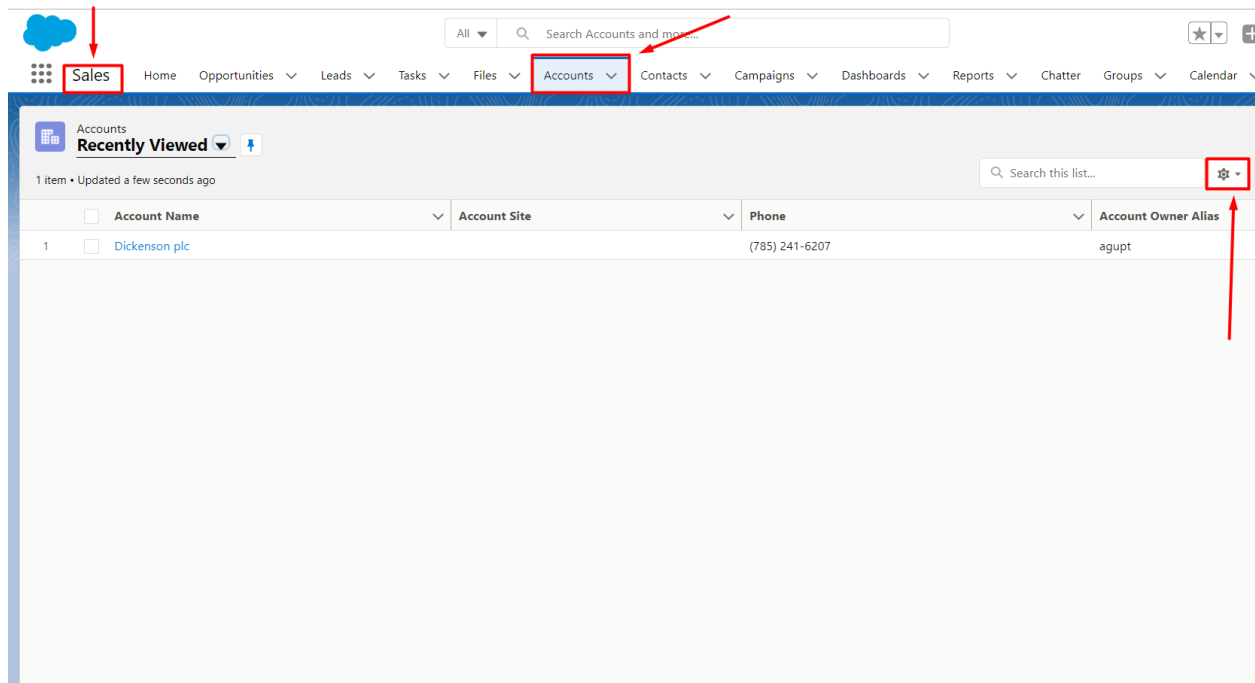


Step 1: In order to create a custom list view you first need to move to accounts and on the right hand side you can see a gear icon click on it and select new.



Step 2: As you click on it you will see a pop up where you have to provide list name, list API name and select visibility.

The screenshot shows the 'New List View' dialog box. It has a title bar 'New List View'. Below the title bar, there are two input fields: '* List Name' and '* List API Name'. The '* List Name' field is highlighted with a red box. Below the '* List Name' field, there are two buttons: 'Complete this field.' and 'Please fill out this field.'. Below the '* List API Name' field, there is a section titled 'Who sees this list view?'. This section contains three radio button options: 'Only I can see this list view' (selected), 'All users can see this list view', and 'Share list view with groups of users'. At the bottom right of the dialog box, there are two buttons: 'Cancel' and 'Save'.

Step 3: So here I am providing the list name as Custom Acc List when you enter the name API name will be automatically generated and then selecting the second option as all users can see this list view and clicking on save.

New List View

* List Name
Custom Acc List

* List API Name ⓘ
Custom_Acc_List

Who sees this list view?

☐ Only I can see this list view

☒ All users can see this list view ⓘ

☐ Share list view with groups of users ⓘ

Cancel Save

Step 4: As you click on save you can see that this custom account list view is created.

Accounts
Custom Acc List ▼

12 items • Sorted by Account Name • Filtered by My accounts • Updated a few seconds ago

	<input type="checkbox"/> Account Name ↑	Account Site	Billing State/Province
1	<input type="checkbox"/> Burlington Textiles Corp of America		NC
2	<input type="checkbox"/> Dickenson plc		KS
3	<input type="checkbox"/> Edge Communications		TX
4	<input type="checkbox"/> Express Logistics and Transport		OR
5	<input type="checkbox"/> GenePoint		CA
6	<input type="checkbox"/> Grand Hotels & Resorts Ltd		IL
7	<input type="checkbox"/> Pyramid Construction Inc.		
8	<input type="checkbox"/> sForce		CA
9	<input type="checkbox"/> United Oil & Gas Corp.		NY
10	<input type="checkbox"/> United Oil & Gas, Singapore		Singapore
11	<input type="checkbox"/> United Oil & Gas, UK		UK
12	<input type="checkbox"/> University of Arizona		AZ