

Field groups

Set up page field groups

Version 8.0



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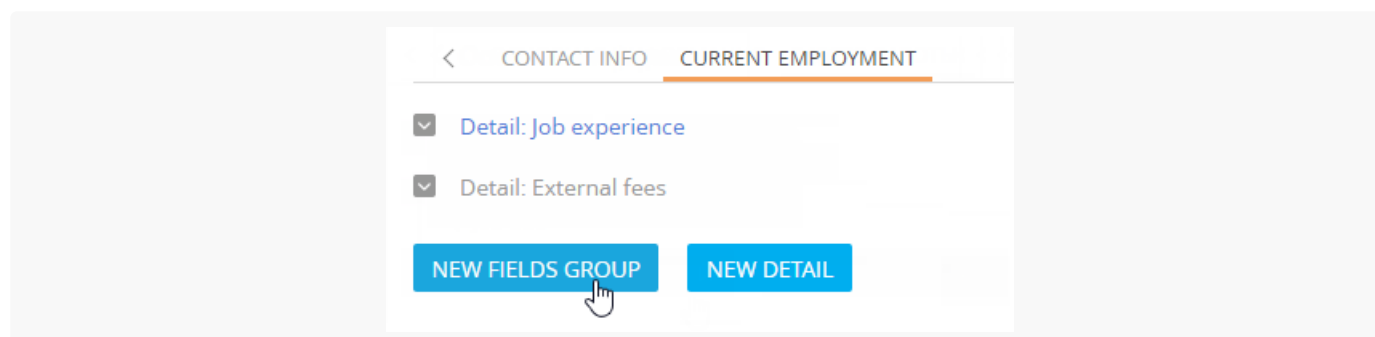
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You can combine page fields into groups. For example, a record of the [*Accounts*] section can contain a [*Categorization*] field group used to categorize companies by various parameters.

To **add a new field group**:

1. Open a section, e.g., [*Contacts*].
2. Click [*View*] → **Open Section Wizard**.
3. In the “Section pages” block of the Section Wizard:
 - a. if you have only one edit page in your section, click **Edit page**;
 - b. if you have several edit pages in your section, click **the link of a corresponding page** in the list.
4. Open the tab where the new field group should be located, and click **New fields group** (Fig. 1).

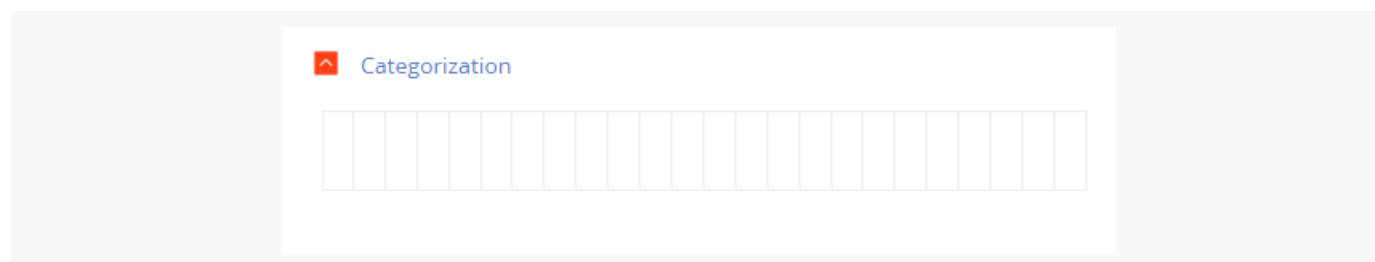
Fig. 1 Adding a field group on a tab



5. In the opened window, enter the field group title and click **Save**.

As a result, an empty 24-cell grid area for setting up fields will be added on the tab (Fig. 2).

Fig. 2 Adding a new field group



You can [add the needed fields](#) to the newly created field group.

You can rename, delete and move the added field groups similarly to working with [tabs](#).