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](https://help.oclc.org/Library_Management/WorldShare_Acquisitions/Settings/Custom_fields/Search_and_filter_custom_fields).

**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**.