

Using Custom Fields

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What are Custom Fields?

Custom fields enable you to add up to 20 unique fields to your project details. These fields are also available in project-based reports. Custom fields can also be mapped from Job Launch forms to the project creation page. *Note: Contact support to initiate a Job Launch mapping request.*

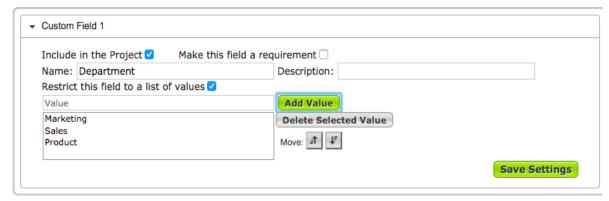
Custom fields can either be free text fields or a list of dropdown options. In addition, you can make the fields required in order to create the project.

Adding Custom Fields

- To begin, navigate to Account > Account Settings > Customize > Custom
 Fields.
- 2. To add a custom field, click on any blank custom field.
- 3. Click the checkbox next to 'Include in the Project.'
- (Optional) If you want to make this field a requirement, click the corresponding checkbox.
- 5. Enter a name for your custom field.
- (Optional) If you want to restrict the field to a dropdown list of values, click the
 corresponding checkbox and enter the values you would like project creators to
 choose from.

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7. When finished, click Save Settings.

Editing Custom Fields

- Once you've made changes to your custom fields, be sure to log out of your account and log back in order to see the changes take effect.
- 2. Navigate to the Project Dashboard.
- 3. Click **EDIT** in the **Overview** section of the Project Dashboard.
- Enter a value for your custom field and clickBACK TO PROJECT DASHBOARD to save.

