list is the same for every client, so there is one list to keep up to date.
- When a client's routine changes, add the new option and remove the old one rather than renaming it to mean something different. Entries already recorded keep the old name.

Need more help?

Guides: bondibyterobotics.com.au/guides | Support: support@bondibyterobotics.com.au

*Screens show a demonstration organisation with made-up names and may differ slightly as BondiByte is updated.
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