1. Enter the Item List View



1. Double click an item on the list to enter the item properties screen



1. Press on the Custom Fields button and the Custom Fields screen will open



1. Press on Define Fields the ‘Set up Custom Fields for Items’ window will open



1. Add a new Label, and press the Use to mark it with a Checkbox



1. Add the new custom fields into your item list view. Right click the list and choose ‘Customize Columns’



1. Find your new added Custom Field and Add it to the chosen Columns



1. It is recommended to use the ‘Add/Edit Multiple Item’ from the Right Click menu to add additional data in batch, instead of one by one.

