View Custom Fields In Contact Searches %

This article applies to:

- 1. Navigate to CRM > Contacts in the main navigation menu
- 2. (Optional) Click on **New Search** if available. This will reset any previous search criteria and you can skip to step 4.

Contacts
Actions ~ New Search Edit Criteria/Columns Save Print
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3. Click Edit Criteria / Columns...

Contacts
Actions ~ New Search Edit Criteria/Columns Save Print
Leonard Adams

4. Click the **Columns** Tab

Search	General	Address	Phone/Email	Custom Fields	Misc Criteria	Columns
		is on Seai	rch Results			
ustom Colur	nns:		Available Flo Last 4 ssn	elds:		
Name		~ ~ ×	Middle nam	e	*	
Email		~ ~ ×	Assistant na Assistant ph			
		A V X	Title			
Birthday			Suffix			

5. Add a Custom Field as a Column. Click on the name of the custom field in the "Available Fields" box and then click on the small arrows in between the boxes to move your field over to the left.



6. Click OK

	Cou	tal o intry eet a
V	Cancel Reset Filters	
	Birthday:	De
	Phone 1: 366-5100	Le
	City: Fredericton	0

7. Your custom field will now be available in the Search Results.

	Add a Cor	ntact	
S	aved Searches	~	
50	→ per page	■	
Phone 1	State	Lead Source	