

# 02

## Customising Forms

Odoo 19 Enterprise · Studio

Add fields and rearrange form layouts without code.

### 1 Enter Studio mode

**Studio icon (top-right paint bucket icon)**

Click the Studio icon in the top-right corner of any Odoo page. The current page enters edit mode with a field palette on the right. The live record remains visible – changes you make apply to all records of that type. Exit Studio with the Close button to return to normal mode.

### 2 Add a field

From the Studio field palette, drag a field type onto the form: Text, Number, Date, Checkbox, Selection, Many2one (relation to another model), Many2many, Binary (file). Drop it where you want it to appear. Give it a label and configure its properties in the right panel. New fields are created in the database immediately.

#### COMMON FIELD TYPES

<b>Text</b>	Single-line or multi-line text input.
<b>Integer / Float</b>	Whole number or decimal number fields.
<b>Date / DateTime</b>	Date picker with optional time.
<b>Selection</b>	Dropdown with fixed options – configure the list of options in the field properties.
<b>Boolean</b>	Checkbox – yes/no.
<b>Many2one</b>	Link to one record in another model – e.g. link a customer to a project.
<b>Many2many</b>	Link to multiple records in another model.