

Create a List

Creating personalized lists on myManta is easy.

The first step is to find a company you want more information on. Type the company name into the Search box or browse using one of the "Companies" links above the search box (U.S., Canada, etc.).

When you find the company you're seeking, view the company profile. The myManta Controls are displayed in the upper right.

The screenshot shows the myManta website interface. At the top, there's a navigation bar with links like Home, About Us, myManta (NEW), FAQ, and View Cart. Below that is the MANTA logo and a search bar. The main content area displays the profile for Microsoft Licensing, Inc., including its address, phone number, and line of business. On the right side, a 'myManta Controls' menu is highlighted with a red box, listing several actions: Add Company To List, Add/View Note, Add Contact, View Contacts, Edit Company Profile, and Set Company Alert. A 'NEW TRY IT!' badge is next to the 'Add/View Note' option.

Click on "Add Company To List." You will be asked to log in or to create a Manta User ID before you can create a list. Even logged-in Manta.com members will be prompted to log in every time you access myManta because this protects the privacy of your information.

Once you're logged in, you will be prompted to choose the name of the list to which you want to add the company. You can add it to the Default list or create a new list.

Default List: The default list contains all companies that have not yet been categorized by you directly. For example, if you add a new contact to a company that hasn't been added to a list, myManta will automatically add it to the Default List

This is a close-up of the 'myManta Controls' menu. The 'Add Company To List' option is highlighted with a mouse cursor. A dropdown menu is open, showing 'Default List' and 'New List...' as options. A 'NEW TRY IT!' badge is also visible next to the 'Add/View Note' option.

for your future reference. You can add companies to the Default List, and then move them to another list later.

New List: Create a new list by selecting the New List option from the List window and give it a name (Examples: prospects in Ohio, my favorite restaurants, petroleum companies, etc.) Once you've created a new list, you can continue to add companies to it using this process.

Now that you've learned how to create a list, you can view and manage it; just sign in to the [myManta homepage](#) anytime.

Other myManta options:

[View and Manage Lists](#)

[Add Notes](#)

[Add Company Contacts](#)

[Create a Sales Pipeline](#)

[Share a List](#)

[Click here](#) to view the entire myManta User Guide.

We built myManta using your suggestions, so if you have concerns about the site or questions not addressed in this tutorial, please [send us an email](#) or access the Manta.com [FAQ](#).