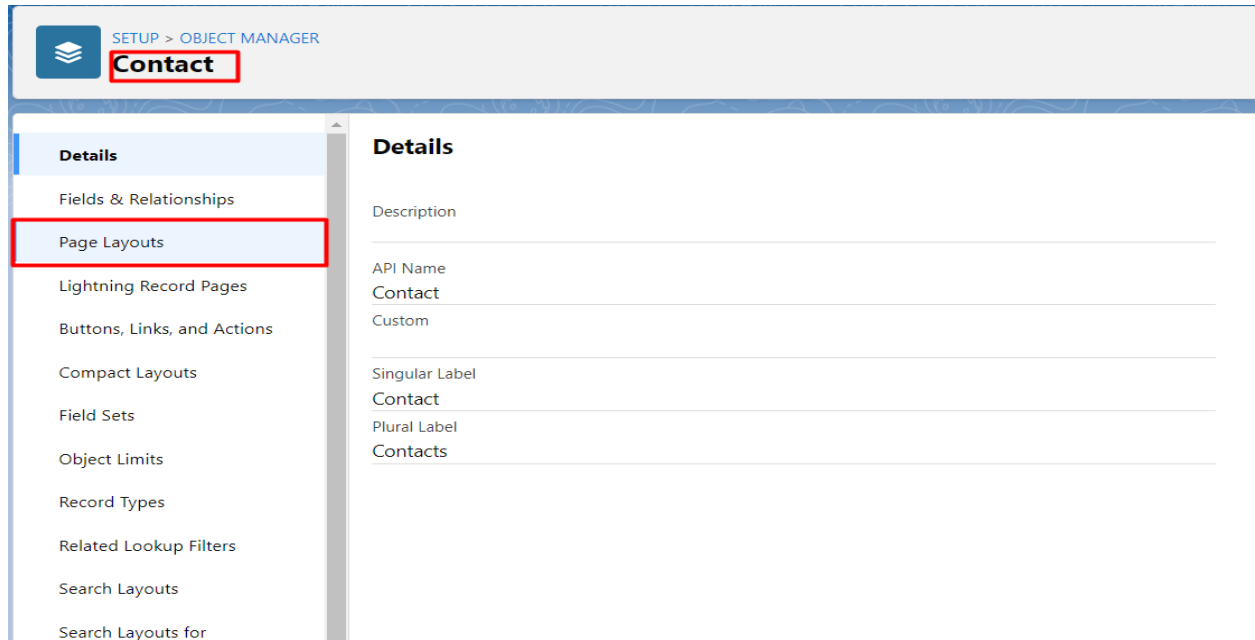
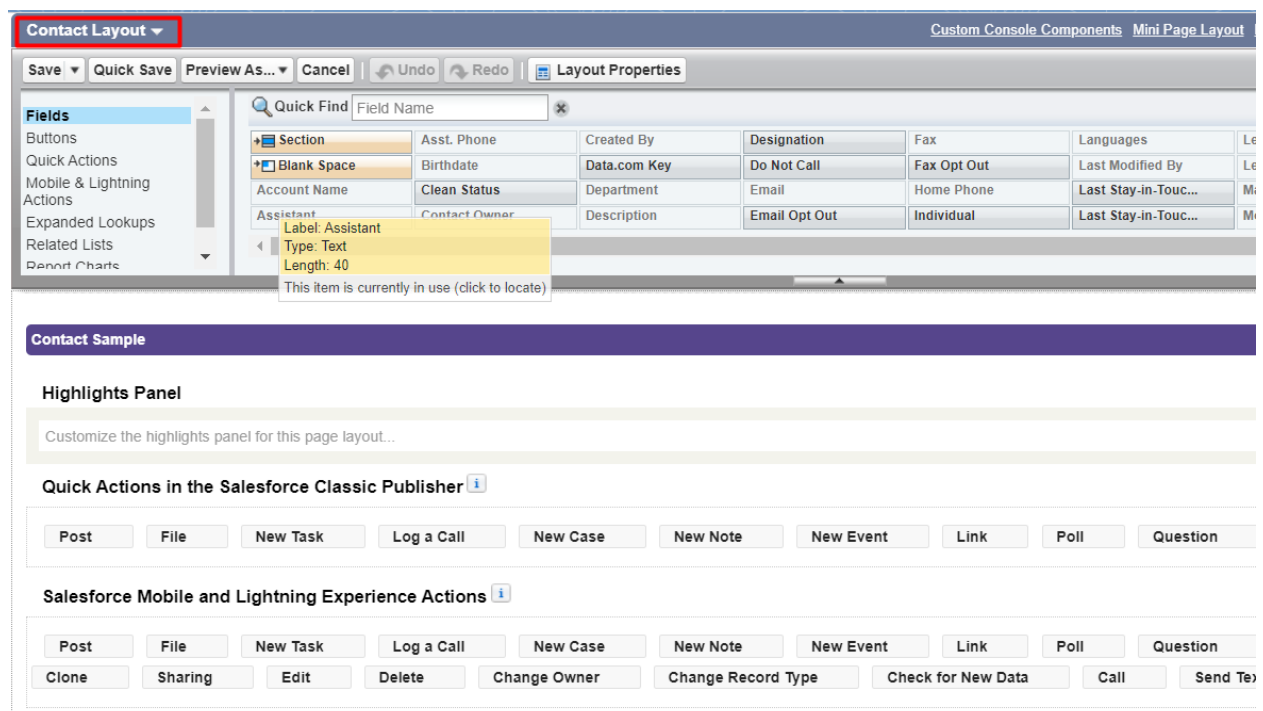


### Lecture 3: Placing Picklist and Picklist( multi-select) fields in page layout.

**Step 1:** In order to place these fields on page layout first we have to click on the page layout option given just below fields and relationship option.



**Step 2:** Moving to page layout now you have to select “contact layout”. Once you click on contact layout you will be directed to the next page where we will be placing those two fields.



**Step 3:** Here I am going to place them under additional information, for that you have to search for your field name in the quick find option available on top of the screen.

Save Quick Save Preview As... Cancel Undo Redo Layout Properties

Quick Find

Fields

- Buttons
- Quick Actions
- Mobile & Lightning Actions
- Expanded Lookups
- Related Lists
- Report Charts

Section

Blank Space

Designation

Asst. Phone

Created By

Designation

Fax

Languages

Lead Source

Birthdate

Data.com Key

Do Not Call

Fax Opt Out

Last Modified By

Level

Account Name

Clean Status

Department

Email

Home Phone

Last Stay-in-Touc...

Mailing Address

Assistant

Contact Owner

Description

Email Opt Out

Individual

Last Stay-in-Touc...

Mobile

Title Sample Text

Department Sample Text

Birthdate 7/15/2021

Reports To Sample Text

Lead Source Sample Text

Other Phone 1-415-555-1212

Fax 1-415-555-1212

Email sarah.sample@company.com

Assistant Sample Text

Asst. Phone 1-415-555-1212

Address Information (Header visible on edit only)

Mailing Address Suite 300, The Landmark @ One Market  
San Francisco, CA 94105  
US

Other Address Suite 300, The Landmark @ One Market  
San Francisco, CA 94105  
US

Additional Information (Header visible on edit only)

Languages Sample Text

Level Sample Text

System Information (Header visible on edit only)

Created By Sample Text

Last Modified By Sample Text

Description Information (Header visible on edit only)

Description Sample Text

Custom Links (Header visible on detail only)

**Step 4:** I am searching for “designation” and clicking on it after clicking just drag and drop.

Save Quick Save Preview As... Cancel Undo Redo Layout Properties

Quick Find desi

Fields

- Buttons
- Quick Actions
- Mobile & Lightning Actions
- Expanded Lookups
- Related Lists
- Report Charts

Section

Blank Space

Designation

Asst. Phone

Created By

Designation

Fax

Languages

Lead Source

Birthdate

Data.com Key

Do Not Call

Fax Opt Out

Last Modified By

Level

Account Name

Clean Status

Department

Email

Home Phone

Last Stay-in-Touc...

Mailing Address

Assistant

Contact Owner

Description

Email Opt Out

Individual

Last Stay-in-Touc...

Mobile

Title Sample Text

Department Sample Text

Birthdate 7/15/2021

Reports To Sample Text

Lead Source Sample Text

Other Phone 1-415-555-1212

Fax 1-415-555-1212

Email sarah.sample@company.com

Assistant Sample Text

Asst. Phone 1-415-555-1212

Address Information (Header visible on edit only)

Mailing Address Suite 300, The Landmark @ One Market  
San Francisco, CA 94105  
US

Other Address Suite 300, The Landmark @ One Market  
San Francisco, CA 94105  
US

Additional Information (Header visible on edit only)

Languages Sample Text

Level Sample Text

Designation Sample Text

Designation

System Information (Header visible on edit only)

Created By Sample Text

Last Modified By Sample Text

Description Information (Header visible on edit only)

Description Sample Text

Custom Links (Header visible on detail only)

**Step 5:** Similarly searching for hobbies and repeating the process of drag and drop under additional information.after placing it click on save.

The screenshot shows the Salesforce layout editor interface. At the top, there's a toolbar with buttons like 'Save', 'Quick Save', 'Preview As...', 'Cancel', 'Undo', 'Redo', and 'Layout Properties'. Below this is a 'Quick Find' search bar containing the text 'hobb'. A list of available fields is shown, with 'Hobbies' highlighted by a red box. The main area displays a form layout with several sections: 'Lead Source' (Sample Text), 'Asst. Phone' (1-415-555-1212), 'Address Information' (Mailing Address: Suite 300, The Landmark @ One Market, San Francisco, CA 94105 US; Other Address: Suite 300, The Landmark @ One M, San Francisco, CA 94105 US), 'Additional Information' (Languages: Sample Text, Designation: Sample Text, Level: Sample Text), 'System Information' (Created By: Sample Text, Last Modified By: Sample Text), 'Description Information' (Description: Sample Text), and 'Custom Links'. A red box highlights the 'Hobbies' field being dragged into the 'Additional Information' section.

**Step 6:** Now moving to app launcher and opening service and clicking on contact tab you will be directed to the next page with contact available now click to open that contact.

The screenshot shows the Salesforce app launcher and the contacts page. The app launcher is at the top left, with a red box around the 'Service' icon. The navigation bar at the top includes 'Home', 'Chatter', 'Accounts', 'Contacts', 'Cases', 'Reports', and 'Dashboards'. The 'Contacts' tab is selected, and a red box highlights the 'Contacts' label. Below the navigation bar, the 'Contacts' page is displayed. It shows a 'Recently Viewed' section with a dropdown menu. Below this, there's a table with columns: Name, Account Name, Account Site, Phone, and Email. A red box highlights the first row of the table, which contains the contact information for Andy Young.

	Name	Account Name	Account Site	Phone	Email
1	Andy Young	Dickenson plc		(785) 241-6200	a_young@dickenson.com

**Step 7:** After you open the available contact click on details and as you scroll down you will be able to see the fields that we placed present as designation and hobbies.

Contact  
**Mr Andy Young**

Mr Andy Young

Account Name  
[Dickenson plc](#)

Title  
SVP, Operations

Department  
Internal Operations

Birthdate

Reports To

Lead Source

Purchased List

Mailing Address  
[1301 Hoch Drive](#)  
[Lawrence, KS 66045](#)  
[USA](#)

Languages  
English

Designation

Mobile  
[\(785\) 265-5350](#)

Other Phone

Fax

Email  
[a\\_young@dickenson.com](mailto:a_young@dickenson.com)

Assistant

Asst. Phone

Other Address  
[1301 Hoch Drive](#)  
[Lawrence, KS 66045](#)  
[USA](#)

Level  
Primary

Hobbies

**Step 8:** Now if you click on edit you can edit your fields And after editing click on save.

**Mailing Address**  
Mailing Street

✓ --None--

CEO

COO

Director

Manager

Office Executive

QAA

Sales executive

--None--

**Other Address**  
Other Street  
1301 Hoch Drive

Other City  
Lawrence

Other State/Province  
KS

Other Zip/Postal Code  
66045

Other Country  
USA

Level  
Primary

**Hobbies**  
Available  
cooking  
gaming

Chosen

Cancel Save

**Step 9:** In case of picklist(multi-select) we can select multiple options you have click on edit and just click on the selected options and the arrow.

The screenshot shows a form with several fields: Languages (English), Designation (CEO), Level (Primary), and a Hobbies picklist. The picklist is divided into 'Available' and 'Chosen' sections. In the 'Available' section, 'gaming' is highlighted with a red box. A red arrow points from 'gaming' to the 'Chosen' section, which already contains 'cooking' and 'gardening'. A tooltip 'Move selection to Chosen' is visible. Below the picklist, there are fields for 'Created By' (astha gupta, 5/18/2021, 5:22 AM) and 'Last Modified By' (astha gupta, 7/15/2021, 4:05 AM). At the bottom, there are 'Cancel' and 'Save' buttons, with 'Save' highlighted by a red box.

**Step 10 :** Now as we click on save and move back to the details of the contract selected as we scroll down we will see that the selected options appear under our fields.

The screenshot shows a contract details page for 'Dickenson plc'. The page is divided into two columns. The left column contains fields for Title (SVP, Operations), Department (Internal Operations), Birthdate, Reports To, Lead Source (Purchased List), Mailing Address (1301 Hoch Drive, Lawrence, KS 66045, USA), Languages (English), Designation (CEO), Created By (astha gupta, 5/18/2021, 5:22 AM), and Description. The right column contains fields for (785) 265-5350, Other Phone, Fax, Email (a\_young@dickenson.com), Assistant, Asst. Phone, Other Address (1301 Hoch Drive, Lawrence, KS 66045, USA), Level (Primary), and Hobbies (cooking;gardening). The 'Hobbies' field is highlighted with a red box, showing the selected options 'cooking' and 'gardening' separated by a semicolon. Below the 'Hobbies' field, there are fields for 'Last Modified By' (astha gupta, 7/15/2021, 4:09 AM) and a description field.