View and edit a custom field

Discover how to view, edit, and delete custom field information in WorldShare Acquisitions. From the Field Settings screen, you can view and edit existing order item and invoice item custom fields.

View custom fields

1. On the left navigation, click Settings > Custom Fields.
2. Click Order Item Fields to open the accordion. All available order item fields are displayed.
   Or
   Click Invoice Item Fields to open the accordion. All available invoice item fields are displayed.
3. Click the Field Name to view or edit the custom field.

Edit custom field information

Edit a custom field

The following fields are editable from the field details screen:

- **Field Name** - Enter a descriptive name for the field.
- **Description** - Enter a description for the field.
- **Active status**
  - Yes (default) - The field is active and you can enter values for the field.
  - No - The field is inactive and you will not be able to enter values for the field.
- **List Sorting** (List custom fields only)
  - **Alphabetic** - The list options will appear alphabetically.
  - **Manual** (default) - The list options will appear in the order they were originally added.

Edit a translated field name

1. On the left navigation, click Settings > Custom Fields.
2. Click Order Item Fields to open the accordion. All available order item fields are displayed.
   Or
   Click Invoice Item Fields to open the accordion. All available invoice item fields are displayed.
3. Click the Field Name to view the field details screen.
4. Click the pencil button (📝) next to the translated field name you want to update.
5. Update the Field Name and then click Save.
Edit a list option

1. On the left navigation, click Settings > Custom Fields.
2. Click Order Item Fields to open the accordion. All available order item fields are displayed. 
   Or
   Click Invoice Item Fields to open the accordion. All available invoice item fields are displayed.
3. Click the Field Name to view the field details screen.
4. Click the pencil button (✍️) next to the list option you want to update.
5. Update the Option Name or Active status and then click Save.

Delete custom field information

Delete a custom field

1. On the left navigation, click Settings > Custom Fields.
2. Click Order Item Fields to open the accordion. All available order item fields are displayed. 
   Or
   Click Invoice Item Fields to open the accordion. All available invoice item fields are displayed.
3. Click the Field Name to view the field details screen.
4. Click Delete. A warning message appears stating that you are about to delete a custom field and the action cannot be undone.
5. Click Delete.

Delete a translated field name

1. On the left navigation, click Settings > Custom Fields.
2. Click Order Item Fields to open the accordion. All available order item fields are displayed. 
   Or
   Click Invoice Item Fields to open the accordion. All available invoice item fields are displayed.
3. Click the Field Name to view the field details screen.
4. Click the remove button (❌) next to the translated field name you want to delete. A warning message appears stating that you are about to delete a translated field name and the action cannot be undone.
5. Click Delete.

Delete a list option

1. On the left navigation, click Settings > Custom Fields.
2. Click Order Item Fields to open the accordion. All available order item fields are displayed. 
   Or
   Click Invoice Item Fields to open the accordion. All available invoice item fields are displayed.
3. Click the Field Name to view the field details screen.
4. Click the **remove button** (❌) next to the list option you want to delete. A warning message appears stating that you are about to delete a list option and the action cannot be undone.

5. Click **Delete**.