

# About single select fields

## In this article

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You can create single select fields with multiple options, each with a description and a color, that can be selected from a dropdown menu.

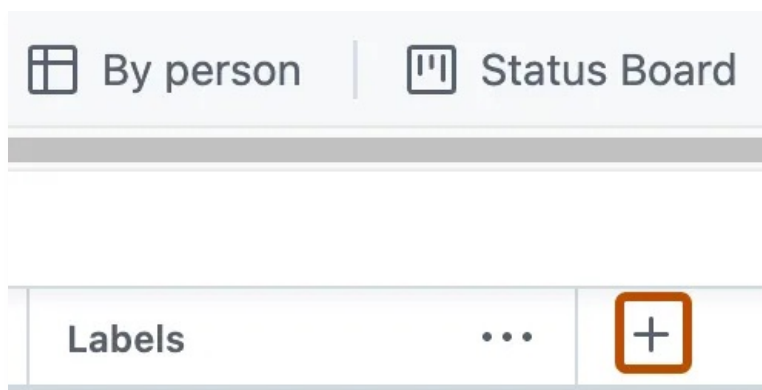
You can filter by your single select fields by specifying the option, for example:

`fieldname:option` . You can filter for multiple values by providing a comma-separated list of options, for example: `fieldname:option,option` . For more information, see "[Filtering projects](#)."

Single select fields can contain up to 50 options.

## Adding a single select field

- 1 In table view, in the rightmost field header, click +.




- 2 Click **New field**.
- 3 At the top of the dropdown, type the name of your new field.
- 4 Select **Single select**
- 5 Below "Options", type the first option.
  - To add additional options, click **Add option**.
- 6 Click **Save**.

Alternatively, open the project command palette by pressing `Command + K` (Mac) or `Ctrl + K` (Windows/Linux) and start typing "Create new field."

# Editing a single select field









You can set descriptions and colors for each of your single select options.

- 1 Access your project's settings.
- 2 To the right of the single select field you want to edit, click .


## Field type


 Single select

## Options


|   |  |                               |   |
|---|--|-------------------------------|---|
|  | <div>Not Started </div> | This work hasn't started yet! |   |
|  | <div>Planning </div>    |                               |   |

- 3 In the modal that opens, under **Label text**, type the name of this option.
- 4 Optionally, under **Color**, select the color you want to use to represent this option.


Edit option 


Not Started 


Label text \*


Not Started 


Color





















Description

This work hasn't started yet! 

Visible in group headers and value pickers

Cancel

Save

- 5 Optionally, under **Description**, type a description for this option.
- 6 Click **Save** to save your changes.

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