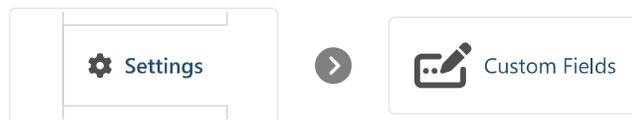# Custom Fields

Custom Fields in Manager.io allow you to create additional fields in your forms, enabling you to capture business-specific information in entries. This feature enhances the flexibility of your records by allowing you to tailor data entry to your unique needs.

To access Custom Fields, go to the **Settings** tab, then select **Custom Fields**.

⚙ **Settings** ❯ ✎ Custom Fields

Types of Custom Fields

Custom fields are divided into five distinct types, each differing in appearance and behavior:

1. **Text Custom Fields**: The simplest type, allowing free-form text input. Optionally, you can set a predefined set of values for users to select from.

2. **Number Custom Fields**: Designed for inputting numerical data, these fields can display totals in different views, aiding in calculations and data analysis.

3. **Date Custom Fields**: Ideal for date entries. When inputting values, a drop-down calendar appears for easy date selection.

4. **Checkbox Custom Fields**: Perfect for creating yes/no or on/off switches, enabling quick binary selections.

5. **Multiple Value Custom Fields**: Allow you to set up a predefined list of values from which users can select one or more options.

Utilizing Custom Fields

When using custom fields, you have several options to enhance data management:

- **Display in Tables**: Show custom fields in list views for easy access and review.

- **Incorporate into Printed Documents**: Include custom field data in invoices, receipts, and other documents using merge tags.

- **Use in Advanced Queries**: Employ custom fields in complex queries for filtering, sorting, or grouping, allowing you to create tailored reports.

Displaying Custom Fields in Tables

To display the contents of a custom field as a column in tabs, click the **Edit columns** button, where you can enable the desired custom field.

Edit columns

For more information, see **Edit Columns**.

Including Custom Fields in Printed Documents

To display a custom field on a printed document, use Footers to insert the content of custom fields using merge tags.

For more information, see **Footers**.

Using Custom Fields in Advanced Queries

With Advanced Queries, custom fields are accessible for selection, filtering, sorting, or grouping. This enables you to craft unique reports tailored to your business needs.

For more information, see **Advanced Queries**.