About single select fields

In this article

You can create single select fields with multiple options, each with a description and a color, that can be selected from a dropdown menu.
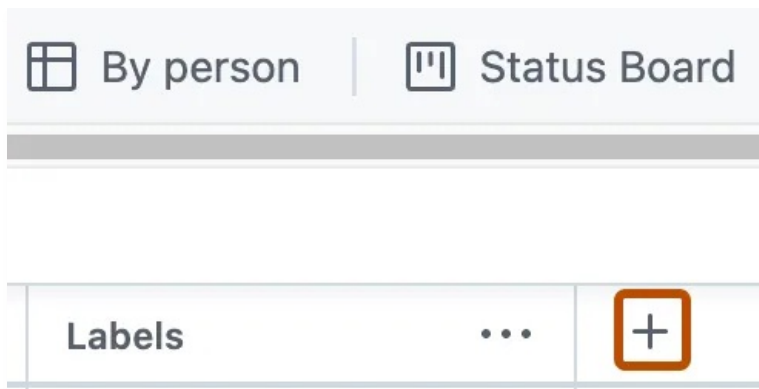
You can filter by your single select fields by specifying the option, for example: `fieldname:option`. You can filter for multiple values by providing a comma-separated list of options, for example: `fieldname:option,option`. For more information, see "[Filtering projects](#)."

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

⠿ (Not Started 🕓) This work hasn't started yet!   ✏️ ✕

⠿ (Planning 📋)   ✏️ ✕

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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