

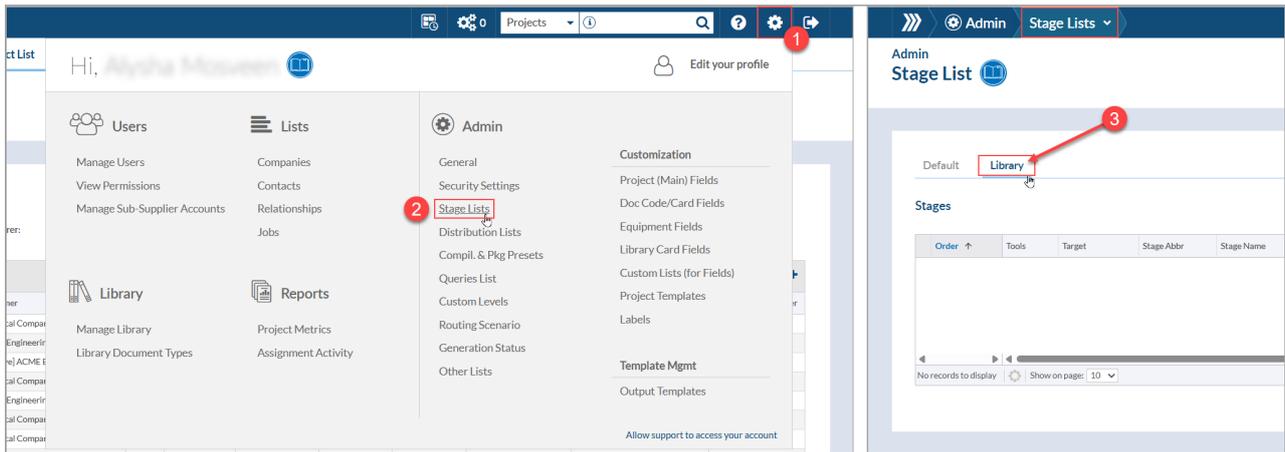
Stages Library

04/17/2025 2:34 pm MDT

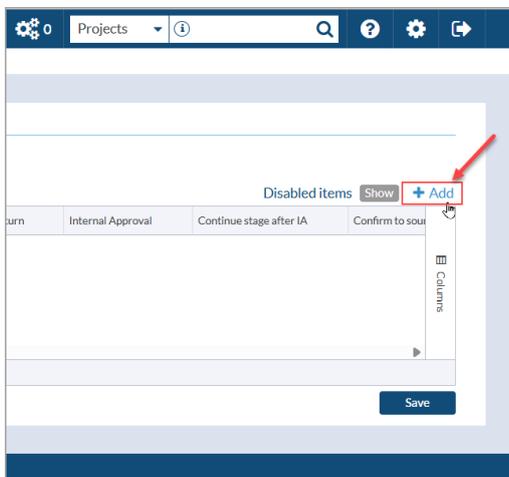
The stage library is a list of pre-defined stages that can be added to stage lists.

Note: Stages added to this library can only be added via the stage list editor on individual cards and cannot be added to general stage lists.

To access the stage list library, navigate to **System Menu > Admin > Stage Lists > Library**.

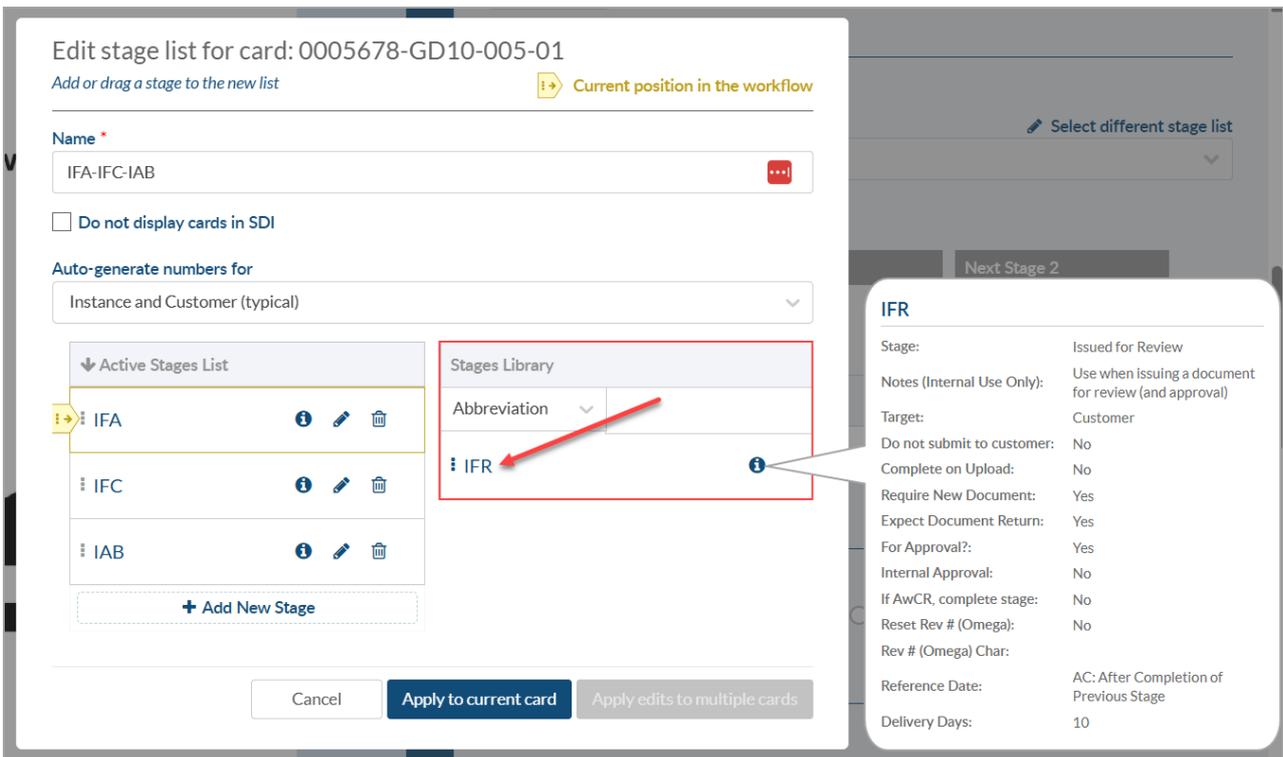


To add a new stage to the library, click the "+ Add" button above the grid and begin filling out the stage details (see article: [Add Stage\(s\) to Stage List](#)). In addition, add an internal note to help distinguish the stage from others.



Using stage(s) from stages library

Once the stage has been added to the library, it can be used when editing the stage list workflow on a particular card (see article: [Modify Stages from Edit/Assign Screen](#)). From the edit stage pop-up, you will see the stage library listed. Hover over the information bubble to see the details of each available stage.



To add a stage from the stages library into the workflow, simply drag and drop the stage into any position within the active stages list workflow using the three dots to the left of the stage name.

After the stage has been added into the workflow, you can update any of the settings by clicking the pencil icon.

