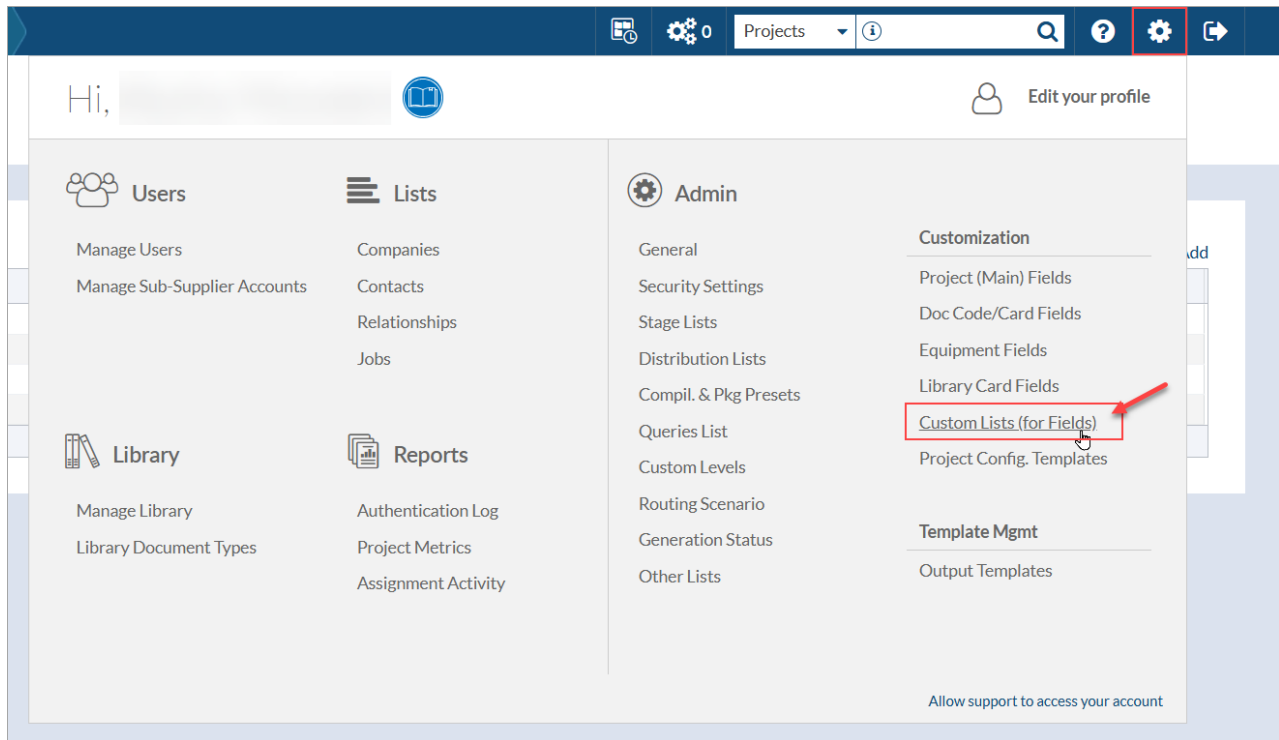


# Create Lists for Custom Fields

10/02/2025 4:24 pm MDT

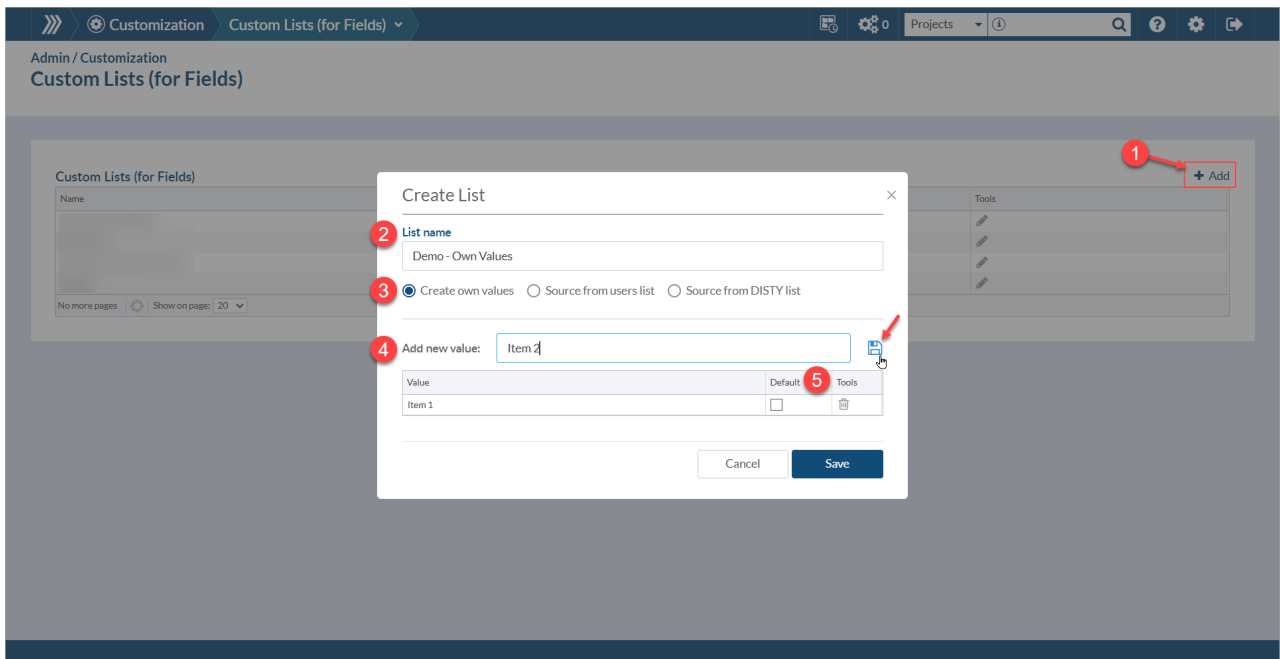
This article provides steps to set up "Lists". Using a list takes out any risk of typo's as it gives the user a list of pre-existing values to choose from, rather than typing in the values.

To create a new list, navigate to **System Menu > Admin > Customization > Custom Lists (for Fields)**.



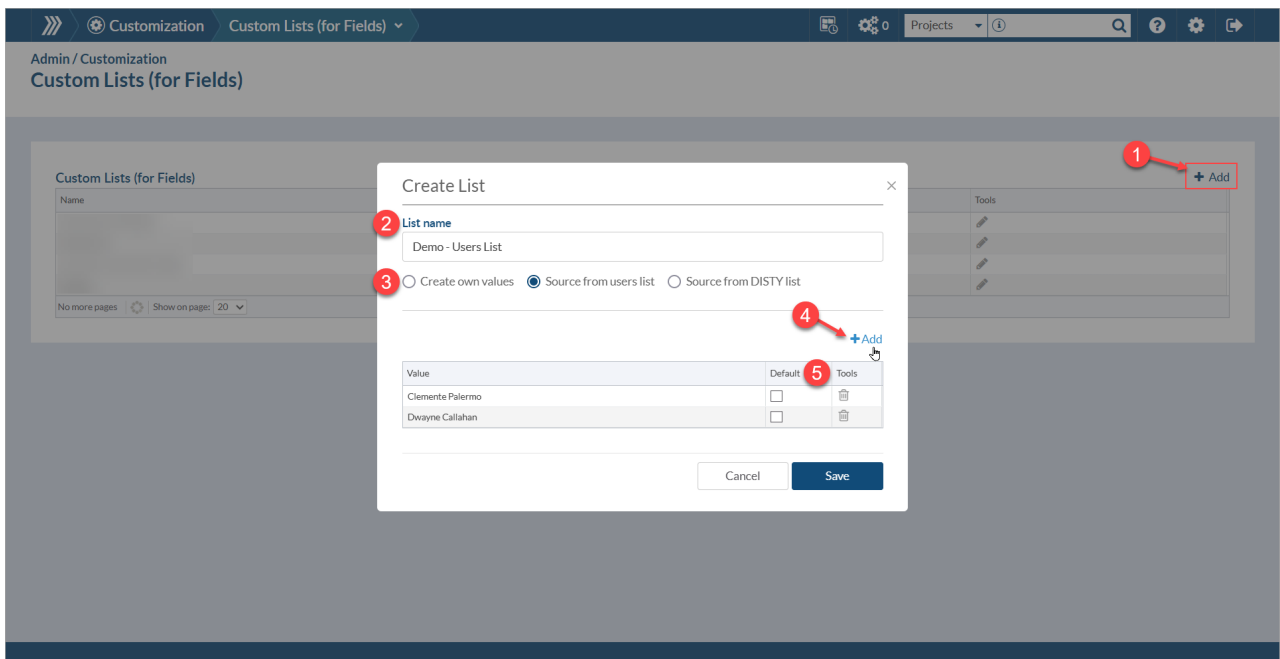
## Create your own values:

1. Click "+ Add" to create a new list
2. Give the list a name
3. Choose the "Create own values" list type
4. Add new values, clicking the save button to add each new value
5. Choose default value (optional)



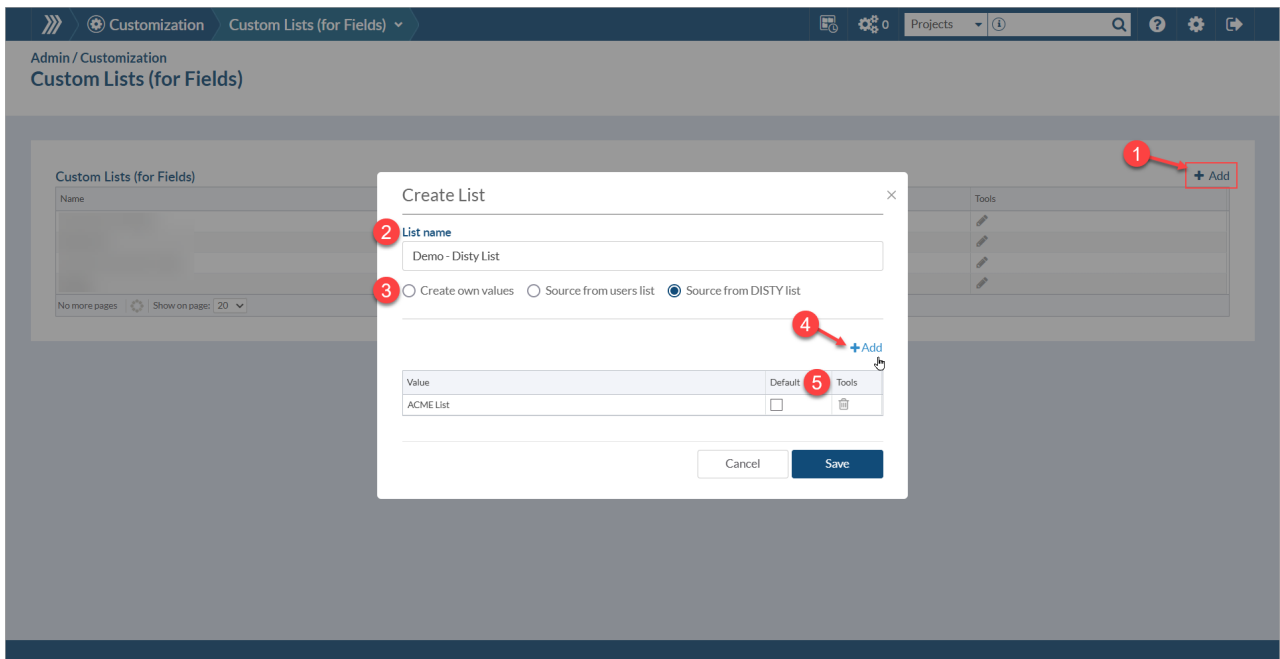
## Source from users list:

1. Click "+ Add" to create a new list
2. Give the list a name
3. Choose the "Source from users list" list type
4. Click the "+ Add" button to users
5. Choose default value (optional)



## Source from DISTY (distribution) list:

1. Click "+ Add" to create a new list
2. Give the list a name
3. Choose the "Source from DISTY list" list type
4. Click the "+ Add" button to add a distribution list
5. Choose default value (optional)



Not commonly used, but if you had a Contractor / Engineering Partner, this option would allow you to choose their distribution list.