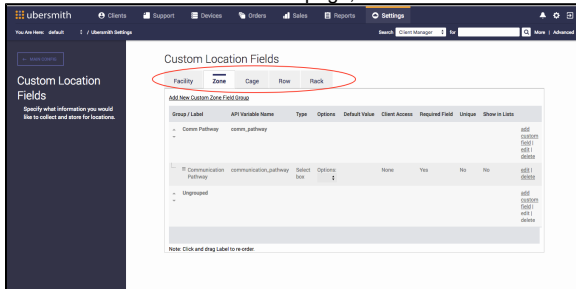


# Managing Custom Location Fields

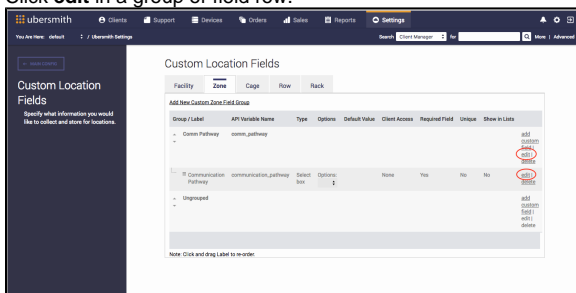
Once you have created custom fields, you can perform various actions on them.

## Editing Custom Field Groups and Fields

1. [Access the Custom Location Fields page.](#)
2. From the *Custom Location Fields* page, click the custom location area tab you need to edit.



3. Click **edit** in a group or field row.



The *Edit Custom Field Group* or *Edit Custom Field* page appears.

4. Make any necessary updates you need.
5. Click **Update**.

**Edit Custom Field**

Label: Communication Pathway

Type: Select box

Enter possible values on separate lines: Inbound, Outbound

Default Value:

API Variable Name: communication\_pathway [edit](#)

Group: Comm Pathway

Client Access: None

Required?: ☒

Unique?: ☐

Show in Lists: No

[Update](#) [Cancel](#)

On this page:

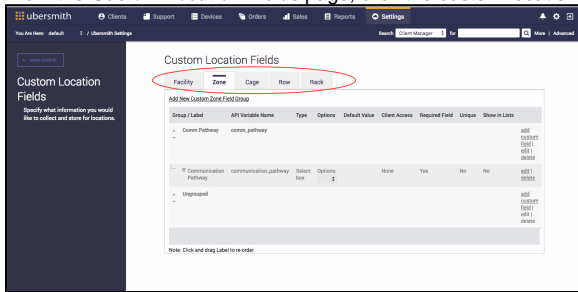
On this page:

- [Editing Custom Field Groups and Fields](#)
- [Deleting Custom Field Groups and Fields](#)
- [Reordering Groups](#)
- [Related Topics](#)

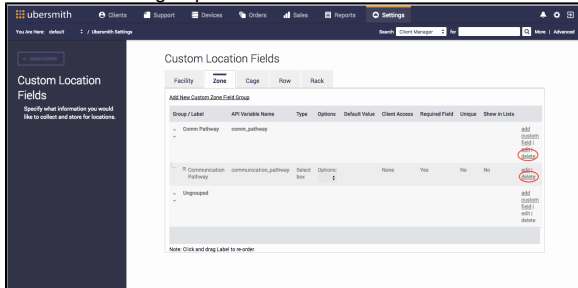
## Deleting Custom Field Groups and Fields

1. [Access the Custom Location Fields page.](#)

- From the *Custom Location Fields* page, click the custom location area tab you need to edit.



- Click **delete** in a group or field row.

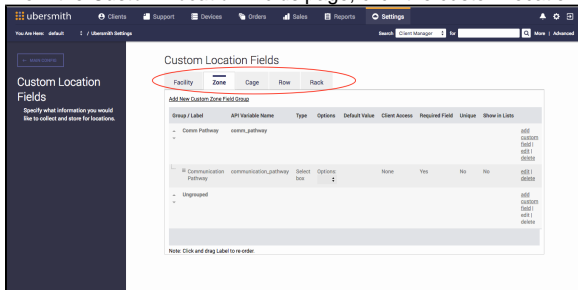


A warning message appears.

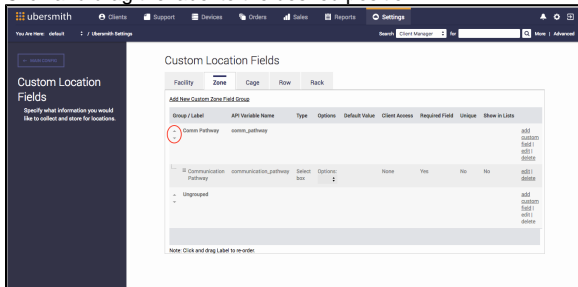
- Click **Yes**.

## Reordering Groups

- Access the *Custom Location Fields* page.
- From the *Custom Location Fields* page, click the custom location area tab you need to edit.



- Click and drag the label to the desired position.



## Related Topics

[Adding Locations](#)

[Managing Facilities](#)

[Managing Zones](#)

[Adding Custom Location Fields](#)