

Create Custom Fields

1. In the **Admin** tab, click on the **New** link beside **Custom Field**.

To Do	General	
Individual	Provider	Preferences Password Policy
Health	User	New List Import from Excel Search Imported Excel Assign External System ID Self Password Reset
Agency	Title	New List Import from Excel Search Imported Excel
Billing	Custom Field	New List
Admin	Shared Contact	New List Link Import from Excel
Agency Reports	Shared Contact Type	List
Individual Home Page	GER Event Category Rule	Add / Edit

2. In the **Create New Custom Field** page, enter the **Field Name** and select **Data Type** from the dropdown.

Create New Custom Field

→ * Field Name

What are the child's strengths?

→ * Data Type

Numeric

▼

- Please Select -

Numeric

Text

Yes/No

Long Text

Dropdown

Date

* Field Length

Is Required?

Cancel

Back

Save And Create New

Save

3. If the selected **Data Type** is **Numeric**, **Text** or **Long Text**, an additional mandatory field **Field Length** will appear. Enter **Field Length**.

Create New Custom Field

* Field Name

What are the child's strengths?

* Data Type

Long Text

▼

→ * Field Length

300

Is Required?

☐ Yes
 ☒ No

Cancel

Back

Save And Create New

Save

If the selected **Data Type** is **Dropdown**, list the dropdown options in the fields. If more than two options are needed, click on the **Add** button to add more fields.

Create New Custom Field

* Field Name

What are the child's strengths?

* Data Type

Dropdown

Playing

×

Reading

×

+ Add

Is Required?

☐ Yes
 ☒ No

Cancel

Back

Save And Create New

Save

4. To add more custom fields click on the **Save And Create New** button. To save the custom field click on the **Save** button.

Cancel

Back

Save And Create New

Save

5. A success message will appear.

Custom Field Configuration 'What are the child's strengths?' has been successfully Saved