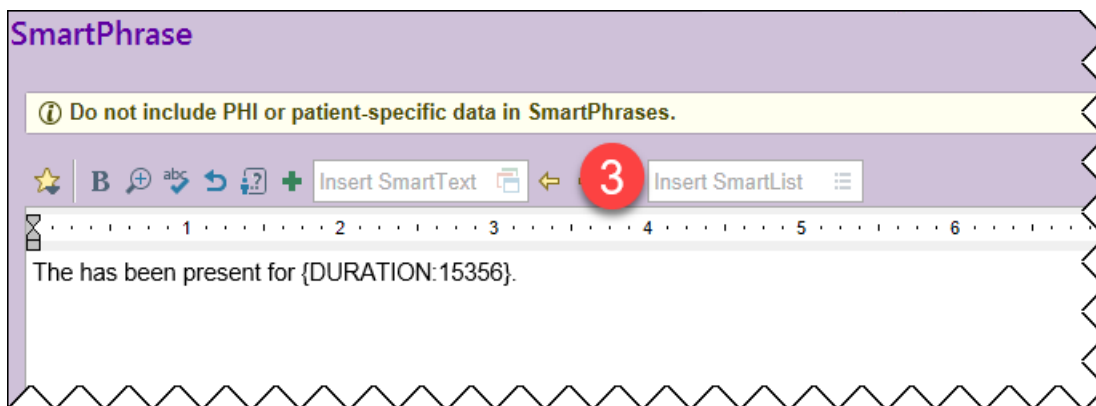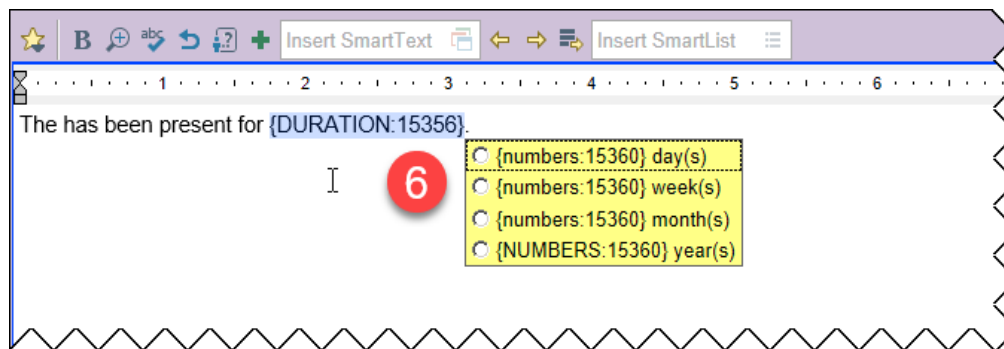# Using SmartLists in Personal SmartPhrases

SmartLists are pre-defined lists of choices that users can select. They can be especially helpful for documenting values that you use again and again or that pertain to a specific subject. Insert SmartLists into personal SmartPhrases to increase efficiency, save time, and cut down on keyboard strokes during documentation.

Try It Out

1. From the Epic drop down, click **MySmartPhrases**, or use chart search and search for My SmartPhrases or SmartPhrase Manager. Open the SmartPhrase you wish to edit or create a new one.
   a. **Hint**: There is a tip sheet on how to edit SmartPhrases.
2. Click **New User SmartPhrase**.
3. Place your cursor at the point in the SmartPhrase where you would like to add a SmartList. Then, in the **Insert SmartList** field type your SmartList term.
   a. For example, type **duration** and press **Enter**.
4. From the SmartList Lookup screen, **select** the SmartList you wish to choose and click **Accept**.
5. You will see your added SmartList within your SmartPhrase.

6. Once the list is in your phrase, you can **click** into the text and **F2** to see the dropdown function.
   a. Single lists are the yellow lists which only allow one choice.
   b. Multiple lists are the blue lists which allow many choices.

7. When finished, click **Accept** if you are updating a SmartPhrase.
   a. If this is a new SmartPhrase, make sure to name the SmartPhrase and then click **Save**.