

Picklists Skills Documentation (1)

Please initial next to each item. Be prepared to explain your responses to your trainer. Sign at the bottom along with the trainer who confirmed your skills demonstration.

You will find the material needed to successfully complete this checklist in the following Chateau Knowledge Base [Sections/Articles](#):

- [Settings](#)
- [Picklists](#)

	Task	Initial
1.	Find the Picklist Sub Tab.	
2.	Open Category list.	
3.	Hide an Item.	
4.	Edit an Item.	
5.	Attempt to edit AVOType item = Audio.	
6.	Add another item to Component / Area.	
7.	Talk through how to import a list from Excel.	
8.	Explain the Rank feature.	
9.	Explain what the asterisk by an item means.	
10.	Identify a picklist that is not customizable.	

Technician Name

Technician Signature

Date

Trainer Name

Trainer Signature

Date