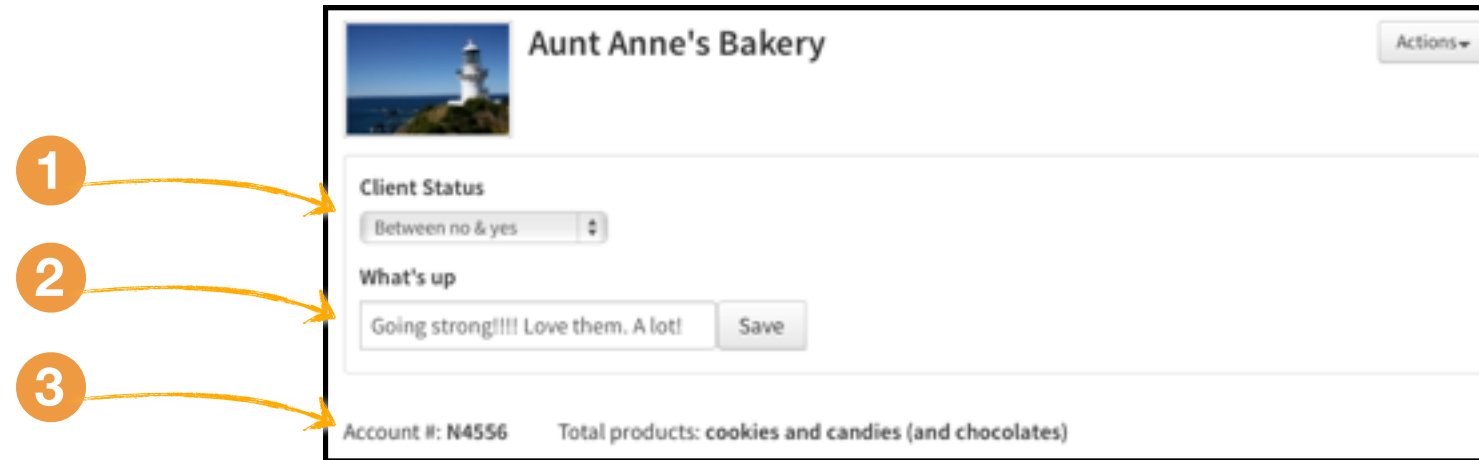# Feature search labels and custom fields
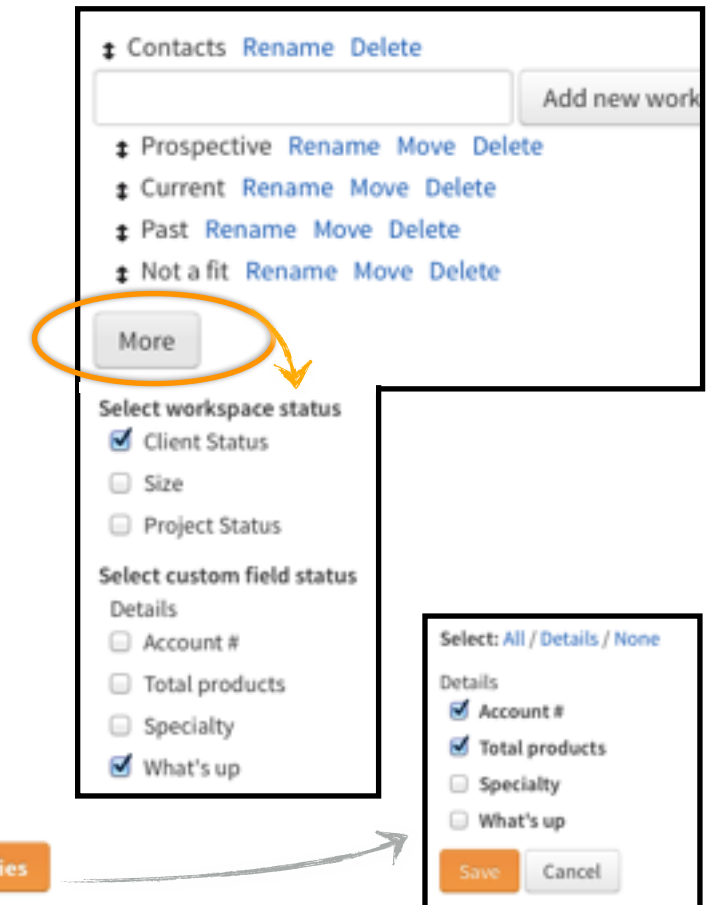
Choose data to appear at the top of each workspace. You can make them editable or not, it's up to you!

fmyi

Aunt Anne's Bakery   Actions ▾

① → **Client Status**
          Between no & yes ▾

② → **What's up**
          Going strong!!!! Love them. A lot!   Save

③ → Account #: **N4556**   Total products: **cookies and candies (and chocolates)**

---

① FEATURING THE **"SEARCH LABEL" DROP DOWN MENU(S)**
1. Click **Admin** tab (click actual word "Admin") > **Workspace Categories.**
2. Find the category of your choice and click on the word **More**.
3. Check search label categories to feature at top (under workspace status) and click **Done**.

② FEATURING **EDITABLE CUSTOM FIELDS**
1. Click **Admin** tab (click actual word "Admin") > **Workspace Categories.**
2. Find the category of your choice and click on the word **More**.
3. Check the custom fields to feature at the top (under custom field status) and click **Done**.

③ FEATURING **READ-ONLY CUSTOM FIELDS**
1. Click **Admin** tab (click actual word "Admin") > **Manage custom fields** (bottom left) > Select a category
2. At the bottom of the page, click the button: **Choose featured properties**
3. Check the custom fields to feature at the top and click **Save**.

↕ Contacts Rename Delete

[   ]   Add new work

↕ Prospective Rename Move Delete
↕ Current Rename Move Delete
↕ Past Rename Move Delete
↕ Not a fit Rename Move Delete

[More]

Select workspace status
☑ Client Status
☐ Size
☐ Project Status

Select custom field status
Details
☐ Account #
☐ Total products
☐ Specialty
☑ What's up

Select: All / Details / None
Details
☑ Account #
☑ Total products
☐ Specialty
☐ What's up
Save   Cancel

Choose featured properties

OPTIONAL: CUSTOMIZE THE ORDER on **Admin tab** (click actual word "Admin")**:**

Click **Search Labels:** Click and hold **arrows** (left) to drag and drop.
Or click: **Manage custom fields** (bottom left) > Select a category: Click and hold **arrows** (left) to drag and drop.

↕ Client Status Rename Delete Bookmark

[   ]   Add new search label

↕ First Contact Rename Move Delete
↕ Need to follow-up Rename Move Delete