# Settings > Licenses > terms

Terms are configured in the Licenses section of the Settings app under Terms and License term pick list setup.

- Terms. Terms of use relevant to the license.
- Value. The definition of, or answer to, the term. For example, the Value of the term "Concurrent Users" might be "5," as in the license permits 5 concurrent users.
- Visibility. To indicate whether the term should display internally (just within FOLIO), or externally to the public through, for example, your catalog.
- Internal note. A note about the term that displays internally to FOLIO users.
- Public note. A note about the term that displays externally to the public.

### Create a License term in Settings

### Steps

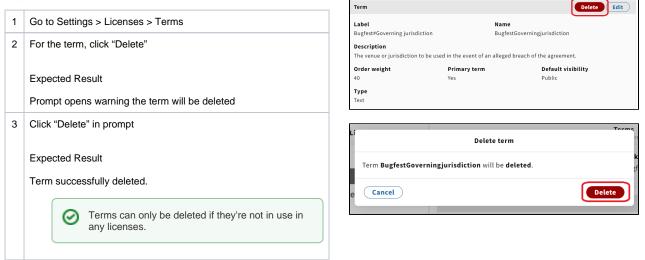
1	Go to Settings > Licenses > Terms
2	Click "New" button
3	<ul> <li>Complete all fields marked with an asterisk</li> <li>Order weight determines the order in which the terms will display in the license records.</li> <li>Primary term indicates whether the term will always display in the license record or will need to be added as an "Optional term."</li> <li>Type: the term type can be decimal, integer, text, or picklist.</li> <li>If you create a picklist term, a picklist menu will appear.</li> </ul>
4	Click Save Expected Result Term is saved and displayed with correct information and Delete and Edit buttons





## Delete a License term from Settings

#### Steps



### Create a License picklist

Steps

1	Click on "Settings" app. Expected Result
	"Settings" app opens.
2	Click on "Licenses" in the left column. Expected Result
	A new column next to the left column appears.
3	Click on "pick lists" in the new column. Expected Result
	A list of all pick lists is shown.
4	Click on the "new" button in the right upper corner. Expected Result
	A new pick list appears in the shown list.
5	Fill the empty field with a Name and click on "save". Expected Result
	The pick list is created.

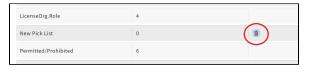
<ul> <li>Settings</li> </ul>	⊘ Agreements	🖥 Check in 🛛 🔞 Check out 🛛 😢 Circulat	ion log 🛛 🕐 Courses	88 Apps ~	🕘 Eckhart Library
Settings	Licenses		Pick lists		
Circulation *	General	Pick lists			(+ New
🗄 Data export	Terms	Pick list	# of values		Actions
Data import	License term pick list setup	Bugfest#ConcurrentAccess	1		
Developer	Pick lists	Bugfest#License.0A.Type	1		
eHoldings	Pick list values	Bugfest#Permissions	3		
S Finance		Bugfest#YNO	1		
Contractory					
C Invoices		DocumentAttachment.AtType	2		
Licenses		InternalContact.Role	5		
My profile		License.EndDateSemantics	2		
		Pick lists			
Pick lists					+ New
Pick list		# of values		Actions	
New Pick List		0		Cancel	Save
Bugfest#ConcurrentAc	cess	1			

# Delete a License picklist

#### Steps

1	Click on "Settings" app. Expected Result "Settings" app opens.
2	Click on "Licenses" in the left column. Expected Result A new column next to the left column appears.
3	Click on "Pick lists" in the new column. Expected Result A list of all pick lists is shown.
4	Choose the record you want to delete and click on the trash can symbol in the same row. The trash can symbol will appear in the Actions column only if the "# of values" column displays 0. Expected Result A new window opens.
5	Click on "delete". Expected Result The pick list is deleted.

• Steps 1-3: see screenshot 1 from "Create a License picklist."



e	Delete Pick list
	The Pick list New Pick List will be deleted.
e	Cancel

# Add a value to a License picklist

#### Steps

1	Go to Settings > Licenses > Pick list values
2	In the "Pick list" dropdown select the picklist to which you want to add a value

<ul> <li>Settings</li> </ul>	🥝 Agreements 🧯	🗟 Check in 🔞 Check out 🔃 Circulation log 🔗 Courses 🛛 🕄 Apps 🗸 🛛 🕦 Eckhart Library 🗸
Settings	Licenses	Pick list values
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3	Click "New" button	Pick list values
	Expected Result New line appears in list of pick list values	Pick list New Pick List Pick list values There are no Pick list values
4	Enter a label, which will be a new value in the pick list, and click "Save"	
	Expected Result New value saved successfully	Pick list values Pick list New Pick List Pick list + New + New

# Picklist values can be edit or deleted by clicking the pencil (edit) or trashcan (delete) next to the label.

Pick list values			
Label	Value	Actions	
a new label	a_new_label	✓ ±	