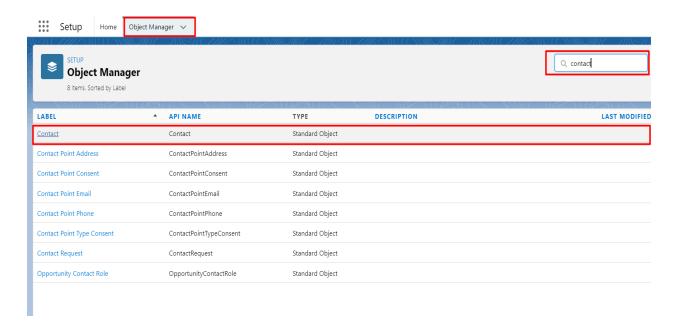
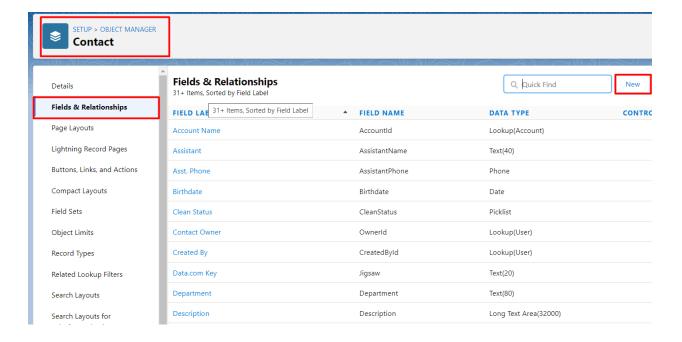
Lecture 2: Creating a field using Picklist(Multi-select).

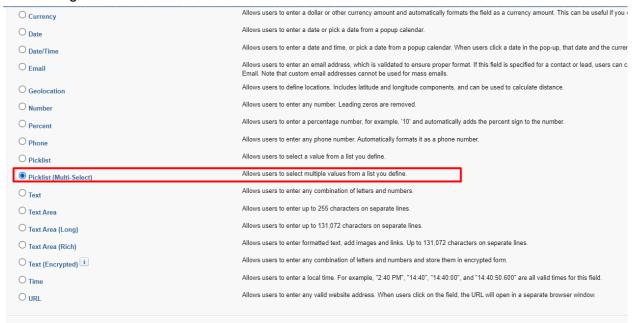
Step 1: In order to create a field using picklist(Multi-select) we have to first click on object manager and search for object "contact".



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.



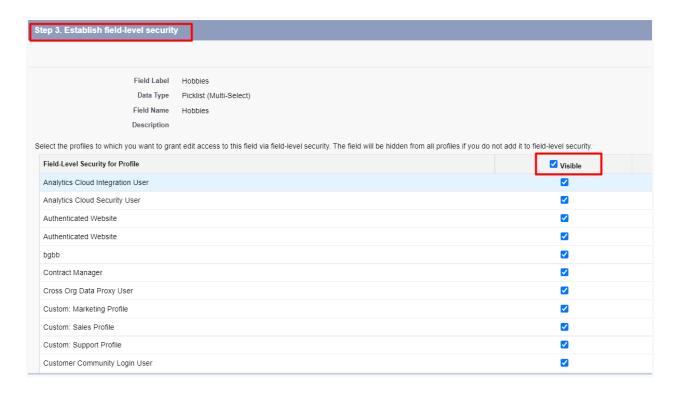
Step 3: Once you click on new you will be directed to the next page where you can see the options available for picklist and picklist (multi-select).so here I am selecting picklist(Multi-select) and clicking on next.



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 Hobbies and selecting "**Enter values, with each value separated by a new line**" After selecting it I have put values such as Playing Games, Reading, Writing, Gardening etc. field name will be generated by default. After putting all these details as you scroll you will see an option as "**visible line**" so it is mentioned 4 by default you can also change it as required and click on next.

| Step 2. Enter the details | |
|---------------------------|---|
| | |
| Field Label | Hobbies |
| Values | Use global picklist value set Enter values, with each value separated by a new line |
| | Play games |
| | Gardening Reading writing Travelling Cooking |
| | ✓ Display values alphabetically, not in the order entered ✓ Use first value as default value i ✓ Restrict picklist to the values defined in the value set |
| # Visible Lines | Multi-select picklists are displayed in a scrolling box on edit pages. |
| Field Name | Hobbies |
| Description | |
| | |

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



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

