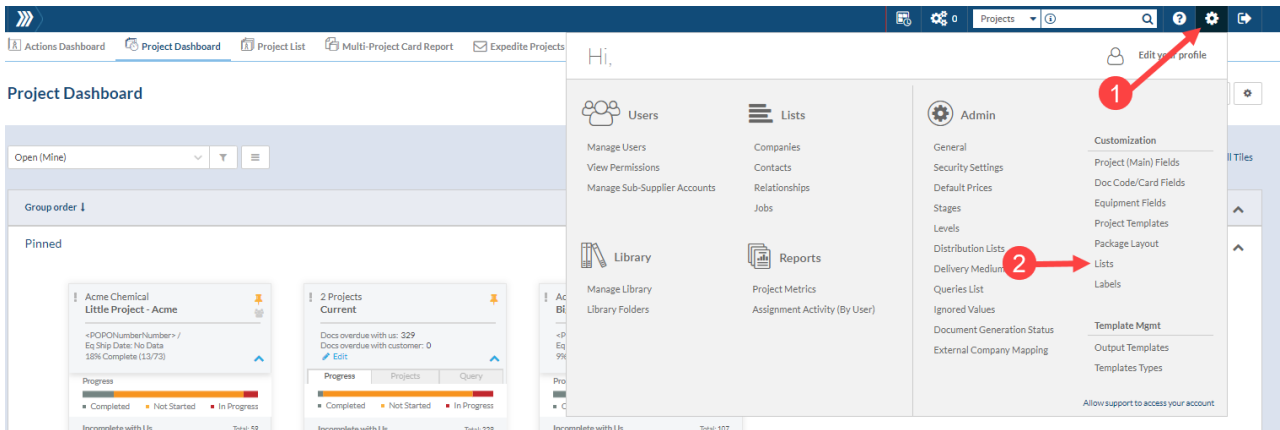


# Create Lists for Custom Fields

09/16/2024 1:18 pm MDT

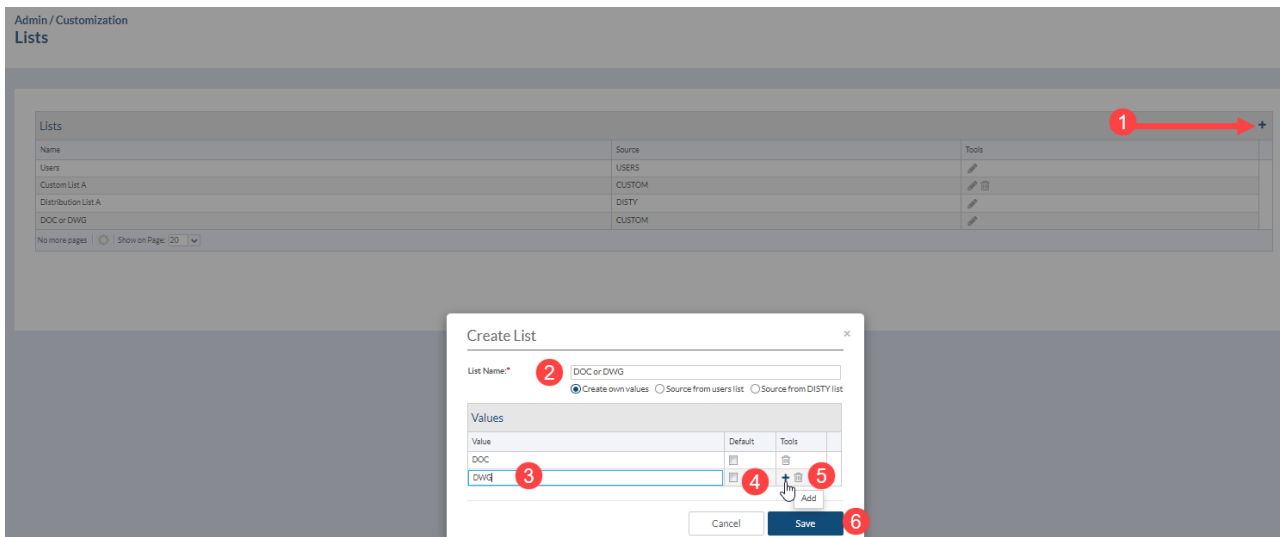
This article provides steps to set up "Lists". Using a list takes out any risk of typo's as it gives the user a list of pre-existing values to choose from, rather than typing in the values.

To create a new list navigate to the Lists screen.



## Create your Own values:

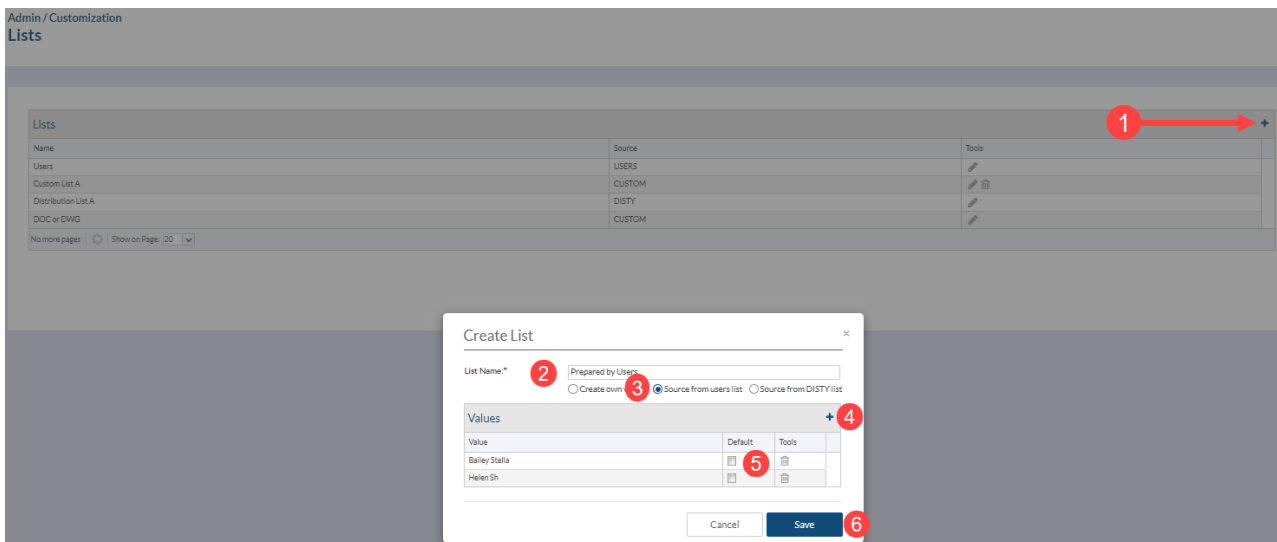
1. Click + to Add new List
2. Give the list a name.
3. Add values
4. Choose default (optional)
5. Click + to add the values to the new list
6. Save



**OR:**

## Source from User List:

1. Click + to Add new List
2. Give the list a name.
3. Select List Type: Source from users list
4. Add values
5. Choose default (optional)
6. Save



**OR:**

## Source from DISTY (Distribution) List:

Not used often but if you had a Contractor / Engineering Partner this will allow you to choose their distribution list.

1. Click + to Add new List
2. Give the list a name.
3. Select List Type: Source from DISTY List
4. Click + to select from existing Distribution Lists
5. Choose default (optional)
6. Save

Lists		
Name	Source	Tools
Users	USERS	
Custom List A	CUSTOM	
Distribution List A	DISTY	
DOC or DWIG	CUSTOM	

No more pages | Show on Page: 20

### Create List

List Name\*  2

Create own values  Source from user 3  Source from DISTY list

Values 4

Value	Default	Tools
Acme	<input type="checkbox"/>	
Charles List	<input type="checkbox"/>	<span>5</span>
Magnet List	<input type="checkbox"/>	
LevelCo List	<input type="checkbox"/>	

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