Discover how to search for and filter text, number, date, and list custom fields in WorldShare Acquisitions.

### View custom fields

1. On the left navigation, click **Settings > Custom Fields**. All custom fields appear on the Field Settings screen.
   - Order Item custom fields appear under the Order Item Fields accordion.
   - Invoice Item custom fields appear under the Invoice Item Fields accordion.
2. Click the **Field Name** to view or edit the custom field. For details, see [Edit custom field information](#).

### Search a custom text field

1. Navigate to **Orders > Order Items**
   - Or
   - Navigate to **Invoices > Invoice Items**
2. Select a custom text field from the drop-down list.
3. Enter your search term(s) in the text field. You can enter up to 190 characters.
4. Click **Search**.

### Search a custom number field

1. Navigate to **Orders > Order Items**
   - Or
   - Navigate to **Invoices > Invoice Items**
2. Select a custom number field from the Filters drop-down menu.
3. Enter a number range in the From and To fields.
   - Note: To search for a specific number, enter the same number into both the From and To fields.
4. Click **Apply**.

### Search a custom date field

1. Navigate to **Orders > Order Items**
   - Or
   - Navigate to **Invoices > Invoice Items**
2. Select a custom date field from the Filters drop-down menu.
3. Select one of the following options:
   - More than ___ days ago - Enter a number in the text field.
   - Within the next ___ days - Enter a number in the text field.
Custom date range - Enter a number range in the From and To fields or use the calendar button.

4. Click Apply.

Search a custom list field

1. Navigate to Orders > Order Items
   Or
   Navigate to Invoices > Invoice Items
2. Select a custom list field from the Filters drop-down menu.
3. Select one or more options from the list. To deselect an option, click the x next to the selection.
4. Click Apply.