# fibreCRM

HEART OF THE PRACTICE

Visit **support.fibrecrm.com** for more info or contact your CRM Manager

Admin: Adding Fields/ Removing Fields from Screen

Disclaimer: To Access Studio you need to be an Admin user of the CRM. It is not advised to remove or delete any fields without consulting FibreCRM support. Please contact us for advice if ever in doubt whilst making changes in Studio. Admin Training is available to purchase, please contact us for more info.
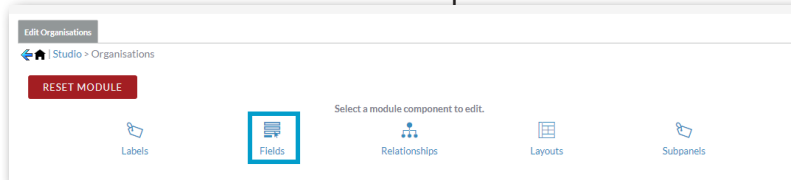
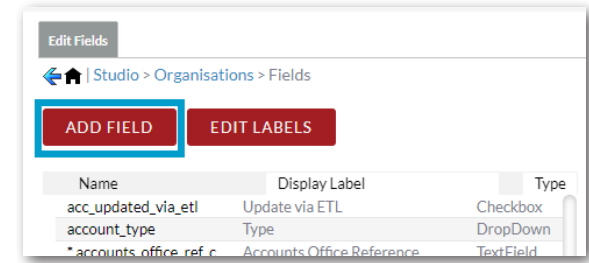**1.** Navigate to your user name in the top right hand corner and select **Admin**.
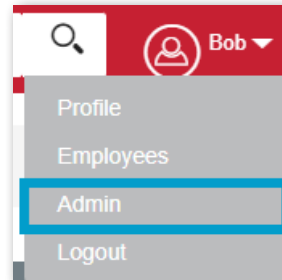
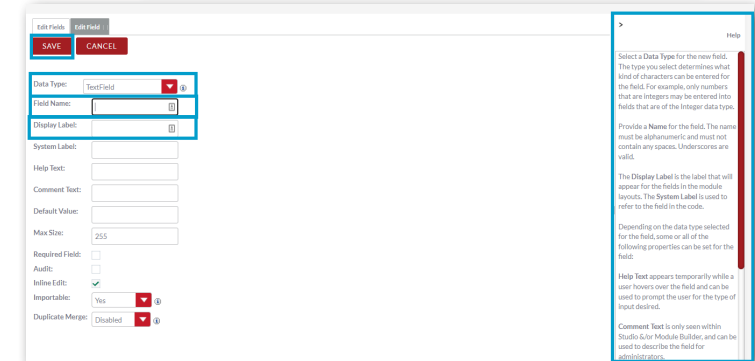**2.** In the **Admin** section, scroll down to **Developer Tools** and select **Studio**.
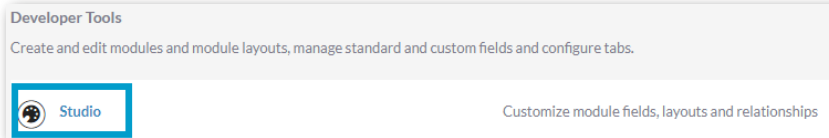
3. Select the **Module** you'd like to add a field to and then select the **Fields** module component.
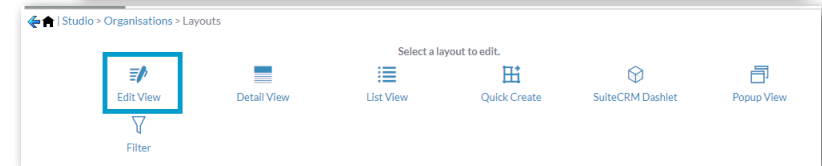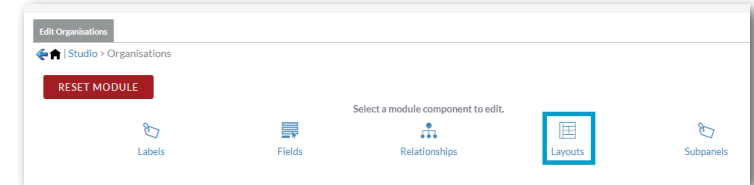

4. Select **Add Field**.

5. Choose a **Data Type** and enter a **Field Name** and **Display Label**. On the right handside is help box with more information about the fields. Once completed click **Save**.

6. To remove fields from screen view, select **Layouts** from the module components and then select **Edit View**.

7. Drag and drop any field sections you don't want to see on screen to the **Delete** section. Click **Save** or **Save & Deploy**. The help box is available again with more information.