

Creating an Advanced Select List Custom Field

Before you can start using your new **Advanced Select List** based custom field, you have to create it - add it to the custom fields list.

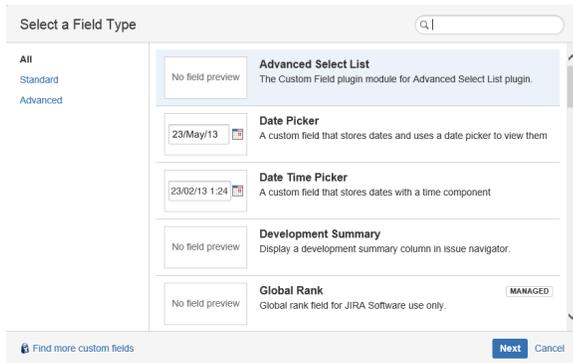
To create new custom field:

- Click the JIRA **Administration** icon  and select **Issues**.
- Choose the **Custom Fields** link in the **Issues** section.
- The **Custom fields** form appears. Here you have all the existing custom fields listed with the possibility of editing and configuration.
- Click the **Add Custom Field** button at the top of the page.
- Here you got the **Select a Field Type** dialog, where you will select desired type of the custom field - **Advanced Select List**. Click link for **All** existing types in the menu on your left.

See also:

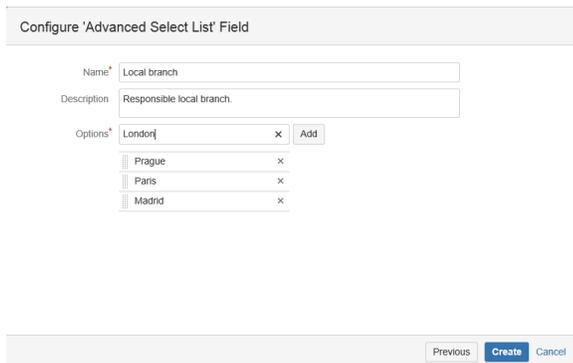
- [Managing the Values](#)
- [More on Custom Fields at Atlassian documentation](#)

Select a Field Type dialog



- Select **Advanced Select List** custom field and click **Next**.
- At the **Configure Advanced Select List Field** dialog enter the **Name** and **Description** of the field. The **Name** of the field will be visible right at issue page together with **Description** which guides the users to select appropriate option value.

Initial custom field configuration



- Now you can enter the range of values, that you will be able to administer later as well. Enter the value into the **Option** field and click **Add** button for each option. By dragging the option you can modify the order of the values.
- Click the **Create** button at the bottom of the dialog.

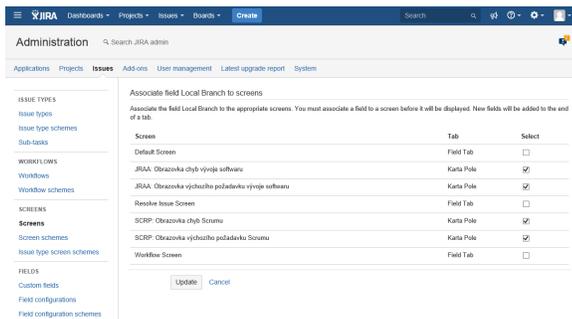
i Note the re-index recommendation at the right top off the page. While you're adding the new field into the database, it is strongly recommended to perform reindexing your database to keep its integrity and performance.

i We recommend that you [perform a re-index](#), as configuration changes were made to 'Custom Fields' by marek.nesleha@outlook.cz at 15/Jan/18 7:06 PM. **?**

If you have other changes to make, complete them first so that you don't perform multiple re-indexes

- Now you have been redirected to the **Associate field to screens** form, where you can see the list of the screens available for associating with your custom Advanced Select List. You can provide the associations also via **Administration/Issues/Screens** menu. Select the checkboxes for all the screens you have chosen. Unless you change the order of the screen fields, the added custom field will be shown as the last one on every screen. Click the **Update** button to save your changes into the database.

Associate field to screens form



- You're back at the **Custom fields** list. Your newly created field is now available in the list and prepared for use.