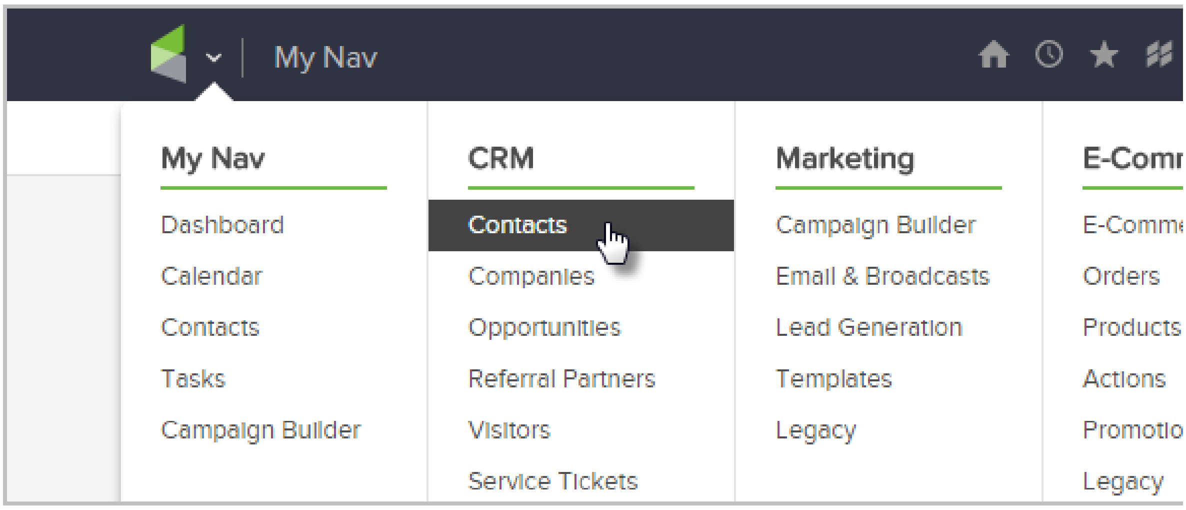
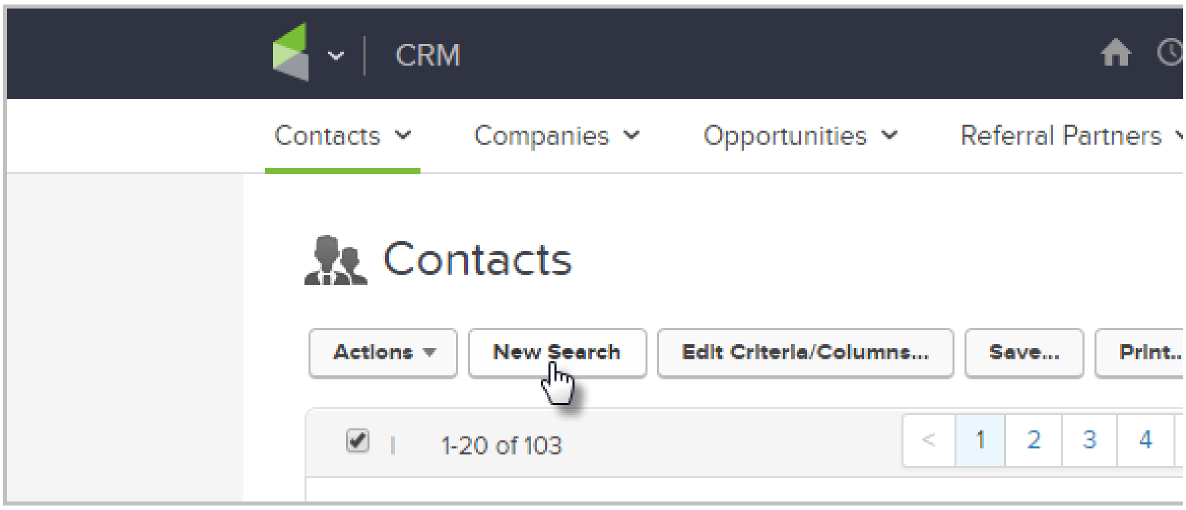
View Custom Fields In Contact Searches

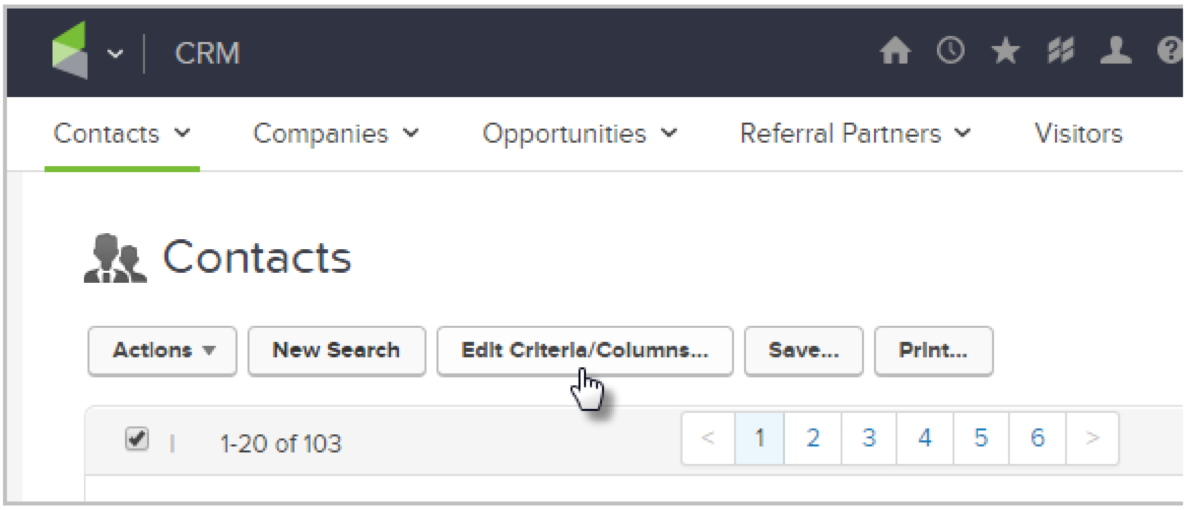
1. Navigate To Contacts Under CRM



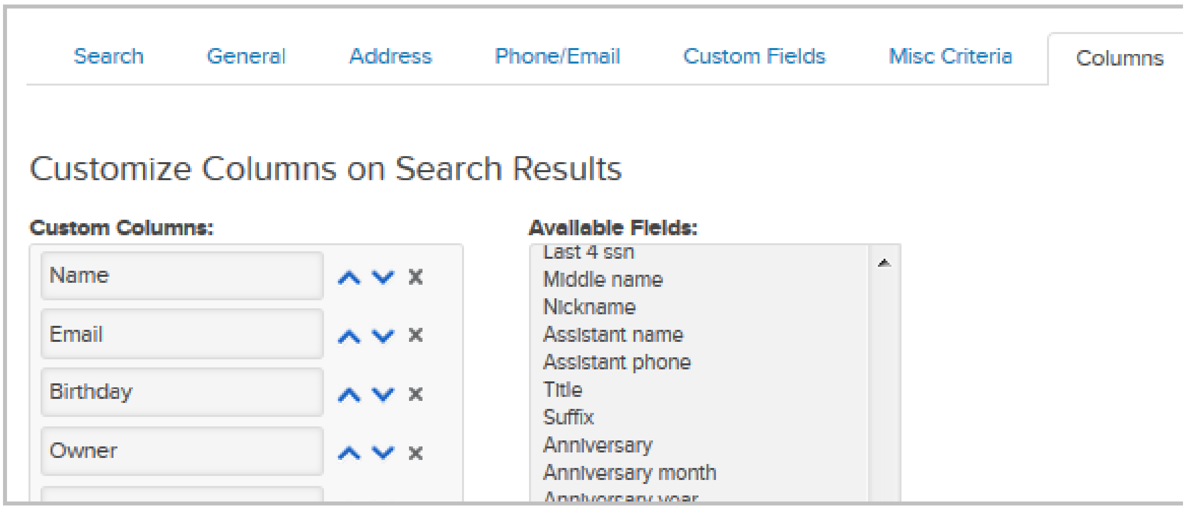
2. (Optional) Click on **New Search** if available. This will reset any previous search criteria



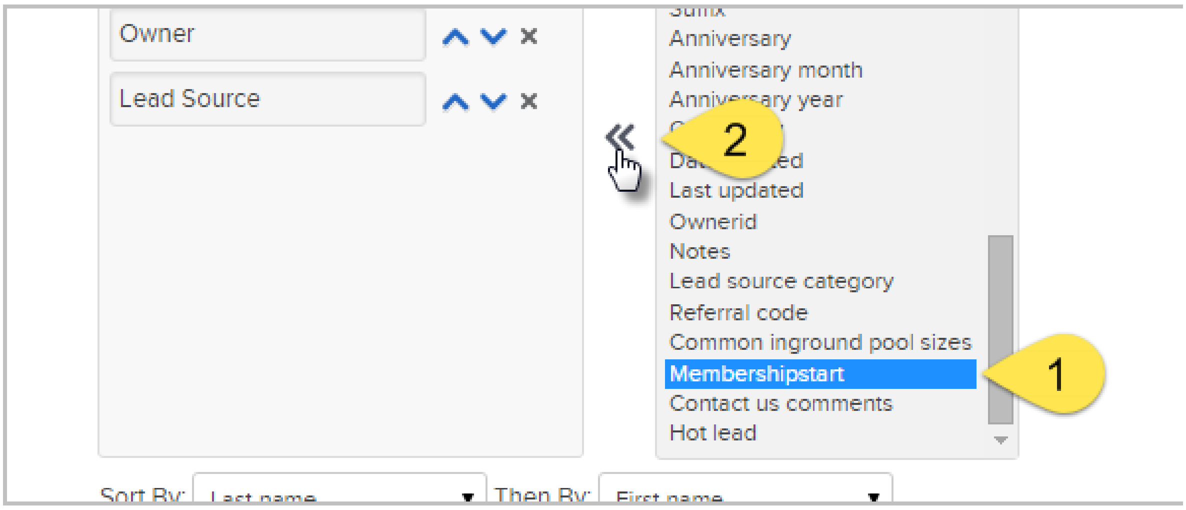
3. Click **Edit Criteria / Columns...**

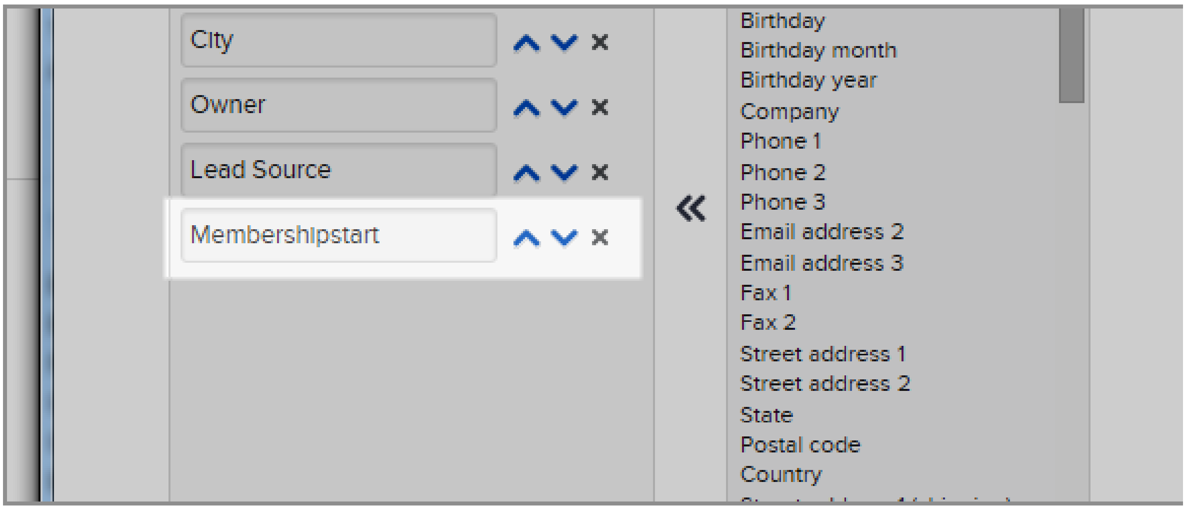


4. Click the **Columns** Tab

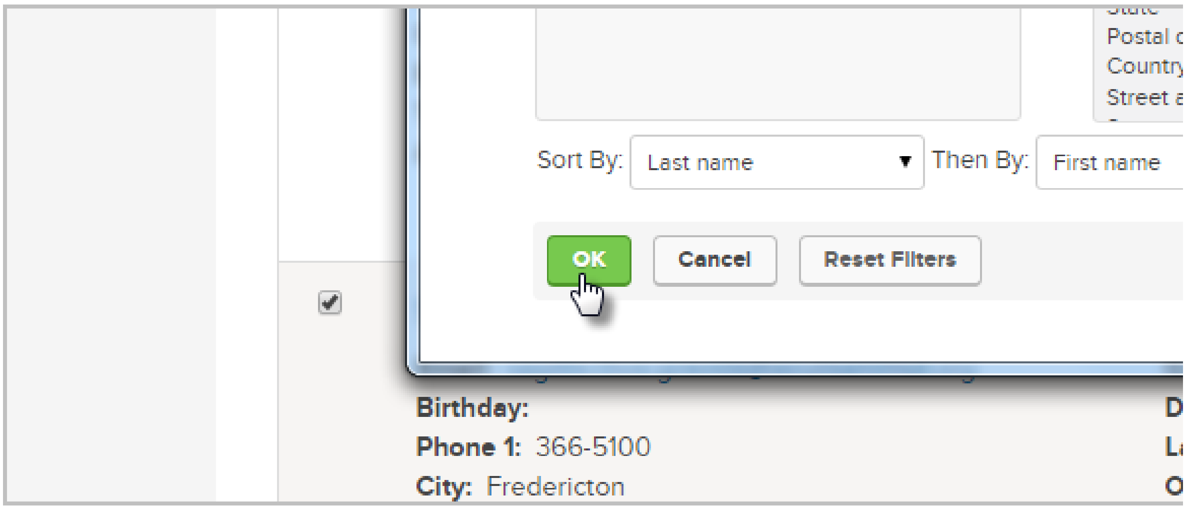


5. Add a Custom Field as a Column. Click on the name of the custom field in the "Available Fields" box and then click on the small arrows in between the boxes to move your field over to the left.





6. Click **OK**



7. Your custom field will now be available in the Search Results.

Pro-Tip! To scan a list of contacts more quickly, switch to "Grid View"!