

Add custom field

1 Locate Your List

- **Lists** > Open the list where you want to add the custom field.

2 Add a New Custom Field

- Place your cursor **between two existing columns** in the list.
- Click on the "+" button that appears.
- Select **New Custom Field**.
- Choose whether for Lead or Company

3 Configure the Custom Field

- Define the **Field Name** and select the **Data Type** (text, number, date, etc.).
- Click **Create** to confirm.

4 Verify the New Field

- Check that the new field appears as an additional column.
- Start adding data or adjust as needed.

5 Fill all the Column Manually

- Click on the **first cell** of the new field.
- Hold down the **Shift key** and click on the **last cell** in the column.
- The column will be highlighted in blue.
- In the last cell, directly type the value you want. It will automatically fill all the selected cells.