# Edit Pick List

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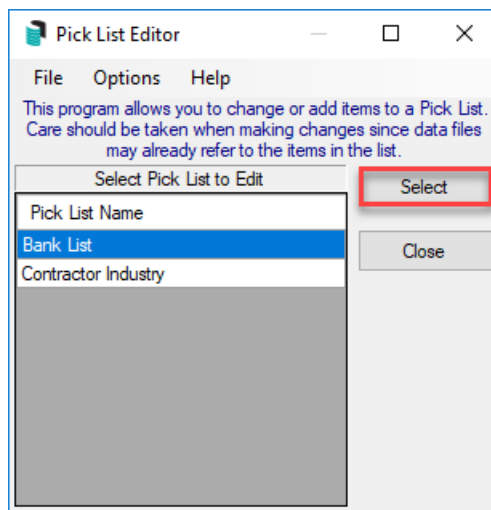
The instructions in this article relate to **Edit Pick Lists.** The icon may be located on your *StrataMax Desktop* or found using the *StrataMax Search*.

**Edit Pick Lists** is where you make changes to the list of banks and contractor industries, which can be selected throughout StrataMax, including the **Contracts Register**.

> Care should be taken when editing these lists because another user or part of StrataMax (BCMax) may be referring to an item in the list. It is best to edit pick lists at a time that you know other people are not using StrataMax (BCMax).

# To Add a new Pick List item

1. Search or select **Edit Pick Lists .**
2. Select *Pick List Name* from the list, click *Select*.
3. Click *Add.*
4. Enter New Item name as required and click *OK*.

# To Edit an existing Pick List item

1. Search or select **Edit Pick Lists**.

2. Select *Pick List Name* to be edited and click *Edit*.

3. Edit name as desired, click *OK*.