Archive and Delete Custom Fields

Moving the Custom Field to “Archive” puts it in the Archive section and removes field from your reports. You can add the field back to report by moving it to “Active”. From the Archive section, you can permanently delete a field - this deletes it forever and removes it from reports.

Archive Custom Fields

To Archive Custom Fields, go to the Custom Fields section of your dashboard and select the field you want to archive by clicking the box next to the Custom Field. Then click the Archive button.

To view your archived Custom Fields, click on the “Archive” section. From here, you can re-activate your custom fields or delete them forever.
Reactivating Custom Fields

To reactivate an archived custom field, select the field you want to reactivate by clicking the box next to the field. Then click the “Save as Active” button.

Deleting Custom Fields

To delete a custom field, select the field you want to delete by clicking the box next to the field. Then click the “Delete Forever” button.
Please Note: Deleting a custom field means it will be forever deleted from the database, never to return again. So, before you delete a custom field, be sure that you absolutely want to delete it, because there is no turning back. We always recommend to avoid deleting anything altogether, since it is generally always helpful to be able to either resurrect something or just to refer to it again. You also won't be able to pull reports off of this field once it is deleted.