

Add Columns To Lists

ADD COLUMNS TO LISTS

1. Click on the list, e.g. SP_Site_Owners



2. Click on the **List** tab and click **List Settings.**

SharePoint		Newsfeed OneDrive Sites Johnson, Charlene - 🐇
	INTENT MATRIX	🕄 SHARE 🛣 FOLLON
View Format	ty View - Current View: e Column All Items - alte Up - Current Page - Manage Views Tags and Notes Share & Track	Connect to Outlook Open with Access Export to Excel Open with Project Connect & Export Connect & Export Customize List Customize List Customize List
my TA Tean	ns - Senior Leadership GTA Projects	Quick Links +
Portal	ADM	Links 🔻
Home	myGTA > Portal > SharePoint Support SP_Site_Owners	
Notebook	+ new item or edit this list	
Documents	All Items ···· Find an item P	
Recent	✓ Title	
SP_Site_Owners	There are no items to show in this view of the "SP_Site_Owned	ers" list.
SPSupportIssues		
SP Training Documents		
Site Contents		



3. Modify the list, e.g. click **Create column** to create new columns.

Portal					
	ADM - DSS SI	harePoint Support	More Links 🗢		
Home	myGTA > Portal > Share	Point Support			
Fiome	SP_Site_Owners	 Settings 			
Notebook	List Information				
Documents	Web Address: http:	site_Owners s://t-mygta.ga.gov/portal	/spssupport/Lists/SP_Site	Owners/AllItems.aspx	
Recent	Description:				
SP_Site_Owners					
SPSupportIssues	General Settings	Permissio	ons and Management	Communications	
SP Training	# List name description and no	Notion Delete	this bet		
Documents	Versioning settings	= Save II	st as template		
Site Contents	# Advanced settings	Advanced settings Workflow Settings			
	Audience targeting settings Generate file plan report				
	Rating settings Enterprise Metadata and Keywords Settings		ngs		
	Content Matrix settings Pontamilion management policy settings				
	# Form settings				
	Columns				
	A column stores information about each item in the list. The following columns are currently available in this list:				
	Column (click to edit)	Type	Required		
	Title	Single line of text	~		
	Modified	Date and Time			
	Created	Date and Time			
	Created By	Person or Group			
	Modified By	Person or Group			
	Create column				
	^a Add from existing she column	s			
	Column ordering				
	Indexed columns				
	2000 C				
	A view of a list allows you to see	a national selection of items of	r to see the literat context in a nart	outer order. Means currently configured by this list-	
	View (click to edit)	Default View	Mobile View	Default Mobile View	

4. For example, add SP_Site_Name as a text field, then click **OK**.

TA Team	15 - Senior Leadership	GTA Projects Quick Links -	
9-1			
ETA	Chana Daint Com		
	SharePoint Supp	oort	
Portal	ADM ° DSS SharePo	oint Support More Links °	
	myGTA > Portal > SharePoint Su	pport	
Home	Settings · Create Col	umn 🛈	
Notebook	Name and Type	Column name:	
Documents	Type a name for this column, and select the type of information you want to store in the	SP_Site_Name	
Recent	column.	The type of information in this column is:	
SP_Site_Owners		Single line of text	
SPSupportIssues		Ochoice (menu to choose from)	
SP Training Documents		ONumber (1, 1.0, 100)	
Site Contents		Obate and Time	
		OLOOKUP (Information already on this site) OYes/No (check box)	
		OPerson or Group	
		Ocalculated (calculation based on other columns)	
		OTask Outcome OExternal Data	
		OManaged Metadata	
	Additional Column Settings	Description:	
	Specify detailed options for the type of		
	our and the second		
		Require that this column contains information:	
		Enforce unique values:	
		OYes No	
		Maximum number of characters:	
		Default using	
		Text Calculated Value	
		Add to default view	
	Column Validation		



5. For example, repeat step 3 and add SP_Owner_Name as a name field using a name look up, then click OK.

Grups Technicky Andered				
Portal	ADM 👻 DSS SharePoint Supp	port More Links 🕆		
Home	myGTA > Portal > SharePoint Support			
Notebook	Settings + Create Column @			
Documents	Name and Type	Column name:		
Pocont	information you want to store in the column.	SP_Owner_Name ×		
SD Site Owner		The type of information in this column is:		
sr_site_Owners		Osingle line of text		
SPSupportIssues		OChoice (menu to choose from)		
SP Training Documents		ONumber (1, 1.0, 100) ∩Currency (\$, ¥, €)		
er e i i		ODate and Time		
Site Contents		OLookup (information already on this site) OYes/No (check box)		
		Person or Group		
		OHyperlink or Picture		
		OExternal Data		
		OTask Outcome		
	Additional Column Settings	Description:		
	Specify detailed options for the type of information you selected.			
		Require that this column contains information:		
		Enforce unique values:		
		⊖Yes ● No		
		Allow multiple selections:		
		View selection of:		
		People Only People and Groups		
		Choose from:		
		All Users Others		
		Approvers		
		Show field:		
		Name (with presence)		
		Redd an defendenten		

6. Click on the List name to display the list, e.g. SP_Site_Owners



7. For example the new columns are displayed for the list, e.g. SP_Site_Owner

