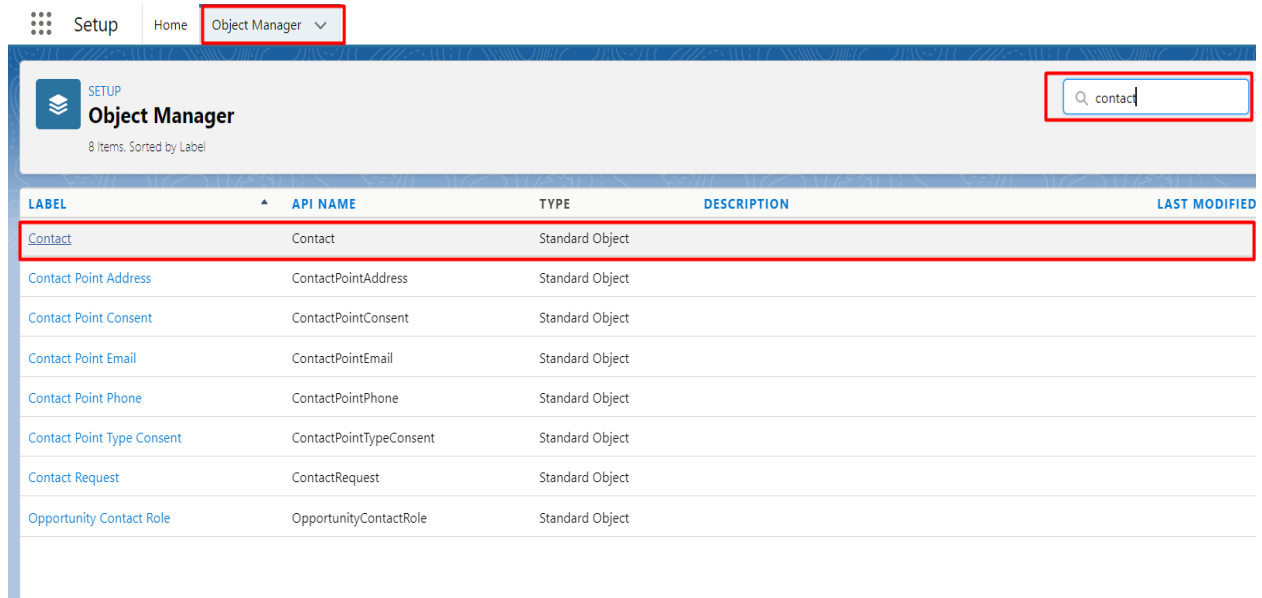**Lecture 1: Creating fields using picklist.**
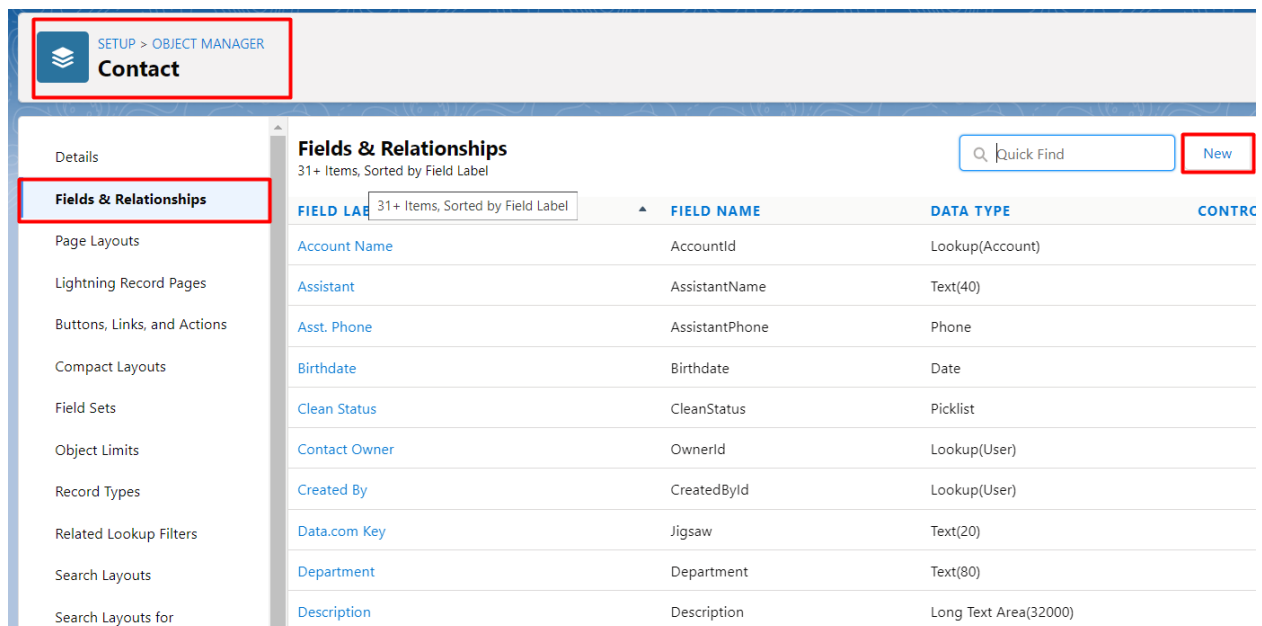
Step 1: In this session we will learn how to create fields using picklist. In order to create a field using picklist we have to first click on object manager and search for object "contact".

Step 2: Click on contact object to open and click on fields and relationships available on the left hand side. After opening fields and relationships, select new.

Step 3: Once you click on new you will be directed to the next page where you can see the options available for picklist and picklist (multi-select).so here I am selecting picklist and clicking on next.

Step 4: After clicking next step no. two is to enter details like field label, values, name etc. Here I am putting field label as designation and selecting **"Enter values, with each value separated by a new line"** . After selecting it I have put values as Manager, CEO, COO, Director etc. field name will be generated by default. After putting all these details click next.

Step 5: Step third is to establish a field level security so here I am selecting visible to all and clicking on next.

Step 3. Establish field-level security	

Field Label	Designation
Data Type	Picklist
Field Name	Designation
Description	

Select the profiles to which you want to grant edit access to this field via field-level security. The field will be hidden from all profiles if you do not add it to field-level security.

Field-Level Security for Profile	☑ Visible
Analytics Cloud Integration User	☑
Analytics Cloud Security User	☑
Authenticated Website	☑
Authenticated Website	☑
bgbb	☑
Contract Manager	☑
Cross Org Data Proxy User	☑
Custom: Marketing Profile	☑
Custom: Sales Profile	☑
Custom: Support Profile	☑

Step 6: Next step is to select page layout so I am disabling the layouts and clicking on save.

Contact
New Custom Field

Help for this

Step 4. Add to page layouts	Step

Previous | Save & New | Save

Field Label	Designation
Data Type	Picklist
Field Name	Designation
Description	

Select the page layouts that should include this field. The field will be added as the last field in the first 2-column section of these page layouts. The field will not appear on any pages if you do not select a layout.

To change the location of this field on the page, you will need to customize the page layout.

Add Field	Page Layout Name
☐	Contact (Marketing) Layout
☐	Contact (Sales) Layout
☐	Contact (Support) Layout
☐	Contact Layout

When finished, click Save & New to create more custom fields, or click Save if you are done.

Previous | Save & New | Save