# **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 preexisting values to choose from, rather than typing in the values.

# To create a new list navigate to the Lists screen.

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#### 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

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# 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

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# 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

Admin / Customization Lists	
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