

Step 2 - Add a New Attribute

Add Custom Attribute

Attribute Name
Catering Service

Attribute Type
List

List Type
Single Select **Multi Select**

Multi-select attributes cannot be converted to single-select after creation

List of Values (2/1000)
List values will be ordered in the way they appear below in places like List View and Advanced Search.

Add Value

Search List Value

☐ Sort alphabetically: 0-9, A-Z

- Example Catering Service
- Awesome Caterers Inc.

Cancel Save

Image Description: I have created a new multi-select list attribute named “Catering Service” with two potential values.

Tips

- When creating a new attribute, name it something that other people would understand.
 - Example: *Catering Service is reasonably intuitive, but Pizza Person isn't great.*
- There are multiple types of attributes you might use.
 - **List:** The most common. Single-selection or Multiple-selections. For picking one or more options from a pre-defined set.
 - You must supply the set of attribute values, and can edit them later if more need to be added.
 - Whenever you add values to a list, toggle the “Sort alphabetically” button.
 - **Text:** If you never use this, you're probably doing a good job. For hyper-specific, detailed, and never reused values.
 - We want to avoid this type, although it seems the simplest, because of issues with misspelling.
 - **Number-Integer:** For countable values like 1, 2, 3, 4, or 5 and not fractional values like 1.1, 7.5, or pi.
 - **Number-Decimal:** For countable values and fractional values (see previous).
 - **Yes/No:** Binary choices where specificity doesn't matter. *“Did it get built? Yes.”*
 - **Date/Time:** Day, Month, and Year. Useful, but don't rely on having exact dates entered.
- You can add new attributes to old attribute groups. This helps other administrators, and you, stay organized.
- Avoid marking attributes as required.